



**ADCOTE
SCHOOL**

Candidate Brief for Science Technician



Adcote School is a non-selective independent Boarding and Day School for Girls aged 7 to 18 that delivers strong academic results through highly personalised learning and pastoral care within a small, friendly school setting. The school aims to provide a supportive yet demanding learning environment and is renowned for building confidence through its nurturing environment.

Adcote was founded in 1907 by Amy Gough, moving to its current location in 1927. The school is housed in a Grade 1 listed building surrounded by 30 acres of Parkland. The school is located 6 miles north of the historic town of Shrewsbury, which has good road and rail links with Birmingham, Manchester and London. We welcome students from across Shropshire, with a small number coming from further afield. The school also has a number of international students, with 16 nationalities represented in school at the moment. Thus, the school has a vibrant and inclusive atmosphere. At present, there are 200 students on roll. The main points of entry are Years 3, 7 and 12, although girls can enter the school at other times throughout the year. 70% of students are day pupils with the remaining 30% being either full or weekly boarders.



Adcote has a family feeling, offering an education which is tailored to meet individual needs. We foster a sense of self belief and encourage all girls to be confident. Staff know the girls' well and this enables all talents and abilities to be recognised, encouraged and developed. Our girls feel secure and well supported in their learning.

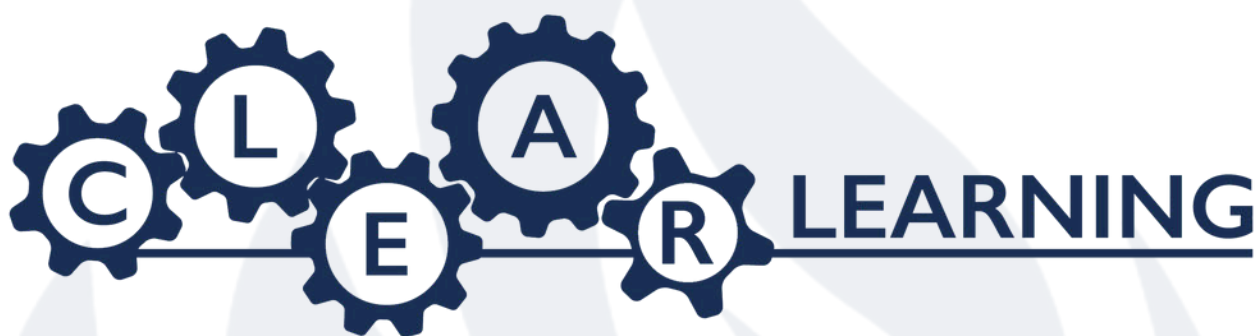
In 2024 59% of our Year 13 students achieved at least one A*/A grade at A Level. Once again our results show a significant increase (9%) on last year – demonstrating the upwards trajectory of our academic performance.

Our facilities include an air-conditioned sports hall where most sports are taught, tennis courts and beautiful large grass areas. We have two Boarding Houses: Norman, which takes boarders aged 7-15 and is housed in the main building, and Aston, a purpose built Year 11 and Sixth Form centre which has twin bedded, ensuite rooms.



We have a character-building programme called CLEAR Learning. The aim of the programme is to build five key traits in all our students, namely confidence, leadership, engagement, achievement and resilience.

The CLEAR Learning programme is central to our ethos and curriculum, its delivery being underpinned by termly whole school Challenge Days. It has been popular with both students and parents and has been a leading contributory factor to the school's recent growth in numbers.



PREP SCHOOL

Our Prep School provides the perfect foundation to nurture and develop young girls. Our emphasis on traditional values, means that our children are educated in a safe and homely environment where a passion for learning is born. Our younger students follow age appropriate activities to secure the core values of the CLEAR Learning programme and their progress in the key areas of confidence, leadership, engagement, achievement and resilience are explicitly reported in their written reports and at their parents' evenings so that parents have a clear understanding of how their daughters are developing as young people, not just how they are performing in their lessons.

Students who are most able are fully stretched, heard and academically challenged. Their love of learning and their curiosity are encouraged. Those children who need extra help will receive it in a kind and supportive manner, in an atmosphere of care and respect. From a young age, our girls are encouraged to overcome their fears and to "have a go". Our approach means that we have a strong reputation for uncovering hidden talents.

