



HAMPSTEAD SCHOOL
Learning together Achieving together

Lead Science Technician

Job Application Pack

Permanent | Summer Term 2025



Thank you for your interest in this exciting post at Hampstead School. More information about the school can be found on our website www.hampsteadschool.org.uk. The job profile and person specification are included in this document. We advertise our roles through TES but please take time to look at website to find out more about Hampstead School.



Dear applicant,

At Hampstead School, we are committed to promoting a diverse and inclusive community – a place where we can all be ourselves and succeed on merit. We offer a range of family friendly, inclusive employment policies, staff engagement forums, in-school facilities and services to support staff from different backgrounds. We are keen to explore part-time, job share or flexible working arrangements. Everyone is welcome – we are committed to inclusion across race, gender, age, religion, identity and experience.

The School is committed to safeguarding and promoting the welfare of children. The successful applicant will be required to undertake an enhanced DBS check. Checks will be made with previous employers.

Message from the Head

I started as Head at Hampstead School in September 2020. Reopening the school in the midst of a global pandemic was a baptism of fire but staff, students and parents were incredibly supportive. This is a remarkable school and it is a privilege to work here.



The period since has been made easier by my existing knowledge of the school, having started my career here as a Newly Qualified Teacher. My original spell only lasted four years, a length of time that pales into insignificance when compared to the years of service some have given, but after leaving I retained a strong connection to the school. Hampstead School reflects – and has shaped – my educational values. It is a truly comprehensive school, seeking to serve its local community. It is non-selective in the truest sense; there are no ability bands, selection tests or restrictions based on gender or religion. If you live nearby, if it is your local school, there is nothing to stop you coming here. It is part of a strong local authority working to ensure high standards through co-operation rather than competition.

When Hampstead School gets it right then there are no caveats, no ‘yes buts’. Success is not based on a selective admissions criteria or top-down interventions from an academy chain. Success is sustainable, ethically sound and based on an unwavering commitment to equality of access. I can honestly say that I would not have applied for any other headship.

I am very excited about developing the school further and working with colleagues with differing strengths, but who all share an unwavering passion for education, and a commitment to improving the life chances of all our students.

If you are one of these talented people, we would love to hear from you.

Matthew Sadler
Head



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The School and its Community

Hampstead School is a London Borough of Camden maintained comprehensive school with around 1300 students. The school, with an admission number of 210, is popular locally.

Founded in 1961 as a mixed comprehensive school, visitors often comment on the mutual respect which is evident between students and staff. This has been recognised; we are the first secondary school in London to be awarded the UNICEF “Rights Respecting School Award” at the highest level.

The diversity of our students is a strength of the school. Over 80% of students are of ethnic minority origin, with over 60 different languages spoken. Around half our students have English as an Additional Language, with a similar proportion eligible for the Pupil Premium.

Sections of the school have been rebuilt over the past few years as part of the Priority Schools Building Programme; our facilities are now world class.



Our Ethos

We expect staff and students to *Think Big, Work Hard and Be Kind*, principles underpinned by the value we place on ambition, critical thought, effort and compassion. This culture is fostered in an atmosphere where the quality of relationships is crucial; our motto, ‘*Learning Together, Achieving Together*’, is reflected in the interactions that take place between staff and students every day.

We are proud of what we achieve, never complacent and retain a genuine and positive determination to become exceptional in all areas. We relish our challenges, being fortunate in our committed and enthusiastic staff, all of whom work together for the benefit of our students. A sign of success is that, within a stable workforce, nearly all who leave do so for promotion. Consequently, this creates opportunities to appoint new colleagues with new ideas, enthusiasm, and moral purpose.



More about this role

The Science Faculty is a dedicated and enthusiastic team who work collaboratively to provide an enjoyable, engaging and relevant learning experience for students. Department members constantly strive to raise student achievement and offer students every opportunity to develop confidence, resilience and independence.

If you are creative, inquisitive, enthusiastic, and passionate about science, we look forward to welcoming you to our friendly, dynamic and highly successful Science Faculty. We value colleagues who are committed to the academic success and wellbeing of their students and can support pupils with a variety of learning needs.

Safeguarding Children

The appointee has a responsibility for promoting and safeguarding the welfare of children and young persons they come into contact with. As such, they must adhere to and ensure compliance with the School's Safeguarding Policy and procedures at all times. If in the course of carrying out the duties of the post the appointee becomes aware of any actual or potential risk to the safety or welfare of children in the School, they must report any concerns to the Designated Safeguarding Lead (DSL) or Head.

Timeline of events for this post

Applications should be submitted no later than **9am on Tuesday 20th May 2025**.

Interviews will be held on **Thursday 22nd May 2025**. Early application is advised. Applications will be assessed in order of receipt, and interviews may occur at any stage after applications are received.





