



BIRKENHEAD SCHOOL

Information for Candidates applying for the role of Laboratory Technician for Physics and Junior Science

Required for September 2025

Birkenhead School, awarded the Sunday Times Independent Secondary School of the Year in the North West for 2025, was founded in 1860. It is an HMC independent day school providing education for boys and girls drawn from the whole of the Wirral, Liverpool and as far afield as Chester and North Wales. There are currently some 126 children in Early Years (57 in Nursery aged under 3 years old, 69 in our “Pre-Prep” aged 3 to 5 years old), 301 pupils in the School’s Prep (ages 5-11) and 527 students in Years 7 to Upper Sixth Form. Birkenhead School has been fully co-educational since September 2008, offering the choice of an independent education to all local children. Across the School approximately 45% of students are girls.

Situated in the leafy suburb of Oxton, the School enjoys excellent facilities. The main campus has a ‘village green’ atmosphere, with classrooms and laboratories looking out over the cricket square. Recent capital developments have included a new landscaped playground and outdoor classroom area. There are ongoing and substantial investments in facilities. In addition to the main campus, the School owns 17 acres of playing fields on two sites nearby – the primary one being McAllester Field on Bidston Road.

SCHOOL ORGANISATION & VALUES

The School comprises Nursery and Pre-Prep (Early Years), Prep and Seniors and integrates their objectives and activities within a ‘One School’ ethos. The Headmaster chairs the School’s Senior Leadership Team (SLT) comprising the Head of Prep, Deputies and the Bursar.

Birkenhead School prides itself on being a family school and this has been greatly strengthened by the opening of the Nursery in 2006. Becoming fully co-educational in 2008 reinforced this, and at present, 234 families have more than one child in the School and 33 of those have three or four children here.

A key feature of the School is its strength of community, which runs through the student, staff and parental bodies. The School is embedded within the wider Wirral community, has strong links with local businesses and charities, and offers an extensive bursary programme. The School aims to inspire students both inside and outside the classroom, knowing each individual and providing them with outstanding opportunities to find their niche.

A dedicated, talented and collegiate staff body is required to achieve this excellence and sense of community. The School’s informal motto is Respect, Responsibility and Resilience, to which the School has recently added Inclusivity, Compassion, Integrity, Humility and Courage as defined School values. Birkenhead School recruits on attitude as much as the quality of an individual’s qualifications on paper, an approach that has played a considerable role in the winning of the Sunday Times award – in short, staff go above and beyond.

SENIORS

527 PUPILS
AGED 11-18
296 BOYS / 231 GIRLS

PREP

301 PUPILS
AGED 5-11
162 BOYS / 139 GIRLS

NURSERY / PRE-PREP

125 PUPILS
AGED 3 MONTHS – 5 YEARS
69 BOYS / 56 GIRLS



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THE DEPARTMENT

Birkenhead School is focused on teaching a clear, conceptual understanding of the underlying principles that form the rule book of Physics, contending that success can be secured more easily with a robust and nuanced understanding of the physical law – a central aim of the teaching and learning process.

Practical work is at the heart of Science, and our Junior Science curriculum deliberately places emphasis on younger students exploring the scientific world through experimentation. We seek to help students understand that Science is a subject which is always evolving as new ideas and theories are developed and tested, and that facts cannot simply be learned from a book.

At the conclusion of their Junior Science courses, students should have both a developing curiosity in Science and increased confidence in the use of scientific method, putting them in good stead for their GCSE studies. Our 2024 GCSE examinations resulted in 75% of students achieving grade 8 or above, whilst over 80% of A Level students achieved the same.

The Laboratory Technician's role is within a thriving and well-resourced department, with three technicians running 10 labs. The department has a national reputation for co-curricular activities which, on occasion, involves working outside the normal hours.

THE ROLE AND RESPONSIBILITIES

To be a member of the Science Technicians team providing a technical support service to the Science Department, primarily in Physics and Junior Science. The post holder will plan laboratory resources, including equipment and materials to ensure that lessons run smoothly and in line with the School and teaching curriculum, and will contribute to Departmental planning to ensure the effective teaching of practical lessons. The incumbent will be responsible to the Head of Physics and the joint Heads of Junior Science.

Provision of Practical Requirements

- Preparation, setting up, checking, issuing and clearing away materials and apparatus in a timely manner.
- Monitoring the condition of equipment and materials. Repairing/replacing when appropriate.
- Disposal of residue, including hazardous waste, in accordance with good laboratory practice, ACE/CLEAPSS advice and the Scientific Safety handbook.

Maintenance of Facilities and Resources

- Storage of apparatus and chemicals in accordance with safety requirements
- Keeping of appropriate records of scientific equipment and materials
- Maintenance of the Physics Departments audio/visual equipment
- Maintain central store of equipment manuals, keys, tools, materials etc.
- Maintenance of general equipment in other science areas



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- Responsibility for storage and documentation of radioactive materials
- Organisation of the resources rooms, including a reasonable level of tidiness, ensuring it is safe to walk through at all times.
- Requesting/arranging maintenance work to be carried out on the laboratories and other practical areas.

