



QUEEN MARY'S GRAMMAR SCHOOL

Academic in purpose - Generous in approach - Enterprising in spirit - International in outlook



Information Pack

Biology Lab Technician

Term Time Only

Required from September 2020

Queen Mary's Grammar School
Sutton Road,
Walsall,
WS1 2PG

01922 720696



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Welcome



Queen Mary's Grammar School was founded in 1554 by Mary Tudor. We have been shaped by our past and are proud of our traditions, but we are also confident of an exciting future as we help to shape the new educational landscape with our partners in the Mercian Trust.

Queen Mary's is an academically selective school. It is our aim to support pupils to achieve their full academic potential. We value the life of the mind and want to pass on a love of learning.

Outside the classroom, we offer a range of life-enriching opportunities: time at our Field Centre in Wales; membership of our thriving Combined Cadet Force; individual and team sports; foreign exchanges and travel; participation in music, debating and public speaking and many other activities. We believe that achievement and enjoyment go hand in hand.

We equip our pupils to meet the challenges of a rapidly changing world. Most choose to go on to higher education. Through partnership between School, pupil and parents, we aim for the examination success that will open doors to the very best universities and international employers. It is our mission to attain excellence in all that we do.

Our House system celebrates the four pillars of school life at Queen Mary's: an academic focus, an international ethos, an enterprising spirit and a sense of community. We enjoy our social, cultural and ethnic diversity and recognise our many privileges. We are keen to share what we have - experience, expertise, enthusiasm - both with those who live on our doorstep and those from further afield.

To do so is very much in the spirit of our motto *quas dederis solas semper habebis opes*: it is what you give that you will keep as eternal riches.

Richard Langton

Headmaster

About Us

Queen Mary's Grammar School is an invigorating and rewarding place to work: the pupils are intelligent and committed to study; the staff are friendly and forward looking. It is more than just a place of work – it is a thriving community, proud of its past and confident of its future. In November 2008, it was recognised as 'Outstanding' by Ofsted.

There are currently almost 1150 pupils on roll, including 422 in the Sixth Form. The School has an outstanding academic record and regularly features at the upper end of the national league tables. In 2019, 76% of GCSE grades were 7-9 (A*/A) and 62% of A Level grades were A*, A or B. Our value added scores place the school top in the borough, with a Progress 8 score of +0.76 in 2019. We do not rest on our laurels, but encourage all our pupils to realise their full potential.

In June 2011, the School converted to Academy status and we have undertaken a series of exciting building projects since then, including a new Sixth Form Centre, science labs and a humanities wing, music and PE refurbishments, extensions to existing English and maths classrooms, as well as a new dining room and reception. We were a founding member of the Mercian Multi Academy Trust (along with five other schools) in January 2018. Over the past year, we completed projects to add additional capacity through the building of extra science rooms and improving Design Technology and Art facilities.

The School encourages an enterprising and international outlook: trips, expeditions and exchanges have gone all over the world in recent years, as well as a wide range of vibrant and formative educational visits and experiences closer to home such as theatre visits, visiting speakers and the mental health ambassadors programme. We are proud to appear in Ross Morrison McGill's new book *Just Great Teaching*, showcasing our mental health work.

We want our pupils to lead happy and fulfilled lives. Learning here is not just about passing exams, but about enjoying the life of the mind. We also encourage all our pupils to take part in a wide range of enrichment activities in music, sport, the Combined Cadet Force and at our Field Centre on the Afon Mawddach in Southern Snowdonia. We have been named in the Top 100 cricket schools by the *Cricketer Magazine* for the second year in succession.

Our pupils come from diverse backgrounds, but they all thrive on the sense of support, encouragement and care that characterises Queen Mary's.

Benefits of working at Queen Mary's Grammar School

- Work with gifted and intelligent students who have a real motivation to succeed
- a thriving and expanding school that achieves examination success, particularly at GCSE level
- professional autonomy – colleagues are encouraged to work in a style that suits each individual and department for the benefit of the pupils
- a Headmaster and Senior Leadership Team that operate an open-door policy to support colleagues personally as well as professionally
- we take our mental health seriously, considering workload and staff wellbeing
- a dedicated induction programme for new staff to ensure you are supported at whatever stage of your career you join us
- opportunities to play a role in the wider life of the school, including involvement in the CCF, music, debating, drama, coaching of sports teams and other opportunities
- career progression – many of our current middle and senior leaders are “home-grown” promotions from within.

Find out more

You can find out more about our school at <http://www.qmgs.walsall.sch.uk>.

For a flavour of daily life at QM follow us on Twitter at @QMGS1554.

Please contact Carol Wood (HR Executive) to arrange a phone conversation with a member of SLT about the school and the role.

The Science Department:

Science at Queen Mary's is a partnership of independent Biology, Chemistry and Physics departments. Each has its own identity and practices, but they work together closely and effectively on strategic issues. There is a good balance between experience and enthusiasm amongst the teachers and technicians, and there are exciting opportunities for purposeful career development. Science staff are serious about the job of realising the potential of every student, but they enjoy the process too. Our pupils follow a general science course in Year 7, and are taught the three sciences separately from Year 8 through to Year 11.

The popularity of the three sciences at Queen Mary's is reflected by the expansion of the Science Block, which was finished in 2019, and by the numbers choosing to follow science A-Level courses with the ambition to study a science-related degree course at university.