Job Profile: Lead Science Technician

Direct Reporting	Head of Science Faculty (HoF)
Scale	SO1
Main Purpose	<ul style="list-style-type: none">• To lead the technical support for the Science Faculty, organising, preparing, delivering and removing equipment and materials needed for lessons including data-logging.• To ensure the safe working environment within the Faculty for staff and students in line with Health & Safety and COSHH regulations and CLEAPSS guidelines.• Monitor and manage stock levels of equipment, chemicals, subscriptions and consumables including ordering new supplies in line with budget and curriculum needs and maintain an accurate inventory and check deliveries.• To work with the Head of Faculty on continual development of the curriculum by providing technical support and advice.
Core Duties	<ul style="list-style-type: none">• Lead and supervise a team of science technicians including allocating tasks, training new staff, and supporting ongoing professional development.• Organise rotas and workload to ensure even coverage across all science disciplines.• Contribute to the assessment, monitoring and review of both health & safety procedures and information resources.• Prepare, set up, and clear away materials and equipment for science lessons (Biology, Chemistry, and Physics).• Ensure practicals run smoothly and safely for teachers and students.• Trial experiments and suggest improvements or alternatives when needed.• Be responsible for the provision of technical advice and support on health & safety issues to teaching and trainee technical staff.• To ensure that statutory safety regulations and safe practice are complied with relating to teacher/technician skills qualifications and student involvement in the classrooms.• Be responsible for the safe treatment and disposal of used materials including hazardous substances and responding to actual or potential hazards.• Be responsible for the healthy and safe storage and accessibility of equipment and materials.• Carry out health & safety and risk assessments relating to laboratory work and apply COSHH regulations and assessments and CLEAPSS guidelines.• Support the Head of Faculty in ensuring the availability of suitable materials and equipment, helping to compile orders and liaising or negotiating with suppliers and finance departments. This will include sourcing, costing and suggesting economic alternatives to maintain stock levels. Keeping up-to-date records of stock.• Under the overall guidance of the Head of Faculty, ensure that both routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment are carried out to the required standard.• To assist with the preparation and hanging of displays for the Science Faculty• Liaise with site staff and IT technical staff to ensure the safe and efficient use of resources.• Be responsible for looking after plants and any other living organisms in the Science Department.• To assist with the preparation and organisation of displays for the Faculty and other parts of the school as required.



	<ul style="list-style-type: none"> Any other duties that may be required as directed by the line manager.
Operational & Strategic Planning	<ul style="list-style-type: none"> Liaise with external agencies to ensure that maximum use is made of appropriate materials and information provided by key support services and outside agencies. To contribute towards creating and sustaining an achievement culture. To support the Behaviour for Learning system.
Service Delivery	<ul style="list-style-type: none"> To ensure all technicians are adequately trained in providing support for practical and preparation of practical materials. To plan and monitor the purchasing of suitable materials and equipment in line with budget allowances To service, maintain and securely store equipment To prepare resources of individual lessons and transport and collect materials To help maintain the learning spaces in a suitable condition for use by staff and students
Human Resources	<ul style="list-style-type: none"> Take part in the school's performance management system. To support with the delivery of the administrative needs as required. To undertake First Aid training and support with this as needed across the school.
Quality Assurance	<ul style="list-style-type: none"> To develop and lead the effective operation of quality assurance systems. To implement standard operating procedures.
Management Information	<ul style="list-style-type: none"> To maintain accurate and up-to-date information including stock checks and budget information.
Communications & Service Orientation	<ul style="list-style-type: none"> To ensure effective communication with school community. To communicate and cooperate with stakeholders outside the school and to actively promote the school's vision and ethos. To network with other science professionals. To contribute to school publications.
Management of Resources	<ul style="list-style-type: none"> To manage the available resources efficiently in line with SFVS principles & due diligence To manage the available resources efficiently and in line with Nolan principles – selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
Additional Duties	<ul style="list-style-type: none"> To play a full proactive part in the life of the school community in implementing its vision, mission and ethos and support and expect staff and students to do likewise.
Other Specific Duties	<ul style="list-style-type: none"> Be responsible for personal professional development making full use of advisory services, and maintain a high level of current awareness regarding developments in science. To be generally responsible for safeguarding and promoting the welfare of students To take the lead in courtesy to colleagues and in modelling the school's ethos to visitors and callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

The post holder is expected to deliver first aid for which relevant training would need to be undertaken.

The post holder is required to make positive efforts to maintain their own personal safety and that of others by taking reasonable care, carrying out requirements of the law following recognised codes of practice.

The post holder is also required to be aware of and comply with policies on health and safety.

