Merchant Taylors'
School

Ambition | Character | Excellence

Merchant Taylors' School,

Liverpool

Appointment of

General Science Technician - Part-time, Term-time only

Candidate Brief and

Information for Applicants

Merchant Taylors' School

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About Merchant Taylors' School

Merchant Taylors' School in Crosby, Liverpool, is one of the North West's most respected independent schools, educating girls and boys aged 4 to 18. With over 400 years of history and a reputation for excellence, we are proud to be a school that honours tradition while embracing innovation.

As of September 2025, we are a fully co-educational school across all age groups, creating a unified and inclusive learning community. Our closely connected sites include:

- **Stanfield Preparatory School** – Coeducational, Reception to Year 6
- **Merchant Taylors' Senior School** – Coeducational, Years 7 to 13, based at the Harrison Site

This strategic transformation marks a new chapter in our history, one that is defined by ambition, collaboration, and a commitment to excellence. We are investing significantly in our estate, curriculum, and staff development to ensure that every pupil receives an education that prepares them not just for exams, but for life.

At Merchant Taylors', we believe that outstanding schools are built by outstanding people. Our staff, both teaching and professional services, are central to our success. We value creativity, initiative, and a shared commitment to nurturing young minds. We offer:

- A forward-thinking and supportive working environment
- Opportunities for professional growth and leadership
- A culture of collaboration, innovation, and continuous improvement
- A strong sense of community, underpinned by Christian values of compassion, respect, and integrity

Our Strategic Direction 2025–2030 sets out a bold vision: to be the leading independent school in Merseyside. We are committed to outreach, inclusion, and educational excellence, and we seek colleagues who share our passion for shaping the future of education.

If you are motivated by purpose, inspired by challenge, and committed to making a difference, we invite you to join us.

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 prep room management and organisation, 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 for each of the Sciences. 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 and A level. 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. 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 Responsibilities

- The provision of a safe environment in which children and young people feel heard
- Being aware of the indicators of abuse and neglect
- Ensuring vigilance in recognising changes in behaviour or mood
- Reporting safeguarding concerns in line with the School's Safeguarding Children and Child Protection Policy
- Attending Safeguarding training and updates as requested by the School

The duties of this role meet the definition of regulated activity relevant to children and an enhanced DBS check with children's barred list is appropriate.

General

This job description is current at the date of advertising but may be changed to reflect or anticipate changes in the job commensurate with the salary and role. Annual objectives will be agreed between the post holder and their line manager. The job description and person specification does not form part of a contract of employment and each individual task may not have been precisely identified within the duties and responsibilities above. It would be expected that the post holder would carry out any reasonable request made to undertake work of a similar level that is not specified in this job description.

Person Specification 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.	✓	

Terms and Conditions

The post holder is expected to work 13 hours per week with a 30 minute unpaid lunch break. The position is part-time and over 2 days per week from 9am to 15:30.

The role is permanent and subject to a 6-month probationary period.

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' support staff pension scheme
- Pension scheme benefits include life insurance, bereavement counselling and a probate helpline
- 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

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.

Applications and Deadline

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

If you would like to apply for this rewarding role please go to Support Staff Vacancies - Merchant Taylors' School

Candidates should submit an application form via email to recruitment@merchanttaylors.com or alternatively post to Human Resources Department, Merchant Taylors' School, Liverpool Road, Crosby, Liverpool L23 0QP.

Closing date: Wednesday 4th Noveat midday however, we reserve the right to close the vacancy early so you are encouraged to apply as soon as possible.