



WOLVERHAMPTON GRAMMAR SCHOOL

Lab Technician (Biology)

Full time, 37.5 hours per week, Term Time Only,
Fixed Term 12 month contract.

Salary: Scale Point 24a £25,754 (All Year Round),
£21,099 (TTO-Actual Salary).

PROVIDING AN EDUCATION THAT TRANSFORMS LIVES AS WELL AS MINDS

Wolverhampton Grammar School is one of the oldest schools in the country, founded in 1512. As a selective and co-educational independent school for pupils aged 4-18 years, it enjoys an outstanding reputation. This is your opportunity to join an award-winning, nationally recognised and forward thinking School.



We are seeking an experienced and talented Lab Technician to join our Science Department at Wolverhampton Grammar School.

The role of Lab Technician involves providing technical support, ensuring that equipment is functioning properly and is ready to use, and that the right materials are available for lessons. The Lab Technician works closely with students to explain or demonstrate experiments or how to use equipment as well as helping teachers with a class and supporting individual students. The Lab Technician must ensure the laboratory has all the necessary equipment, chemicals, etc. available at all times.

We withhold the right to withdraw this role at any point before the closing date if a suitable candidate is found.



CLOSING DATE FOR APPLICATIONS: SUNDAY 28th JUNE 2026, 9.00am

INTERVIEWS WILL BE HELD WEEK COMMENCING 29TH JUNE 2026



INTRODUCTION TO WOLVERHAMPTON GRAMMAR SCHOOL

Wolverhampton Grammar School was founded in 1512 by Sir Stephen Jenyns to provide a “good, moral education” for the children of Wolverhampton.

Although that same impulse motivates us today, children now join our School community from across Wolverhampton, Staffordshire, Shropshire and the wider West Midlands region. We partner with a range of local and national organisations to deliver a rigorous education both within the classroom and outside the School. These associations include the prestigious Merchant Taylors’ Company where our founder was twice elected Master.

Over 500 years later, Jenyns’ school is now an award-winning, successful co-educational independent school with a national reputation and an alumni community that spans over 30 countries.

Our Compton Road campus, located to the west of Wolverhampton spans over 25 acres, with stunning architecture offering a reminder of our School’s rich history. The large school hall, affectionately known as “Big School” by our staff and students is a well known local landmark and reminder of our long, successful heritage.

National award winning and judged “Excellent” in all areas by the Independent Schools Inspectorate, as the leading independent school in the city we enjoy an outstanding reputation and put the wellbeing of our staff and students at the heart of everything we do.



77%
Grade 9-6 (A*-B equivalent) awarded at GCSE



Outstanding Educational Partnerships

70%
A* to B grades awarded at A Level



Talk Education Awards Finalist



A school community that inspires openness, trust and mutual respect

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For more information about the School and to download the job description and application form, visit www.wgs.org.uk or contact Carrie Clines telephone: 01902 421326 or email: recruitment@wgs-sch.net

JOB DESCRIPTION: Lab Technician

Contract/Hours of Work:

Full time, 37.5 hours per week, Term Time Only, Fixed Term 12 month contract.

Pay:

Salary: Scale Point 24a £25,754 (All Year Round), £21,099 (TTO-Actual Salary)

Line Manager:

Head of Department

Key responsibilities

The role of Lab Technician involves providing technical support, ensuring that equipment is functioning properly and is ready to use, and that the right materials are available for lessons. The Lab Technician works closely with students to explain or demonstrate experiments or how to use equipment as well as helping teachers with a class and supporting individual students. The Lab Technician must ensure the laboratory has all the necessary equipment, chemicals, etc. available at all times.

Main duties and responsibilities:

Preparation of Practicals

- Making up solutions, assembling apparatus, delivering equipment to rooms
- Collecting, checking and returning equipment to stores
- To support teaching staff in lesson delivery e.g. running trials of experiments prior to classes and then demonstrating techniques for experiments
- Preparing equipment and chemicals before lessons in line with COSHH and CLEAPSS guidance for different key stage lessons across the curriculum and ensure the safe delivery
- Coordinating work in the laboratory to ensure efficient use is made of equipment
- To prepare and maintain microbiological cultures, vivarium, aquatic plants, greenhouse plants, biological specimens and models
- To clean equipment and laboratories after use, including chemical spillages
- Supporting technicians and teachers across all three Sciences and the Junior School as required