The Biology Department:

The biology department at Queen Mary's is a happy and rewarding place to work. The Head of Department is Mr Matt Rendu, bringing great enthusiasm in leading the department and in stretching the most able to aim high. There are currently five other teaching members of staff: Mr Jon Clements, Mrs Bela Mehta, Mr Rob Magee and Mrs Victoria Jahn. We are fortunate to have such an experienced, motivated and highly qualified staff. The Lab Technician role that we are advertising is as a result of the retirement of the current pot-holder, a longstanding and much-valued member of the team

Please return completed application forms to e-wood@gmgs.walsall.sch.uk

Job Description

Lab Technician – Biology Department

Hours of work: term time only, 37 hours per week, commencing between 8.00am & 8.30am each day

Reporting to: Senior Science Lab Technician

Objective of the role: To Support the Biology department to provide practical resources for student curriculum needs

Key responsibilities:

Coordinate the use of practical resources and facilities of the Biology department, working closely with the Senior Science Technician and the second Biology technician, including:

- Provide support and advice in meeting the needs of the Biology curriculum
- Liaising with teaching staff and support staff outside the department
- Preparing resources and assembling apparatus
- Purchasing required materials locally
- Giving technical advice to teachers, technicians and to pupils / students
- Carrying out risk assessments for technicians' activities
- Assisting in practical lessons

To ensure the maintenance of a healthy & safe working environment through:

- Keeping up-to-date with health & safety requirements and with developments in practical science
- Giving health & safety advice to technical staff, teachers and students
- Disposal of waste materials including hazardous substances
- Checking fume cupboards, pressure vessels and first-aid kits
- Carrying out electrical and other safety checks
- Organising, storing and checking the condition of chemicals and equipment
- Attending department meetings
- Being aware of requirements and contributing to the safeguarding of children in education

To contribute to design, development & maintenance of specialist resources/ long-term projects

- Constructing & modifying apparatus
- Setting up and caring for plant and animal collections
- Preparing standard solutions, purifying chemicals, treating waste
- **To support the Senior Science Technician to provide suitable materials/equipment, including:**
- Helping to compile orders and liaising or negotiating with suppliers and finance departments
- Sourcing, costing & suggesting alternatives to maintain stock levels and keeping stock records
- Keeping stock records, checking against actual stock levels and where necessary reordering stock

Liaising with the Senior Science Technician, ensure availability of equipment including:

- Carrying out checks, cleaning, maintenance, calibration, testing & repairs to the required standard
- Collecting, checking and returning equipment to stores
- General laboratory cleaning of bench surfaces and fixed equipment
- Cleaning and repair of equipment

Experience required:

- Experience as a Lab Technician, preferably with a Biology bias
- Good working knowledge of Biology and science curriculum
- Up to date knowledge of Health & Safety Legislation, COSHH etc

General:

- commitment to the ethos of the school and a willingness to contribute to enrichment activities
- You will be suitable to work with children. This job is subject to an Enhanced Disclosure.

Closing date: 9am Thursday 9th July 2020

Interviews: Monday 13th July 2020

Please return completed application forms to c-wood@gmgs.walsall.sch.uk

Queen Mary's Grammar School is committed to safeguarding and promoting the welfare of children and young people and all applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

For recruitment which takes place during the period when schools are closed due to Covid-19, interviews will be conducted by video interview using Microsoft Teams. Additional information may be sought during this unusual times to ensure we are able to fulfil our safeguarding responsibilities, for example additional references.

Safeguarding and Safer Recruitment Policies can be found on our website.

The Mercian Trust

Queen Mary's Grammar School is a Founder Academy of the Mercian Multi-Academy Trust. According to the National Schools Commissioner, Sir David Carter, MATs exist:

- to secure school improvement and develop people
- to encourage good governance and proper risk management
- to secure the financial health of all its academies.

We sign up to those ambitions. In our MAT, the Mercian Trust, we choose to pursue life to the full in the business of education.

We are convinced that we are stronger together. The Mercian Trust is already helping to shape the educational landscape in exciting ways. We welcome you to be part of that story.

The members of The Mercian Trust are: Aldridge School, The Ladder School, Queen Mary's Grammar School, Queen Mary's High School, Shire Oak Academy, Walsall Studio School.

Our schools prepare pupils to live life to the full by equipping them to realise their full potential as learners; to thrive in the world of work; and to make a positive contribution to the local, national and international community.

You may have heard about some MATs that seem to have turned into big businesses. That is not our view of what education should be about. That is why Queen Mary's Grammar School wanted to be right at the heart of decision making of what our MAT should look like.

The Mercian Trust respects the autonomy of its member schools but, through collaboration, it will foster strengths greater than the sum of its parts. Put simply, the Trust provides a framework for sharing expertise, enthusiasm and experience.

Location

Queen Mary's Grammar School
Sutton Road
Walsall
West Midlands
WS1 2PG

Tel: 01922 720696
Fax: 01922 725932

Queen Mary's Grammar School is located on the Sutton Road, in the leafy south of the town and close to the centre of Walsall. Travel to the school is very convenient, being approximately 10 minutes' drive from both junctions 7 and 9 of the M6.

There are good bus links from Birmingham to Walsall (with the 51 and X51 buses) and there is a direct train route to Birmingham from nearby stations in the town centre, Bescot Stadium and Tamebridge Parkway.

The close proximity of Walsall, Wolverhampton and Birmingham City Centre provides excellent access to shopping, leisure facilities, museums, cinemas and a wide range of nightlife.

House prices in Walsall are also very competitive compared to the Midlands as a whole and there is a range of good local primary schools and nurseries for those with young families seeking to move close to Queen Mary's.