Our Prep School caters for girls from Year 3 to Year 6. The school is very much part of the main school, so our younger students have all the advantages of seeing truly positive role models in our older girls.



SENIOR SCHOOL

Our Senior School caters for students from Year 9 to Year 11 and takes girls through their critical GCSE years. The ethos of consideration and personal attention is carried on from our Prep School into our Senior School. As we know all our students really well, we can offer individual, tailored support regarding their learning and provide knowledgeable advice on career choices including guidance on A level subjects. Throughout their academic journey, we monitor our students closely, tracking their grades against their data, making sure that they are all fulfilling their potential, intervening when extra support is needed.

Small classes mean that our dedicated teachers are able to address girls' needs and friendly relationships mean that girls are not afraid to ask for advice if they need it. Additionally, the Senior School brings new opportunities for the girls to develop their skills and become the person they want to be. Combined Cadet Forces, Duke of Edinburgh, LAMDA, debating and Wayfarers all ensure that girls have the confidence and vision to succeed, as well as the organisational skills and resilience they will need to plan for success.

Our exemplary pastoral care, with sympathetic and understanding specialists, means that girls flourish and our strong Personal, Social and Health Education programme supports them as they make their way into adulthood. With growing maturity, we are able to make sure that they have a broad and sensitive understanding of the world they are entering once they leave the security of school. They develop a healthy sense of perspective that helps them in making crucial judgements. We encourage them to play a full and constructive role in society and they have a strong sense of civic duty. Thus, our students leave us as well-rounded, capable and well-qualified young women.



SIXTH FORM

The Sixth Form at Adcote provides the bridge between school and the outside world, whether that's university or employment. It is a time for girls to develop their interests and challenge themselves as young adults as they approach the next important stage of their lives.

Success at A level naturally forms a central focus of students' time in the Sixth Form.

The majority of our students choose to follow three linear A levels. A small number of girls will take four subjects at A level. We offer a broad and challenging array of different A level options, together with a small number of BTEC courses.

Our small size tutorial classes not only offer a taste of the teaching style at university but also mean that as in other areas of the school, personal attention is high. This becomes increasingly important as girls make their plans for their futures.

Almost all of our girls choose to go onto university but the application route can be tricky to navigate. However, our girls receive individualised UCAS & Careers support, including Oxbridge and USA Universities guidance and preparation. Our Personal Statement workshops are followed by one to one advice and support from experienced practitioners so that applications made by students are the very strongest they can be.

Sixth Form at Adcote brings other opportunities too:

Girls will also be offered the chance to complete the Extended Project Qualification, this offers girls the opportunity to complete studies on a topic that is of particular interest to them and, is popular with universities as it can give them a valuable insight into the student's interest.

Our Sixth Formers play an important part in making our school the warm and inclusive school that it is. They are valued and cared for. This promotes excellent emotional well-being in them and this, together with their academic excellence, means that Adcote Graduates leave us as well educated and balanced young women who have all that they need to be happy in their futures.



There is a vibrant extra-curricular programme across the entire school which enriches all students' educational experience and enables them to try out new things, develop their talent, leadership skills, teamwork and resilience.

Adcote School is proud of its reputation of excellence in Art, Music and Drama, subjects which have truly thrived over the past years, and we are incredibly proud of the girls' achievements in all areas of performance.

We pride ourselves on producing polished and professional in-house performances and we always have fantastic responses from our audiences. Musical productions over the last few years such as "Grease " "Sister Act" "Billy Elliot" and "Shrek" have been ambitious and impressive.

Almost half the girls in school have individual instrumental or singing lessons and the girls enjoy string groups, a rock band, orchestra and informal concerts.

Adcote offers a wide range of activities including horse riding, music, dance, debating, stem club and many more. Many activities are connected to the CLEAR Learning programme and our staff deliver these activities with skill, passion and a knack for developing core skills. When girls reach 6th Form they have the opportunity to learn how to drive – truly building skills for life.

Sport

For a small school, Adcote punches well above its weight in competitions and has a strong reputation for success at both a local and national level.

Gymnastics has an outstanding reputation at Adcote and is at the forefront of the school's sporting achievements, being national winners at the ISA gymnastics competition. Additionally, the school excels in athletics with success gained at regional and national events. We also have pupils who have displayed extreme talent and succeeded in national championships, meaning that they have been good enough to train with professional teams.