This job description may be amended at any time in consultation with the post holder, Governing Body and/or Senior Management as required. Trade union representation will be welcomed in any such discussions.



Person Specification: Lead Science Technician

Hampstead School is committed to safeguarding & promoting the welfare of children & young people. All staff are expected to share this commitment

Criteria		Essential	Desirable
Values and disposition	The ability to <i>Think Big, Work Hard</i> and <i>Be Kind</i> – and foster this in others	●	
	A commitment to an ambitious, inclusive, comprehensive education	●	
	High expectations and a relentless focus on improvement	●	
	A positive, proactive, creative, solutions-focused approach	●	
	A team player who recognises the importance of a collegiate ethos	●	
	Reflective, self-aware, and keen to listen and understand	●	
	A commitment to supporting wellbeing and work-life balance	●	
Qualifications	Good level of education including English & Maths	●	
	Relevant technical/scientific qualifications		●
	First Aid at Work		●
	Enhanced DBS	●	
Experience	Biological and chemical preparation	●	
	Health and Safety/COSHH/Risk assessment	●	
	Laboratory and equipment maintenance		●
	Proficient use of Microsoft Windows and Office packages, including the use of Word and Excel	●	
	Working with and communicating effectively with young people		●
	Knowledge of working with the BTEC Applied Science course and A-level Sciences		●
Skills and Competencies	Working within the regulatory requirements of Health and Safety regulations and of COSHH	●	
	Detailed knowledge of Health & Safety legislation as it relates to the workings of a school	●	
	Detailed knowledge of safe working practices in relation to the handling and usage of hazardous equipment and tools	●	
	Ability to effectively direct the work of a team	●	
	Ability to identify work priorities and manage own workload and that of others	●	
	Ability to oversee the induction and training of new technical staff.	●	
	Ability to carry out risk assessments in relation to laboratory work.	●	
	Ability to monitor, control and keep financial records according to the requirements of the school	●	
	Excellent organisational and communication skills	●	
Equality, Diversity and Inclusion	Awareness of the equality, diversity and inclusion agenda and commitment to supporting it	●	
	Commitment to Safeguarding	●	
Disposition	Excellent record of punctuality & attendance	●	
	Enthusiasm, flexibility and adaptability	●	
	Willingness to acquire new skills as appropriate	●	



What Ofsted say about Hampstead School

Hampstead School welcomed Ofsted inspectors in April 2023. Hampstead School continues to be an 'Ofsted good' school, and we are very proud of the many positives highlighted in their report.

Curriculum

'Leaders have thought carefully about the design of the curriculum. They have made sure that this curriculum is ambitious and broad.'

SEND

'Pupils with SEND access the same ambitious curriculum as their peers, and they achieve well.'

Personal Development

'Leaders have thought carefully about the provision for pupils' wider development including for students in the sixth form.'

Relationships

'Staff feel valued and are proud to work in the school.'

Behaviour

'Leaders have high expectations of pupils' behaviour.'

Reading

'Leaders have made reading a priority.'





Transport

Our location, minutes from Cricklewood Station and only a short distance from Brondesbury, Kilburn and West Hampstead, means the Thameslink, London Overground and Jubilee Line offer staff the benefit of Inner-London weighting, but the flexibility of where they choose to live.

We recommend that candidates invited for interview travel to the school via public transport. If a candidate is invited for interview and requires parking for reasons such as mobility issues, we advise that the HR team are alerted about this requirement when interview attendance is confirmed.

Car parking at Hampstead School is limited. To ensure fairness, we operate a permit application process that allows contracted staff to apply for a parking space based on need. Outside of allocated permit spaces, there are some “first come, first served” spaces.

What can Hampstead School offer you?

Our employee package includes personalised training, a comprehensive package for ECTs starting a career in teaching, placement on leadership programmes for middle leaders, financial and professional support for MA degree programmes and National Professional Qualifications, and engagement in the wider programmes offered by Camden Learning.

We are keen to ensure a positive life-work balance. Staff are granted time-off for a range of personal days as well as access to a free 24-hour employee assistance package and annual flu jabs. We were the first school in London to achieve the Optimus Wellbeing Award for Schools and a staff working group continues to drive this important work forward.

Benefits include, but are not limited to:

- 15% PPA time for all teaching staff
- In-house professional development programme
- TOIL days in recognition of twilight CPD
- Bespoke leadership development pathways
- Staff only access to the school gym between 6:30 – 8:00 & 15:00 – 18:00
- Employee Assistance Programme
- Cycle to work scheme
- Eye test vouchers
- Annual flu jab
- Discretionary annual wellbeing allocation designed to aid employees with their mental health (e.g. to attend important personal events like nativity plays, social or sporting events, etc).