



UP HOLLAND
HIGH SCHOOL
Dedicated to Excellence

Science Technician



PROUD TO BE A MEMBER OF
EVERYONE MATTERS
SCHOOLS TRUST

Headteacher's welcome

Up Holland High School Is Dedicated To Excellence and prides itself on the excellent opportunities it offers to all students in order for them to develop and succeed.

This is achieved by offering a broad and balanced curriculum that is delivered by high quality practitioners. The school has an outstanding reputation for academic achievement and educational standards, which has been achieved by placing the individual child's needs at the core of our ethos and our decision making.

We recognise that the development of the 'whole child' is an integral part of our work. We want the students to achieve both fantastic outcomes and to develop their interpersonal skills so that they are confidently prepared for life beyond school. At the heart of this ethos we promote our core values of leadership, organisation, resilience, initiative and communication. At Up Holland High School, we expect students to be self-motivated, ambitious, determined and hard working. We encourage them to make the most of their abilities and talents. Alongside this, we expect students to be kind, thoughtful and respectful to one another. We want them to participate in all aspects of school life, developing into responsible citizens who make a positive contribution to the wider community.

We strongly believe in the power of the 'student voice' and as such, afford the children the opportunity to positively impact change and improve our school by representing our student councils and junior leadership team. We expect our students to be responsible role models to each other and to the students in our partner primary schools, promoting a sense of community responsibility.

The pastoral care is a real strength of our school. We pride ourselves on knowing the students as individuals, which enables us to successfully work in partnership with parents and carers. This partnership is absolutely critical in ensuring students are happy, healthy and successful. Our extensive system of rewards encourages the pursuit of excellence and core values by celebrating progress, attainment and the overall contribution made to school life. High expectations of attendance, punctuality, uniform and behaviour underpin success in our school and lay the fundamental foundations for life beyond Up Holland.

You can view our welcome and information video using the following link:

https://www.youtube.com/watch?v=kl5yjTJwG_8

School Priorities 2023-2025

- Developing a culture of excellence through high expectations of all staff and students
- Consistently delivering high quality teaching within a challenging curriculum
- Improving the attitude to learning and promoting the resilience of students
- Improving the attendance of students, particularly those that are persistently absent



Headteacher
Paul Scarborough

Role overview: **Science Technician**

Full Time Equivalent Salary: Grade 5 (points 6-11)
£25,183 to £27,269

Pro Rata Salary (ie. the salary you will actually receive at Grade 5 points 6-11) = **£22,414 - £24,270**

Hours: 37 per week, Term Time only + 2 weeks

Days: Monday to Friday in school from 8.15 am –
4.00 pm with 30 - minute lunch break

Some flexibility may be possible.

Responsible to Progress Leader of Science &
Associate Assistant Headteacher

Closing Date: Tuesday 4th February 2025, 8.00 am

Interview Date: To be scheduled

Start Date: As soon as possible following successful interview.

Our school

Up Holland High School is a happy and harmonious place to be where students are highly motivated and have the opportunity to be inspired and succeed. We were recognised in May 2023 by Ofsted as 'Good' in all areas of school, with the capacity to improve still further. We believe that our strong collaboration with students, staff, parent/carers and governors continues to contribute towards the success of the school. This is the third successive 'Good' judgment the school has secured. The school aspires to move from 'Good' to 'Great' and we are seeking a professional that shares that level of ambition, a professional that can model our Dedication to Excellence in all that they do.

We consider the education of our students to be about developing the whole child, preparing them for life beyond school. Not only providing them with a good level of attainment in examination subjects but also helping them to develop the skills, values and attributes which will enable them to be strong, successful citizens when they move on from Up Holland, ready to contribute to their local community and the wider world. This philosophy is captured in our vision statement.

Personal Development

The five key skills and values that we promote through LORIC are those that employers' colleges and universities consider to be most desirable:

- Leadership
- Organisation
- Resilience
- Initiative
- Communication

Students develop their LORIC skills through our 'Character and Culture and Personal Development' programme. This begins in Y7 and continues through to Y11, with students participating in a range of activities and experiences. These activities are promoted and undertaken in personal development time, curriculum lessons, character and culture days and enrichment opportunities. We believe that the programme enhances the development of the whole child, preparing them for life beyond Up Holland High School. Our drive to offer an holistic educational experience is at the core of the schools philosophy, recognising the importance of both academic rigour and challenge, alongside opportunities for personal development and cultural capital.