In addition to our competitive sport, we also cover a range of sports in PE lessons and activities, with a focus on learning skills but also allowing the girls to engage in sport for fun: dance, badminton, basketball, hockey, netball and volleyball are a few of the activities that are available.



Adcote is a full termly boarding school, with a happy mixture of British girls and International students. Our 'home from home' boarding houses welcome girls from age 7-18 and we offer full and weekly boarding in a safe, caring, friendly and disciplined environment in a school where privacy and independence are respected, and where the girls can enjoy companionship, fun and a lively programme of boarding activities.

The Head of Boarding and her team provide the care, comfort and support which are so important for the girls' wellbeing and success, nurturing and guiding the youngest boarder through to the maturity of the Sixth Form student. Many of the staff at Adcote have been boarders themselves so have a real understanding of boarding and can empathise with the girls.

At Adcote, the boarding team aims to create a homely environment where girls can relax. They will find constant help and support from them, and fellow boarders are invaluable in helping girls to succeed. True friendships and support systems are forged that often remain strong for the rest of their lives. We have a strong sense of both family and traditional values in the boarding house.

By encouraging self-discipline and a sense of responsibility, we seek to promote good self-esteem and assurance. In the Sixth Form, girls enjoy supervised independent living, encouraging them to mature and enabling them to move on at the end of Year 13 with confidence.

Depending on availability, girls are welcome to stay in the boarding house for occasional nights. Ad-hoc boarding arrangements respond to the occasional need for overnight stays, such as involvement in a school drama production, a birthday celebration, or for when parents need to be away from home for a particular reason.

We are accredited for the Forces Continuity of Education Allowance and are members of the Boarding Schools Association (BSA), Independent Schools Council (ISC), Independent Schools Association (ISA) and Girls' Schools Association (GSA).



Adcote School for Girls**Science Technician – Term Time + 10 days****Salary: £19,000 per annum.**

Are you an, experienced, qualified and enthusiastic Science Technician, looking for your next step, who places students at the heart of everything you do? Adcote School is a 7 – 19 school and part of the IQ Schools Group. We invite applications from qualified and experienced Science technicians who share our vision for delivering World Class education.

This is an outstanding opportunity for the right candidate to take a pivotal role in driving the future of Science in this School. The successful candidate will have enjoyed a range of experiences to date that will have prepared them for this role. The successful candidate will have the highest expectations for both the young people, staff and our wider community, underpinned by our school ethos and mission and aligned with our values.

If you want to work in a School where you can make a real difference to young people, whilst working within a partnership of Schools, committed to cooperation and collaboration to unlock talent and fulfil potential, then this post is just right for you. In return you will be supported and encouraged to develop further and enjoy a long and rewarding career working at Adcote School.

The successful candidate will provide resources and equipment for class practical work, assessments and examinations and support the wider functioning of the Science department. They will work closely with all staff across the Science department to ensure they deliver the necessary support for excellent teaching and learning in Science.

37.5 hours per week during term time, 8.30 am – 4.30 pm Monday to Friday (with ½ hour unpaid lunch break)

Holidays must only be taken out of term time.

The job is full time, term-time only, with 10 additional days to be worked on agreed days during school holiday periods.

All technical staff are expected to work in any department at times when this becomes necessary; for example, when someone is absent.

The Technician is expected to adopt safe working practices as required by the current Health & Safety regulations and follow Adcote School for Girls Health & Safety documents.

The Technician is expected to keep up-to-date with Health and Safety regulations and advise the relevant Head of Department to ensure that each department complies with these.

All Technical Staff are expected to lock preparation rooms, store-rooms and laboratories when appropriate.

