



ST PAUL'S
GIRLS' SCHOOL

Physics Technician

**CANDIDATE
INFORMATION
PACK**

Required from: September 2026

Welcome

St Paul's Girls' School (SPGS) is an extraordinary school. While we are well known for regularly achieving some of the best GCSE and A level results in the country, what has stood out to me since joining the school in September, is its truly distinctive ethos, focused on nurturing creativity, curiosity, and a love of academic discovery.

Ours is a school full of opportunity where students are encouraged to take responsibility, to get involved and to broaden their horizons. The co-curricular programme at SPGS is wide ranging and ambitious and students are actively engaged in service to the community with numerous opportunities for local partnerships.

Pastoral care and wellbeing are at the very core of the school and it is our belief that all our students should receive the kindest and most individual support possible. Students regularly report on their positive relationships with staff and the high quality of care for their wellbeing and our diverse pastoral teams are experienced and well resourced. When students leave us we are confident that they have developed a strong sense of self and have built friendships to last a lifetime.

As we develop our outstanding educational provision in the coming years, I am excited to be leading a collegiate, high-performing and exciting team at SPGS. I hope that you will consider joining us.

Liz Hewer, High Mistress





The School

St Paul's Girls' School is a historic and highly successful day school in west London, welcoming students aged 11 to 18. It was founded in 1904 by the Worshipful Company of Mercers as one of the first purpose-built schools for girls and was designed by the architect Gerald Horsley. It is one of the country's leading independent secondary day schools and is a lively academic community with excellent facilities for all subjects.

The education we offer is classical yet forward-looking, encouraging students to take risks, think ambitiously and play a leading role in the world beyond school. It is no coincidence, therefore, that amongst our alumnae we count leading scientists, journalists, artists and politicians. One of our earliest students was Rosalind Franklin, whose brilliant pioneering work was pivotal to the understanding of DNA.

There are 840 students on roll, coming from a wide range of feeder schools across both the state and independent sector and there is thriving sixth form of about 230 students. Entry to the school at 11+ is by competitive exams held in January and at 16+ in November, and there is heavy demand for each place. Public exam results are consistently outstanding and about 40% of all students every year move on to Oxford and Cambridge. Increasing numbers also go on to higher education at Ivy League colleges in the United States. Aspirations and achievements in many areas go well beyond what one would normally expect from a school, making SPGS a very exciting and stimulating place in which to work.



The Science Department

The science department is comprised of twelve specialist teaching laboratories in a beautiful 1930s building. The laboratories are all equipped with modern facilities such as interactive whiteboards and are extremely well resourced. Each department has four laboratories and a dedicated preparation room.

Role Description (Technician)

The Post

A highly enthusiastic and motivated laboratory technician is required to join a team of technicians working to support the delivery of a varied and exciting science curriculum within the school. The post holder will be based primarily in the physics department but may also be required to provide support elsewhere within the department as requested by the Laboratory Manager and/or Head of Science.

Responsibilities

The post holder will be working closely with the Laboratory Manager on a day-to-day bases, and alongside the other technicians to achieve the aims of the Department. The post holder will be responsible for providing an efficient technical service for the Science Department. They will be required to achieve complete familiarity with the Science Department's health and safety procedures and will be responsible for keeping up to date with these procedures as they change, throughout the post holder's period of employment. It is critical that the Laboratory Technician implements health and safety procedures at all times.

The following list of key responsibilities is designed to outline the main duties associated with the post but is not intended to be an exhaustive list of all duties performed.

Key Responsibilities	Activities likely to be carried out
Under the guidance and control of the Laboratory Manager, to coordinate the use of practical resources and facilities, and provide assistance and advice in meeting the practical needs of the science curriculum, including liaising with teaching staff and support staff outside the department.	• Preparation of resources, assembling apparatus • Obtaining materials by local purchase • Giving technical advice to teachers, technicians and students • Carrying out risk assessments for technician activities
To assist the Laboratory Manager with the day-to-day organisation and development of trainee staff to ensure that essential performance standards are achieved.	• Organising and supervising trainee technicians as required
To contribute to the design, development and maintenance of specialist resources and/or long-term projects.	• Constructing and modifying apparatus • Preparing standard solutions, purifying chemicals, treating waste.
To support the Laboratory Manager in ensuring the availability of suitable materials and equipment including sourcing and costing resources and suggesting economic alternatives to maintain stock levels	• Checking stock and keeping stock records • Compiling orders • Liaising and negotiating with suppliers
Under the guidance of the Laboratory Manager, to ensure that both routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment are carried out to the required standard	• Collecting, checking and returning equipment to stores • Cleaning and repair of equipment • Cleaning of laboratory bench surfaces and fixed equipment • Notifying the maintenance department regarding routine maintenance requests • Advising the Laboratory Manager of major maintenance requirements