If appointed you can expect full-support and continuing professional development, as we promote a model of leadership at all levels and a bespoke and tailored CPD programme. We offer a professionally stimulating working environment where teachers have the opportunity to progress and most critically to positively impact on the lives of our students.

The Trust





EVERYONE MATTERS SCHOOLS TRUST

We are a trust that is passionate about making a difference to every child and person in the community we serve. We work tirelessly to ensure we have great schools made up of great people supported by the trust to provide a great educational offer for every child who attends one of schools.

Our vision is to improve every person's life and their opportunities. As a member of staff you will be key to our success so we work hard to be a great place to work. Our trust culture is based on our humanity and the principles of compassion, generosity and kindness. We are proud of the trust's ethos:

Everyone Matters: we strive for all our partners to be happy and successful schools within our trust community based on our culture of compassion, generosity and kindness.

Everyone Helps: we work together to make great choices for our schools and our children to create an interconnected community of team members who do the best for children, staff and our community.

Everyone Succeeds: we work tirelessly together to overcome the challenges we face to invest in our schools, so all our schools, children and team members are successful.



Job description

Scope of Work – appropriate for this post:

- To ensure effective technical support to the science department, supporting the delivery of high quality teaching and learning.
- To ensure the appropriate management of stock and equipment to support the delivery of the science curriculum.
- To ensure health and safety guidelines are implemented and adhered to by staff and students.
- To manage the practical requests of teaching staff, offering technical advice and support, including suggesting alternative activities where appropriate.
- To ensure the prep room and science teaching spaces are maintained appropriately.

Accountabilities/Responsibilities – appropriate for this post:

Resources:

- Maintain stock levels and undertake stock checks, keeping an up to date chemical inventory.
- Place departmental orders, monitoring and progressing where necessary.
- Liaise with the Head of Science to arrange the ordering and organisation of textbooks, exercise books and folders for distribution at the start of each academic year and maintain adequate stocks of these for use throughout the year.
- Identify the need for and selection of equipment in consultation with teaching staff.
- Ensure the safe storage and disposal of equipment, material, chemicals, perishables liquids, flammables and waste materials in line with relevant Health and Safety requirements including COSHH, CLEAPPS and any school guidelines.
- Arrange the disposal of waste laboratory equipment including chemical and biological waste in accordance with established laboratory procedures and CLEAPSS guidelines.
- Participate in the development of Science department practical and technical facilities to fulfil teaching needs.
- Support the development of activities for Science Club, Open Days and Science Weeks events.
- Support in-class teaching at various times, including special events involving other schools (e.g. local primary schools).
- Undertake routine care of any animal and plant collections.

Maintenance:

- Ensure satisfactory maintenance and security of laboratories, storage and preparation rooms, and liaise with relevant colleagues on overall safety requirements.
- Ensure a clean, tidy and safe teaching environment for teachers and pupils in the Science laboratories
- Carry out half termly checks in the laboratories to ensure they are stocked with essentials (e.g. glassware, distilled water, laptop computers, stationery, PPE).
- Maintain and repair departmental equipment or arrange with external providers, where necessary.

- Monitor broken glass bins on a regular basis.
- Carry out regular checks of departmental equipment.

Preparation:

- On a daily basis, prepare apparatus, materials and solutions, set up equipment for use in science practical lessons and collect equipment afterwards, ensuring chemical and biological waste is disposed of in accordance with CLEAPSS, COSHH any other relevant guidelines.
- Ensure that the requirements of practicals prescribed by the GCSE assessments are met, including preparing, setting up and testing equipment, chemicals and other materials.
- Support teaching staff in the preparation of other (paper-based) resources.