Specific Responsibilities:

- Provide technical and clerical support to teachers and pupils including guidance on safety matters or potential problems with equipment.
- Carry out the provision of a teacher's lesson requirements within Chemistry, Biology and Physics lessons.
- Maintain an inventory of materials and equipment, advise the Head of Science when stocks are low, and carry out associated stock taking duties.
- Complete order forms for items needed by the department in consultation with the Head of Science, check deliveries and invoices.
- Prepare chemical solutions.
- Organise and store chemicals and equipment.
- Arrange and carry out the safe disposal of biological, chemical and radioactive material as and when needed.
- Arrange and carry out the construction, modification, maintenance and repair of departmental equipment.
- Trial practical activities and assist with the production of the associated risk assessments.
- Report any damage to laboratory equipment to the Head of Science and/or The Operations Manager.
- Ensure that the departments are kept clean, safe and tidy in accordance with Health and Safety requirements, by liaising with the Head of Science and/or The Operations Manager, and carry out general laboratory cleaning.
- Ensure that at the start of each day the laboratories are safe to use, that there are no gas escapes, floods, etc and that there is no evidence of unlawful intrusion.
- Ensure that at end of each day the laboratories that, all electrical apparatus are switched off unless required to be left on in which case a clear notice should be in evidence, all windows are closed, no hazardous substances or apparatus are left out, all lights are switched off and the doors are locked .
- Carry out other duties as may reasonably be requested from time to time by a member of the Science teaching staff, the Head of Department, or any member of the SLT.

The post holder should be aware that the above job description and latter specification is not exhaustive. The post holder should be willing to partake in all activities that positively contribute to the life of the school. Any changes to the above description will be done in a timely manner and in consultation with the post holder.

Essential	Desirable
Qualifications <ul style="list-style-type: none"> • Relevant experience of working within laboratories. • Level 3 Science related course or equivalent. • Science background 	<ul style="list-style-type: none"> • Knowledge of COSHH / Risk Assessment / H&S issues.
Experience <ul style="list-style-type: none"> • Level 3 Science related course or equivalent. 	<ul style="list-style-type: none"> • Previous experience of working within school laboratories
Knowledge/Skills <ul style="list-style-type: none"> • Good communication skills and the ability to form good working relationships with colleagues • Good organisational and time management skills and the ability to work under pressure • Adaptability and flexibility in working practices and the ability to know when to use your initiative • A high degree of professionalism in your approach to work and tasks set • A recognition of the need for health and safety considerations within the department, and a willingness to promote safe working practices. 	<ul style="list-style-type: none"> • Working knowledge of a range of science equipment and facilities suited to use in school. Working knowledge of current Health & Safety legislation. • Be computer literate and be confident in their use. Be willing to learn new computer systems Desirable
Special Requirement <ul style="list-style-type: none"> • Have sympathy with and commitment to supporting the Adcote Mission Statement. • Have the ability to work in a team. • Have excellent interpersonal skills. • Be committed to the highest standards with high expectations and positive attitudes to both. • Develop great working relationships with both staff and parents. • Have strong ICT skills to assist in the planning for and the delivery of your lessons. 	<ul style="list-style-type: none"> • A desire to attend relevant courses to promote professional development. • Experience of working in the independent sector would be an advantage, but is not a requirement

If you would like an informal conversation about this opportunity and / or to arrange a visit, please contact Lucy Capener on schoolsecretary@adcoteschool.co.uk . An application form for this post is available on the School website: [Job Vacancies](#) | [Day & Boarding School Shropshire](#) | [Adcote School For Girls](#) (Support Staff). Completed application forms should be returned to schoolsecretary@adcoteschool.co.uk by 9am on Monday **13th October 2025**.

Adcote School is committed to the safeguarding and welfare of children and young people and expects all its employees to share this commitment. Applicants should note that, in accordance with Keeping Children Safe in Education (2025), it is the applicant's responsibility to have made any necessary registrations relevant at the time of making this application which is required for people working or volunteering with children. Accordingly, any offer of employment made will be conditional upon the results of enhanced checks from the Disclosure & Barring Service ("the DBS") and Employer Access Online (regarding teacher prohibition/disqualification from working with children and young people). Furthermore, since 1st September 2022 Keeping Children Safe in Education requires us to conduct online searches.

Appointment Procedure:

Closing Date:

9am Monday 13th October 2025

Interview: TBC

Start Date: TBC

Candidates should complete the application form and submit it electronically to schoolsecretary@adcoteschool.co.uk together with a covering letter outlining their motivation for applying and why they think they are a suitable candidate. Please do not submit a CV.

All applications will be acknowledged by email. If you do not receive an acknowledgement that your application has been received within three working days, please contact the school by telephone (01939 260202).



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www.adcoteschool.co.uk