THE BEACON

Guiding the next generation



SCIENCE LABORATORY TECHNICIAN

Full-Time

For January 2027

(or as early as possible) Spring Term

INTRODUCTION

The Beacon was founded in 1933 by its first Headmaster, Stanley Fieldhouse, opening with just 5 pupils.

Today, The Beacon has over 450 pupils from Nursery to Year 8 and is set in 18-acres within the Chilterns countryside, located in Amersham.

Whilst The Beacon has traditionally educated boys, the school is to become fully co-educational in September 2027. The first girls joined the School back in September 2026.

GUIDING THE NEXT GENERATION

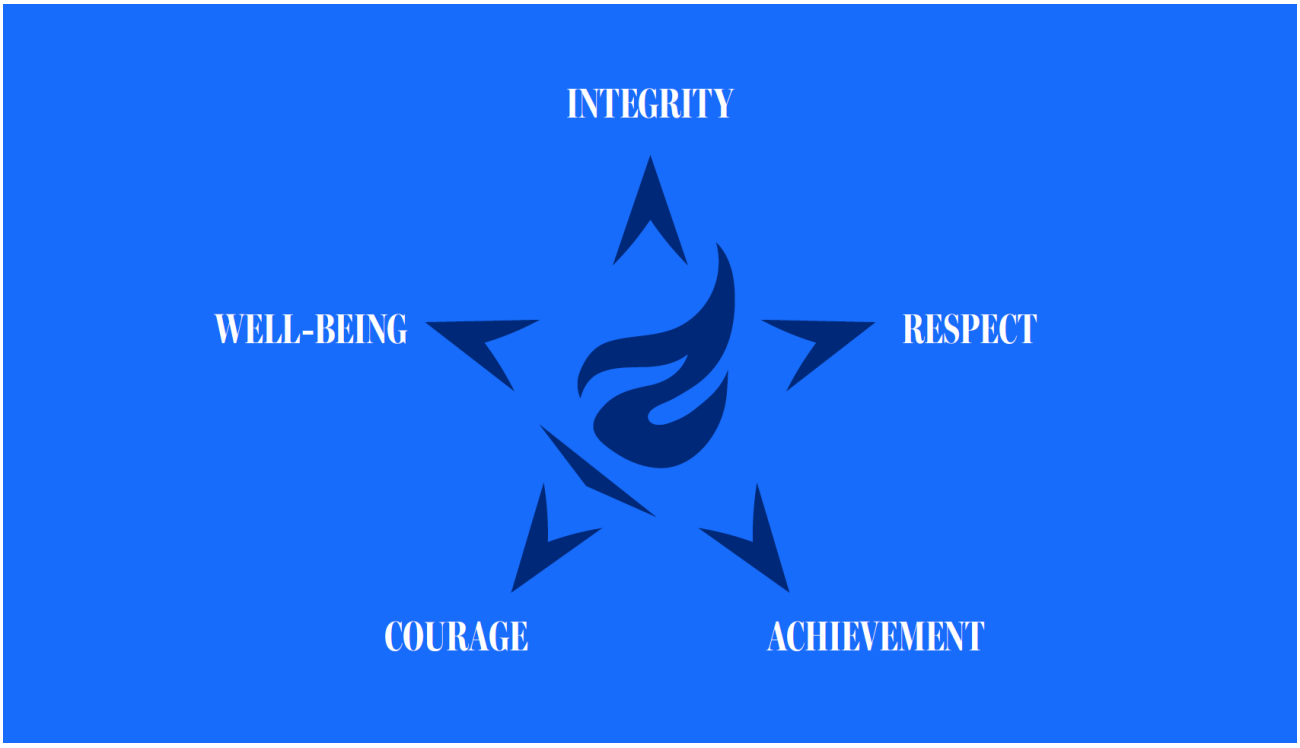
The Beacon prides itself on academic excellence, abundant opportunities and our ability to identify an individual's potential; preparing them for what's now, what's next, and wherever life may take them.

ACHIEVE ACADEMICALLY. PROSPER PERSONALLY.

From the first steps to the last exam, our team of inspiring teachers and staff deliver best-in-class education in an enriching and enlightening environment.

THE BEACON VALUES

Our values are embedded into Beacon Life.



WELCOME FROM THE HEADMASTER



Dear Applicant,

Thank you for your interest in the position of Science Laboratory Technician at The Beacon.

We are looking for a proactive Science Laboratory Technician to work in our Science Department. You will support the delivery of practical science lessons by preparing equipment, materials and resources for experiments, maintaining laboratories and ensuring high standards of health and safety are followed.

If you are passionate about science, and thrive in a dynamic environment, we invite you to apply for this exciting opportunity. This role requires a commitment to maintaining high standards of cleanliness, attention to detail and organisation.

This is a full-time role working 37.5 hours per week term time only.

The Beacon is a large prep school for pupils aged between 3 and 13, with superb facilities and resources that support a forward-looking educational environment. The school is accessible by Chiltern Railways and Met Line, located close to Amersham.

To give you a flavour of life at The Beacon, please look at our website beaconschool.co.uk. Here, you will find our Safeguarding and Child Protection Policy too.