Safety and Security:

- Provide advice and assistance to teaching staff on problems of experimental technique, health and safety and correct use of equipment in line with departmental risk assessments and CLEAPSS guidance.
- Ensure that satisfactory standards of safety and security are maintained within the Science department, and rectify any deficiencies.
- Interpret and observe the relevant Health and Safety legislation according to the Health and Safety at Work Act and COSHH regulations with respect to animals, plants, chemicals, equipment and the maintenance of Science laboratories.
- Write departmental risk assessments, where required.
- Collaborate with the Site Team to ensure a safe working environment.
- Recommend a safer alternative of an experiment, or chemical, to teaching staff whenever possible.
- Liaise with external organisations for departmental matters, when required.
- Complete annual checks and arrange for statutory maintenance of equipment including, but not limited to: pressure vessels, fume cupboards, radioactive material.
- Provide and maintain Personal Protective Equipment (PPE) for technical and teaching staff and pupils.
- Maintain a tidy, organised and safe Prep Room.

Individuals in this role may also:

- Participate in the layout planning for new facilities, the provision of specialised requirements and determining general furniture, fittings and services.
- Assess the future needs of the department in relation to space, furniture and equipment and the integration of these within existing facilities.
- Support the design and maintenance of display boards.
- Attend Science department meetings as required.
- To work within school policies and procedures.
- To support the promotion of positive relationships with students, parents and outside agencies.
- To take care of their own and other people's health and safety.
- To be aware of the confidential nature of issues.
- Be in possession of a First Aid qualification or be willing to be First Aid trained.
- Be of smart appearance, efficient, energetic and proactive.

- The duties may be varied by the Headteacher and/or Governing Body to meet changed circumstances in a manner compatible with the post held.
- This job description may be amended to meet the future needs of the school.

Person specification

Qualifications & Experience	Essential/Desirable
<ul style="list-style-type: none"> • GCSE English and Maths or equivalent • A vocational or academic qualification in the relevant subject area at NVQ level 2 • Previous experience of practical science • Additional professional qualifications/training/experience related to this role. • A Level science, NVQ 3 or equivalent qualifications • Familiarity with the safe and proper use of any specialist equipment for which the post holder will be responsible. • A knowledge of a variety of practical activities used in secondary science classes • Sound knowledge of Health and Safety Regulations including COSHH and CLEAPSS • Previously worked in or with a school setting • Previous experience in a Science workplace 	<p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">D</p> <p style="text-align: center;">D</p> <p style="text-align: center;">E</p> <p style="text-align: center;">D</p> <p style="text-align: center;">E</p> <p style="text-align: center;">D</p> <p style="text-align: center;">D</p>
Skills and Abilities	
<ul style="list-style-type: none"> • Good written and oral communication skills • Ability to work in a fast-paced environment, responding effectively to changing demands and circumstances • Ability to work independently but know when to seek help • Effective time-management skills • Ability to relate well to a range of staff, students and parents/carers • Ability to communicate with young people • Ability to carry out verbal and written instructions • Ability to prioritise effectively, use initiative and common sense • Ability to use IT for communication, record keeping and to manage practical requisitions • Some understanding of Data Protection/GDPR 	<p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">D</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p>
Other Attributes	

<ul style="list-style-type: none"> • Evidence of successful team working • Commitment to comprehensive education and to equal opportunities • Suitability to work with children • Appropriate attitude to authority • Emotional resilience • Commitment to the school ethos and aims • Deep understanding and commitment to the safeguarding of children • Flexible approach to working hours • Support the team's ambition of continued improvement • Prioritise, plan, organise and evaluate the work of the school • Take initiative and work independently 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
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How to apply

Support staff application forms and further details of the post are available to download from the school website: <https://www.uhhs.uk/about-our-school/vacancies>

Completed application forms together with a letter of application no more than 2 sides of A4 in 12 pitch should be emailed to a.mckernan@uphollandhigh.org.uk marked for the attention of Mr P Scarborough, Headteacher.

Closing Date: **Tuesday 4th February 2025, 8.00 am**
Interview Date: **To be scheduled**
Start Date: **As soon as possible following a successful interview**

Guidance

Applicant Privacy Notices can be found on our website using the following link.

<https://www.uhhs.uk/ckfinder/userfiles/files/Policies/Privacy%20Notice%20for%20Job%20Applicants.pdf>