



Merchant Taylors'
School

Ambition | Character | Excellence

Merchant Taylors' School, Liverpool

Appointment of

GENERAL SCIENCE TECHNICIAN

Candidate Brief and
Information for Applicants

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About Merchant Taylors' School

In 2020 our historic independent school in Crosby, Liverpool celebrated its 400th anniversary. We are widely recognised as one of the finest schools in the North West of England with a rich heritage of educating girls and boys aged 4 to 18.

We occupy three sites in Crosby and each School is within close walking distance;

Stanfield Preparatory School - Coeducational Reception to Year 6

Merchant Taylors' Boys' School – Single Sex Years 7 – 13 (joint teaching in the Sixth Form)

Merchant Taylors' Girls' School – Single Sex Years 7 – 11

Alongside a rigorous academic curriculum, we offer an abundance of other opportunities, including a vibrant range of clubs and sporting activities designed to inspire and develop the talents of each pupil. Whether it's on the stage, in the concert hall, on the sports field or working in the community, our pupils will have the chance to grow in areas outside the classroom.

Our inspiring teachers seek to nurture a spirit of inquiry and curiosity in all our pupils, helping them to develop to their fullest potential. We also have a committed and highly professional team of support staff who are an integral part of the School which help to create a caring and supportive learning environment.

A Single Co-education School From September 2025

From September 2025 Merchant Taylors' Girls' will join Merchant Taylors' Boys' to create a single, co-educational senior school. The newly created school will be co-educational for all pupils aged 4-18, creating one school, one community, with one vision.

This strategic development allows us to broaden and strengthen our academic provision, while developing new opportunities and ensuring that access to those opportunities is the same for every pupil at Merchant Taylors'. The single, co-educational school will be based at the current Boys' School, which will be known as the Harrison Site.

Re-modelling our structure to become co-educational will provide greater operational and financial efficiency and will allow the School to help ensure that every pound generated in fee income from parents is invested to support the pupil experience. Uniting the Senior Schools on one site will mean that we can invest in one estate, refurbishing and developing it to meet, and indeed exceed, the requirements of all our community.

Merchant Taylors' School has a remarkable history, with every right to be proud of its achievements over the last 400 years. However, there is no room for complacency. The world is changing fast and we need to move with it whilst staying true to our founding purpose 'for the teaching, educating, and instructing of youth'. The core of our strategy is the creation of a more outward-looking school which reflects modern society, generous in its commitments to partnerships and service to others, inclusive and diverse in its outlook, forward thinking and digitally acute, operating with the advice of, and in partnership with those at the cutting edge of

change and with the schools around us. Society continues to evolve and it is our firm intention that the School adapts accordingly with agility and integrity.

In undertaking this change, the Governors are determined to retain all that is good from both the Girls' and Boys' Schools. This will ensure that both the new co-educational Senior School, and indeed Merchant Taylors' as a whole, becomes the best future-facing version of itself, understanding and serving the needs of its community as it has done for the last 400 years.

The Post

We are seeking to recruit an inspirational, enthusiastic and dedicated Technician to support subject staff in the Chemistry, Biology and Physics departments in all areas of laboratory and technology lessons, and to help provide a safe and efficient working environment within the departments. A significant part of the role involves running the prep room for Chemistry and Biology, and ensuring all laboratory equipment and storeroom facilities operate as they should. Accordingly, this post would suit someone with experience of school, university or professional laboratories.

Competent ICT skills are necessary since all members of staff work frequently with technology as the School has a sophisticated digital infrastructure which supports its digital learning strategy.

Key Responsibilities:

- To be accountable to teaching staff and Heads of Department
- To maintain all laboratory, preparation room and storeroom facilities and apparatus
- To ensure all equipment is in a safe working order
- To help ensure lessons run smoothly with regard to equipment and materials
- To report on any defects or faults
- Show due regard to the Health & Safety of yourself and others
- Stock Taking and rationalising of stock

Key Duties:

- Preparing apparatus and solutions for lessons as requested for the teaching staff lessons via requisitions, in advance of lessons, checking that all apparatus is clean and in good working order as it is prepared
- Setting out that apparatus in labs for students' use as requested by teaching staff
- Setting up demonstrations in labs ensuring that all equipment is in good working order
- Collection of all apparatus from labs after lessons, including cleaning of glassware where necessary
- Organising and preparing practical experiments
- Making up solutions and labelling chemicals
- Trialling practical experiments and troubleshooting any issues
- Handling dangerous chemicals and materials safely, including concentrated acids, with a keen awareness of CLEAPPS
- Understanding theories of practical experiments
- Keeping CLEAPSS/Hazards and Risk Assessments up to date
- Assisting in practical classes where necessary

- Ensuring labs are fully stocked with basic equipment and solutions
- Providing technical support to students and teaching staff including health and safety guidance
- Risk assessing technician's activities
- Helping to maintain display boards within the departments
- Annual chemical stock check and rationalising of stock

Other responsibilities:

- Maintenance of all equipment so that it is kept in good working order.
- Working with members of the teaching staff to develop new experiments/demonstrations
- Systematic cleaning of all equipment
- Ordering of equipment/consumable supplies/textbooks as directed by Heads of Department
- Informing Heads of Department of items which need replacing or re-ordering.
- Checking of invoices against deliveries
- Prompt return of goods received on approval which do not meet needs of department.
- Processing of invoices after signature by Heads of Department and keeping records of all invoices
- Identify equipment needing PAT testing and ensure that the equipment is made available to the tester at required time
- Preparation of apparatus and solutions to examination board specifications for practical examinations

Subject Specific Duties:

- Organising and preparing practical experiments from more basic, equipment-heavy Key Stage 3 practicals to more complex, academically challenging required A Level practicals
- Preparing materials for dissection for biology lessons
- Safe handling and disposal of biological materials (i.e. cheek cells etc.) and chemicals
- Making and restocking deionised water and bench chemicals in labs
- Safe storage of non-disposable waste until collection by professional company
- Caring for livestock, including the maintenance of tanks for the biology department
- Resource making, laminating, and copying articles, periodicals and newspapers
- Co-ordinate cover work at times of staff absence
- Help staff by gathering information, materials, and samples
- Assisting with lunchtime clinics and clubs
- Assistance in the preparation and set out for open events and taster days
- Liaison with a variety of staff to agree an effective working regime and robust practical ordering system

The Departments

The Science Departments are successful, strong, collegiate and lively departments. The departments work in close conjunction with each other and have purpose-built laboratories, and a prep room at each school. The departments are well resourced and pride themselves on

dedicating much of the teaching time to practical work. Results in public examinations are very pleasing for the departments.

Science in the Lower School

In Year 7 and Year 8, pupils follow a general science scheme of work and begin specialist bespoke Chemistry, Biology and Physics programmes in Year 9. We have selected the most exciting and applicable topics to really enthuse and extend pupils during Year 7 to Year 9, encouraging them to go on and study Chemistry, Biology and Physics at GCSE. Our aim is to inspire our students to enjoy the subjects as much as we do.

Sciences at GCSE

At GCSE, we follow the AQA specifications for Chemistry and Biology, and the Edexcel IGCSE for Physics. We also offer AQA GCSE Combined Science (Trilogy); a healthy proportion of pupils choose to study the 3 separate sciences at GCSE. Throughout the two years of the GCSE course, students will carry out a large number of practical tasks in which they will be expected to demonstrate the core practical skills they have developed in their laboratory work.

Sciences at A Level

All the sciences are popular A Level choices at Merchant Taylors' and we follow the AQA specifications. The Biology department contributes to a full preparatory programme for prospective medics and dentists. During A-level, the pupils have the opportunity to sit the Cambridge Chemistry Challenge and the Chemistry Olympiad, in which we have much success.

Outside of the classroom

Teachers and the technician offer a range of extra-curricular activities and trips. We have run Science Clubs within the school day, where pupils get to extend their curiosity beyond the curriculum, and other clubs such as a Gardening Club and Eco Club. Throughout the year, we organise a range of educational visits to destinations such as Chester Zoo, Manchester Museum, Liverpool University and a three day residential trip to Aberystwyth University. On a bi-annual basis, the Biology department aim to take part in conservation work through Operation Wallacea; in recent years we have visited Mexico, Madagascar, Indonesia and Malawi on such expeditions. All staff are a part of the wider extra-curricular that the school offers – both as part of our 'Tendo' programme and through academic enrichment clubs and societies.

The departments are hardworking and cohesive, committed to offering the very best learning experience to the students under our tutelage.

Safeguarding Statement

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo safeguarding checks appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). The post is exempt from the

Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children. The duties of this role meet the definition of regulated activity relevant to children, therefore an enhanced DBS check with children's barred list check is appropriate.

Terms and Conditions

The position is fixed term until 31/08/2025 (3.5 days per week, which must include Tuesday) during school term times, working School term times with 30 minutes lunch break each day.

The successful candidate will receive a competitive salary commensurate with their responsibilities.

Benefits

The successful candidate will be able to take advantage of a number of benefits which include:

- Working as part of a committed and talented team of professionals
- Competitive salary
- Membership of the Schools' administrative pension scheme
- Life insurance benefit as part of pension membership
- Access to our on-site fitness suite
- Access to our employee assistance programme providing a 24-hour counselling and advice line
- Support for your continuous professional development

Personal Specification

Job title – Science Technician		
Criteria	Essential	Desirable
Qualifications		
To possess an A Level or equivalent in science related subjects	✓	
Science-related degree		✓
Skills and abilities		
Competence with IT systems	✓	
Excellent organisational and time management skills	✓	
Ability to relate to children and young people	✓	
Effective communication, interpersonal and listening skills	✓	

Ability to get along with other people and work independently, using use own initiative	✓	
Able to accurately follow instructions and adhere to school policies and procedures	✓	
Knowledge of relevant health and safety practices	✓	
Experience		
Experience of school, university or professional laboratories.	✓	

How to apply

For more information about Merchant Taylors' School, Liverpool why not visit our website <https://www.merchanttaylor.com/>

If you would like to apply for this very rewarding role please go to <https://www.merchanttaylor.com/join-our-team/support-staff-vacancies/>

Closing date: Friday 21st February 2025 at midday however, we reserve the right to close the vacancy early so you are encouraged to apply as soon as possible.

Completed application forms should be returned to recruitment@merchanttaylor.com

Interviews are due to take place w/c 24th February 2025.