Health and Safety	Activities likely to be carried out
To ensure the maintenance of a healthy and safe working environment by continually updating professional practice and by actively contributing to the assessment, monitoring and review of health and safety procedures and information resources.	• Collecting, checking and returning equipment to stores • Cleaning and repair of equipment • Cleaning of laboratory bench surfaces and fixed equipment • Notifying the maintenance department regarding routine maintenance requests • Advising the Laboratory Manager of major maintenance requirements • Attending practical science and health and safety courses and reading relevant publications • Giving health and safety advice to technical staff, teachers, trainees and students • Organising, storing and checking the condition of chemicals and equipment • Ensuring the safe treatment and disposal of waste materials, including hazardous substances, and responding to actual or potential hazards • Checking first-aid kits, carrying out visual checks on electrical equipment and other safety checks as required by the science department • Attending department meetings • Keeping up to date health and safety checklist records

Person Specification

We are seeking a full time Science Technician (Physics Specialism) from September 2026.

This is an exciting opportunity to join the science department at St Paul's Girls' School.

This job would suit candidates with experience of working in a science laboratory in education or industry.

We are looking for candidates who can demonstrate the following:

- A genuine interest in education and working in the science department of a leading independent school.
- An appetite for continued learning with respect to physics experiments and demonstrations
- A commitment and desire to produce work of the highest possible standard
- Excellent interpersonal skills with the ability to establish and maintain effective working relationships
- Excellent written and verbal communications skills
- Organisation and self-motivation skills with an ability to proactively manage conflicting workloads
- The ability to work independently under minimal supervision
- The physical ability to move and handle trolleys and equipment on a regular basis
- A flexible approach to duties and hours of work in order to fulfil the requirements of the role.

Experience and Qualifications

Essential:

- Relevant specialist physics knowledge and/or experience.
- Enthusiasm for physics
- A qualification in a relevant scientific discipline at A-level (or equivalent).
- A good all-round education.
- Experience of working with Microsoft Office

Desirable:

- Previous experience of working as a laboratory technician in a secondary school.
- A higher qualification in physics would be an advantage but is not essential.



Our Educational Ethos

The emphasis on liberal learning established by the first High Mistress, Frances Gray, finds expression today in an academically adventurous curriculum, which encourages intellectual freedom, discovery, and the joy of scholarship. In our rich and varied academic curriculum students are encouraged to explore beyond the syllabus to enrich their learning through collaborative work, interdisciplinary projects and individual research. We run several school-directed courses at GCSE level: Computer Science, Creative Technologies, Art and Design, Drama and Theatre Studies, Music, and History of Art and a bespoke programme in the Sixth Form which extends learning beyond A levels as preparation for university and the world of work. Pastoral care is excellent, and all students are placed in small tutor groups to ensure the highest standards of personal attention and development.

Creative Arts and Co-curricular

We have an excellent reputation for the creative and performing arts with students contributing to an exciting programme of musical and dramatic performances and art exhibitions. Music plays a central role. The composer of *The Planets*, Gustav Holst, was Director of Music at the school for over 30 years, and his legacy continues. Our co-curricular programme is full and varied, offering innumerable opportunities for students to develop their individual interests and skills, from debating to fencing, chess to Fem Soc. We also have an extensive supra-curriculum in subject related lectures clubs, societies, many of which are led by the students.

Sustainability

We have an active and popular society focused on sustainability, which works closely with the school to raise awareness of environmental issues and to reduce our carbon footprint, a project to which we are deeply committed.

Sports

The school is well accustomed to sporting success, with hundreds of fixtures played throughout the year and opportunities for all ages and talents. Our pitches, tennis and netball courts, sports hall and pavilion are close by, offering some of the best sporting facilities a central London school could wish for.





Equality, Diversity and Inclusion

Diversity and inclusion sit at the heart of the school. We believe passionately that it is our moral imperative to contribute to social mobility through education and to work to reduce the attainment gap, which, the EPI reported, has stopped closing for the first time in a decade. Our bursary programme currently provides financial support to 11% of students, and we are at the beginning of an exciting journey to increase that figure significantly.

Our bursary students enrich our school community beyond measure, bringing with them differing world views and lived experiences that contribute to a wonderfully diverse student body.

The Paulina Foundation

We established the Paulina Foundation, a separate entity through which fundraising for bursaries, partnerships and buildings takes place. We recently launched our 'Opening Doors' campaign with significant targets to ensure that we are able to meet our goals and make an SPGS education accessible to any student who meets the academic criteria.

Partnerships

Our partnerships programme has grown considerably in recent years. We work extensively with primary schools, secondary schools and the local community to widen educational opportunities by sharing our facilities and expertise and to provide mechanisms by which we can learn from each other.

Our staff and students are engaged in numerous projects, from our Primary Hub where students mentor primary students, to our Friday service programme, which sees our Y12 students off timetable for an afternoon a week to pursue service activities. Additionally, our collaboration with St Paul's School continues to grow, with an increasing number of opportunities for all staff to get involved.