Organising and Managing Resources

- Setting up systems for the organisation and administration of the technical service provided
- Ensuring appropriate stock levels of apparatus and materials are maintained
- Placing orders, checking deliveries and invoices and following up where necessary
- Local purchasing/shopping
- Co-ordinating the use of resources
- Organise own time and setting of priorities
- Organise the logistics of photocopying and distribution of Junior Science and Physics work booklets and unit tests

Development

- Contributing to the design and development of practical activities
- Trialling practical activities to optimise experiments and provide reference data for teachers
- Developing, designing, assembling and constructing apparatus and other teaching aids
- Costing and providing alternatives. Some measure of budget control is needed
- Involvement in discussing the practical requirements of the curriculum
- Suggest improvements to the systems within the department

Technical Advice and Assistance

- Provide advice to teachers and pupils about available resources
- Provide technical advice regarding the operation and application of equipment including IT and A level practical work
- Assisting in practical activities if requested
- Provide resources and support for Junior Science Club
- Perform selected laboratory demonstrations to classes if requested
- Prepare spreadsheets and input data for students' performance if required

Safety and Security

- Use safe working practices
- Provide advice to teachers based upon training, knowledge and experience
- Keep up to date with safety information provided
- Ensure that the department's technical service operates within departmental, school and statutory health requirements using ASE/CLEAPSS advice (including risk assessments). Advise Head of Department on areas of non-compliance



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Communication

- Liaise with other departments/areas within the School as necessary
- Communicate with outside agencies and establishments as necessary
- Liaison with technical colleagues in other establishments as necessary

Other Duties

- Additional items not covered above, as deemed necessary by the Head of Physics or Heads of Junior Science

THE PERSON

The ideal candidate will:

- Possess good scientific knowledge
- Have significant experience of working in an educational environment.
- Possess good numeracy, literacy and communication skills
- Be enthusiastic, confident and diligent.
- Develop and maintain good relationships with students and colleagues.
- Have a sound understanding and awareness of Safeguarding procedures.
- Be practical, responsible and well organised.
- Be IT literate to support teaching and learning.
- Seek creative solutions.
- Inspire non-specialist staff and students through action

REMUNERATION & BENEFITS

Salary

Commensurate with experience and expertise, within the range of £27,016 and £30,336 FTE (*equates to £21,612 to £24,268 for 36 weeks plus paid leave*)

Hours

This is a full-time, term time position (36 weeks). A degree of flexibility is required to allow for occasional activities involving working outside the normal hours.

Holiday

You will be entitled to school holidays and Bank Holidays.

Pension

The School operates an auto-enrolment Defined Contribution pension scheme.



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Other Benefits

We will value and support your contribution to School life and in return provide you with excellent rewards;

- Working with fantastic young students
- Working as part of a committed team
- Term time is 34 weeks
- Discount on School Fees for permanent members of staff
- Free use of the fully equipped on-site gym
- Access to the Employee Assistance Programme
- Support for your continuous professional development
- Lunch provided during term time
- Electric Car charging points on site

APPLICATION

A letter of application indicating skills and experience, together with a completed application form, including the names and addresses of at least two referees, should be sent for the attention of the Bursar via: chw@birkenheadschool.co.uk

Applications may also be sent by post to: **Cheryl Wallace (Human Resources), Birkenhead School, 58 Beresford Road, Oxtown, Wirral, CH43 2JD**. Application forms can be downloaded from the School's website: www.birkenheadschool.co.uk

Candidates are welcome to contact the Head of Physics, Mr Reuben Mathew rbm@birkenheadschool.co.uk with any questions relating to the role.

To meet our safeguarding obligations, an Enhanced Disclosure and Barring Service check is undertaken as part of the recruitment process for all new staff. As Birkenhead School is an educational provider, it is permitted to ask whether an applicant has any convictions, cautions, reprimands or final warnings which would not be filtered in line with current guidance, as defined by The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). It is a criminal offence for an individual who is barred from working with children to apply for a role which is classed as regulated activity (i.e. involves working with children). As such, candidates are asked to also complete the separate Criminal Record Declaration Form on the School's website. The information disclosed on this form will not be kept with your application form during the application process.

Candidates selected for interview will be offered the opportunity to have a tour of the School and meet with relevant members of the department.

The closing date for applications: 9.00am Monday 9th June 2025

Successful candidates are likely to be invited to interview shortly after.

We reserve the right to close this vacancy and complete the recruitment process when we are in receipt of sufficient applications. Should you wish to apply for this post you are advised to complete and submit your application form as soon as possible.



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Birkenhead School, Registered Office: The Lodge, 58 Beresford Road, Oxton, CH43 2JD

Tel: 0151 652 4014 | Fax: 0151 651 3091 | Email: headmaster@birkenheadschool.co.uk | www.birkenheadschool.co.uk