Organisation of the Prep Room

- General Laboratory cleaning: bench surfaces and fixed equipment (laboratory sinks, emptying/supervising the emptying of sink traps)
- Disposing of waste materials
- Cataloguing equipment recordings and making them available when requested
- Creating and regularly updating the Laboratory Usage Manual Maintenance
- Maintaining and repairing equipment and laboratory apparatus
- Taking care of laboratory equipment and apparatus
- Carrying out and arranging for maintenance and repair of resources
- Ensuring that equipment is properly cleaned and that, chemicals, drugs and other materials are appropriately stored
- Managing the stock control of chemicals and equipment
- To maintain basic resources and equipment e.g. guillotine work, changing batteries
- To requisition consumables and equipment, after consultation with the Head of Department, in order to maintain adequate stock levels
- Compiling stock list required for reordering and submitting orders to the Head of Department
- Maintaining and checking apparatus levels in labs
- Maintaining safety records as appropriate
- To undertake the annual stock take in the Biology Department
- To source stock and complete order forms for future purchases

JOB DESCRIPTION: Lab Technician

Collaborative working

- Attend and participate in staff and working group meetings and training as appropriate
- Liaising with academic staff to discuss timetables, equipment requirements and work plans
- Supporting the work of teachers in classes and laboratory sessions and giving technical advice to staff and students
- Working with individual students and supporting them on research projects and demonstrations
- Lab logger- update stock lists, save practical templates and compile a list of practical titles for teaching staff
- Work collaboratively with departmental staff, accommodating reasonable requests and providing support to enable the smooth running of the department
- To provide, when trained, first aid treatment of minor injuries and maintenance of the first aid equipment in laboratory areas
- To provide advice and assistance to staff on safe working practices and problems relating to health and safety, in particular on the use of apparatus and equipment
- To report damage or faults in the laboratories to the Head of Department and Maintenance
- To advise staff of any potential hazards and repairs in laboratories and prep rooms

Health and Safety

- Adhere to and work within the schools' practices and policies including those relating to Equal Opportunities and Health and Safety
- Ensuring that all health and safety procedures are understood and followed correctly by all staff members and students
- Successfully implementing all the usage policy and health and safety rules of the laboratory
- Take all necessary and reasonable precautions to protect staff, students, equipment, materials, and facilities
- Providing technical support to experienced and trainee teachers including health and safety guidance
- Keeping up to date with developments in practical science and health and safety requirements, feeding back to staff updates that impact their practice
- Carrying out health and safety checks on laboratories, prep rooms and stores, reporting defects to maintenance.
- Ensuring the safe treatment and disposal of used materials, including hazardous substances and responding to actual or potential hazards
- Maintaining equipment and checking the safety of items such as carrying out visual electrical and other safety checks
- Carrying out risk assessments for technician activities
- Review CLEAPPS bulletins and other updates and advising the teachers of key information from these
- Attend the termly health and safety meeting as a science representative.
- Carry out fire marshal duties when required
- Attending short courses based on CPD needs.

Review

This Job Description is subject to annual review to reflect the evolving needs of the School. You may also be required to undertake such other comparable duties as the Head requires from time to time.

PERSON SPECIFICATION: Lab Technician

Person Specification 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.			
	Essential	Desirable	Method of assessment
	These are qualities without which the Applicant could not be appointed	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	
Experience	<ul style="list-style-type: none"> • General knowledge of the practices, methods and techniques used in laboratory teaching • Ability to deal effectively with students and teachers • Skilled in the safe use of laboratory equipment • Ability to establish and maintain effective working relationships with teachers and students • Proven laboratory management skills 	<ul style="list-style-type: none"> • Knowledge for a range of levels (KS2 – A Level) 	Contents of the application form Interview References
Skills and Knowledge	<ul style="list-style-type: none"> • Ability to instruct and assist students • Knowledge of Health and Safety awareness of using the laboratory and creating a safe and effective environment • Ability to follow and maintain laboratory procedures and protocols • Strong organisational skills, including stock control and inventory management • Ability to prioritise workload and manage multiple practical's simultaneously • Attention to detail in preparing accurate and reliable experiments • Willingness to undertake appropriate Professional Development • Good oral and written communication skills • Competence in basic IT systems (e.g. spreadsheets, stock systems, risk assessments) • Ability to maintain records (e.g. risk assessments, chemical inventories, prep logs) • Willing attitude to be a part of the school team 	<ul style="list-style-type: none"> • Knowledge of and commitment to current health and safety regulations (e.g. CLEAPSS guidance) • Experience ordering, budgeting and managing laboratory resources efficiently 	Contents of the application form Interview References

PERSON SPECIFICATION: Lab Technician

<p>Personal competencies and qualities</p>	<ul style="list-style-type: none">• Clear communication skills, both written and verbal• Flexible and proactive approach to supporting a busy department• Motivation to work with children and young people• Ability to form and maintain appropriate relationships and personal boundaries with children and young people• An appreciation of the School, its tradition and history	<ul style="list-style-type: none">• Ability to take initiative and work independently as well as part of a team• Emotional resilience in working with challenging behaviours	<p>Contents of the application form</p> <p>Interview</p> <p>References</p>
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