The Beacon is an exceptional school, and we seek exceptional people. I look forward to hearing from you.

Nick Baker
Headmaster

IMPORTANT NOTE:

- *The school is committed to safeguarding and promoting the welfare of children. Safeguarding checks will be undertaken in accordance with School policy*
- *The safeguarding responsibilities of the post can be found in the job description and person specification in this recruitment pack*
- *The post is exempt from the Rehabilitation of Offenders Act 1974.*

JOB SPECIFICATION

Job Title: **Science Laboratory Technician**

Hours: **Full-time 37.5 hours per week, term time only.**

MAIN DUTIES & RESPONSIBILITIES:

Job Summary:

To plan, prepare, set up and then clear away afterwards all materials needed for the teaching of Science and to support the daily activity of the Science Department.

Academic

- To assist with the running of the Science Department, ensuring that preparation is undertaken for all lessons, the areas are prepared ready for lessons etc
- Making up solutions, assembling apparatus, delivering equipment to rooms, collecting, checking and returning equipment to stores, disposing of waste materials
- Taking care of laboratory equipment and apparatus, carrying out and arranging for maintenance and repair of equipment
- Observing Health & Safety at all times and ensuring understanding of all health & safety procedures relevant to the Science provision; contributing to and following applicable risk assessments
- Stocktaking chemicals and/or equipment, obtaining materials by local purchase, placing orders and checking deliveries or invoices
- Constructing and modifying apparatus
- General laboratory cleaning, cleaning laboratory sinks, caring for plants, trialling practical activities, assessing risks for technician activities
- Photocopying, laminating, filing, collating and binding, Science Department health & safety support and risk assessments
- Providing technical assistance to trainee teachers, teachers, TAs and pupils
- To assist in the development of schemes of work across all key stages
- Carrying out demonstrations, assisting with field trips, checking laboratory services and equipment
- Arranging Science Department electrical testing
- Assisting with Science clubs, Activities weeks, Open days, trips / visits, presentation evenings
- Overview of Science Department Display Boards, Laboratory and Prep Room Design and Science cover lessons

Other Responsibilities

- To attend INSET and other relevant training as required
- To attend staff meetings, Open Day/Mornings, Speech Day, Parents' Evenings, and curriculum meetings
- To participate in Additional Duties which may include before/after school duties, break-time and lunchtime duties on a rota basis
- To assist with the organisation and running of clubs, trips and events as required
- To play a full part in the life of the school community, to support our distinctive mission and ethos and to encourage all our staff and pupils to follow this example

Flexibility: You may be required to undertake such other reasonable duties from time to time as the School may reasonably require.

SAFEGUARDING

Promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact; following the school's safeguarding policy at all times and using the internal systems/contacting the DSL for monitoring safeguarding, wellbeing and pastoral issues.

Please Note:

- *The role will bring you into contact with children at a high level of responsibility for children.*
- *The role constitutes regulated activity with children.*
- *In the role, you may also be required to undertake such other duties as the Head reasonably requires from time to time.*



PERSON SPECIFICATION

	Essential	Desirable
Qualifications	• *GCSE Science*	*Relevant science qualification*
Experience	• *Appropriate experience of operating in a similar role*	*Previous working/knowledge of school science laboratory work* *(Note: it is not essential to have worked in the independent sector)*
Skills	• *Highly organised* • *Good literacy and Numeracy Skills*	
Knowledge		*Up to date safeguarding training*
Other	• *Able to quickly settle into new environments* • *Enthusiastic about learning and teaching* • *Commitment to maintaining the highest standards in classroom delivery* • *Friendly and approachable* • *Ability to remain calm and professional in all situations* • *Self-motivated and versatile* • *Excellent role model* • *Desire to contribute to school life beyond immediate classroom* • *Highly professional with positive outlook* • *Team player*	

THE PROCESS

The school is committed to safeguarding and promoting the welfare of children.

All applicants must be prepared to undergo appropriate child protection screening, including checks with past employers and the Disclosure and Barring Service. The Beacon is an equal opportunities employer. References will be required and any relevant issues arising from such will be taken up at interview or a suitable point during the process.

Candidates who have a disability or any other special requirements should let the school know if there are any reasonable adjustments they would like the school to make as part of this recruitment process.

There is a requirement to complete the school's Application Form. Please download from TES/the school's website and send a copy of your completed Application Form and covering letter by e-mail to: recruitment@beaconschool.co.uk

Closing date for receipt of applications is **Sunday 29 November 2026.** Interview date to be confirmed.

We would encourage you to submit your application early as we reserve the right to close vacancies earlier than the deadline – if, for example, we receive a number of applications of interest early on.

Please note: *CVs cannot be accepted. Whilst an interview is to be used as the primary feature of the selection process, if invited for interview you will be advised as to whether any additional selection methods will be required to supplement the interview. This may include a lesson, presentation and/or other task. Whatever methods are chosen, the panel will use these to assess the merits of each candidate against the job and person specification.*

CONTACTS

Address: The Beacon, 15 Amersham Road, Chesham Bois, Amersham, Bucks, HP6 5PF

Telephone: The HR team at The Beacon 01494 433654

Email: recruitment@beaconschool.co.uk

Website: beaconschool.co.uk