Driving New Technologies and Futures

We are committed to providing a cutting edge, relevant and future proof education for our students. To that end, the school has invested significantly in a programme of building works and refurbishment, including The Rosalind Franklin Wing - a new Centre for Design & Innovation (CDI). The centre houses our computer science and creative technology department, alongside sculpture, art and design.

The development of new technologies will impact every career and every aspect of our lives; the creative industries are the fastest growing sector of the UK economy, accounting for 1 in 6 jobs in the UK. It is essential, therefore, that we ensure our students are fully equipped with the skills, knowledge and expertise they need to navigate a digital world with confidence and that we prepare them for the careers of tomorrow. The building houses art & sculpture studios, with a live broadcast studio, maker spaces and tech labs, and encourages interdisciplinary activities across the breadth of the curriculum, as well as creating opportunities and capacity for partnerships work.

This is an exciting period for the school as we build on the extraordinary foundations of the past to ensure that the education we provide is forward-looking and responsive to future needs.





Further Information

Terms & Conditions of the post

The salary is based on qualifications and relevant experience, aligned with external benchmarking standards.

Successful candidates are required to complete a medical declaration and undergo an Enhanced Disclosure and Barring Services (DBS) check, and overseas check (if appropriate).

Application & interview procedures

Further information about the role and how to apply can found on our website <https://spgs.org/vacancies/> Please submit your applications before the closing date and time. We recommend that candidates apply as soon as possible since applications will be reviewed as they are received, and interviews may be arranged on a rolling basis.

Disclosure and Barring Service (DBS) and Overseas Checks

St Paul's Girls' School is a "registered body" under the Police Act 1997 because employment here involves access to children under the age of 18. This post will require an enhanced DBS check from the Disclosure and Barring Service before we can confirm an offer on employment.

Unless you are a member of the DBS Update Service you will need to apply for a new disclosure, even if you already hold one. Former members of staff who are not on the Update Service who re-join us, also require fresh disclosures unless less than three months have passed between their leaving and their re-employment date. If you have lived or worked abroad for a period of 3 months or more during the past 10 years, you will also need to provide appropriate paperwork, such as a police certificate of good conduct, from the countries you have lived in.

Safeguarding Guidelines

St Paul's Girls' School is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). We expect all staff to share this commitment.

St Paul's Girls' School welcomes applications from all sectors of the community as we aspire to attract staff that match the social and cultural diversity of our pupil intake. We seek to offer fair and inclusive employment policies, interview and arrangements that avoid bias and support all applicants and staff equally.

Benefits

Private Health Insurance

Available for Senior Managers and Heads of Department on appointment and for staff who have completed 5 years' service. Part-time staff receive a pro-rata entitlement. All staff, regardless of whether they are entitled to free private health insurance or not, may purchase cover for themselves, their spouses, and dependent children, taking advantage of the school's group discount.

Season Ticket Loan

Interest free season ticket loan of up to £2,000 (repayable within a year) to cover the costs of travelling to and from the school is available to all staff.

Access to School Leisure Facilities

Staff have complimentary access to the school's on-site sports facilities during specified days and times.

Bike2Work Scheme

If you cycle to work, you can save up to 42% on the cost of bicycles and/or cycle equipment with the Bike2Work scheme.

Life Assurance Scheme

Life assurance cover benefits are in place for all staff.

Employer Pension Contribution

All staff who meet the eligibility criteria and rules of the plan, are entitled to join the school's Defined Contribution Pension Scheme administered by Aviva.

School Lunch

All staff are entitled to a free school lunch if they are working on site at the time when the dining hall is open.

Employee Assistance and Counselling Service

All staff and their immediate family over the age of 18 who are living with them, have access to the school's Employee Assistance Programme. This is a free and confidential telephone-based professional advice and 24-hour counselling service. Staff can also access the school's on-site counselling service with one of our Staff Counsellors.

DSE Eye Tests

All display screen equipment users are eligible for reimbursement of their eye test fees (up to £35), an annual contribution towards prescription lenses, and a biennial contribution towards frames when their optician confirms the need for lenses specifically for DSE use.

Fee Reduction

Permanent staff can request remission of tuition fees for the St Paul's foundation schools after a year of service if their children meet the entrance criteria. Remission is applied pro-rata for those working part time.

Further Studies Funding

The school is committed to continuous professional development (CPD) of all staff. The level of support provided depends on the relevance of the further study to the staff member's job role.

Application and Interview Process

- Applications should be submitted through our careers portal: <https://spgs.org/vacancies/>
- We recommend that candidates apply as soon as possible since applications will be reviewed as they are received, and interviews may be arranged on a rolling basis
- We reserve the right to close the vacancy early should we receive a sufficient number of applications
- Please contact recruiting@spgs.org if you have any questions about the role or issues submitting your application

Interview Timeline

- Interviews will be held in the week beginning Monday 22 June 2026.

Please note that interview dates are fixed and cannot be rescheduled.



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