



CLAREMONT FAN COURT SCHOOL



JOB INFORMATION PACK

**SCIENCE TECHNICIAN
(FTC from 1 September to 16 December 2025)**

Closing date: Sunday 17 August 2025



THE SCHOOL

Welcome to Claremont Fan Court School. We are a thriving, co-educational independent day school in Surrey for pupils aged 2½ to 18. Founded in 1922, we recently celebrated our 100th anniversary as an evolving, successful school.

We are proud of Claremont Fan Court School's strong reputation for being a compassionate, child centred, truly co-educational school of choice for families seeking an academically ambitious environment that educates the whole child.

Set in 100 acres of historic grounds, Claremont is known for focussing on the academic potential of our pupils, but not at the expense of their pastoral wellbeing; for a culture that nurtures pupils' limitless potential, not just in exams but also in equipping them with the skills to shape the world around them at university, in their careers and in the wider society beyond.

We prioritise, too, an understanding of character and the way in which our relationship with others are fundamental to our successes in life, university and careers.

Where else, within a school bus ride from south west London, can children from 2 ½ to 18 balance forest schools with further maths, lacrosse with the pursuit of a medical career, learning history in a building that made history or playing rugby while designing for a fashion show.

Teachers, staff, pupils and their families are expected to support and extend the atmosphere of respect, courtesy, the love of learning and the value of friendship that is held dear at Claremont Fan Court School. This peaceful and purposeful intent extends throughout every lesson and into the pastoral and co-curricular activities we offer.



MISSION AND ETHOS

Mission

Our mission guides the ethos of the school and is a primary document for all who work at the school.

- To provide an environment where the God-given potential of every individual is recognised and valued. With this recognition comes the expectation of high personal achievement and moral standards and a developing awareness of our individual responsibility to each other and our world
- To maintain a broad and forward-looking curriculum in which pupils are encouraged to think independently to meet the demands of a rapidly changing world
- To encourage our pupils to awaken to all that is good and true within and around them in their spiritual journey of self- discovery
- To equip our pupils with a strong set of values for future decision making
- The following values are fundamental to everything we do: courtesy, respect, trust, moral integrity, self discipline, love for God and man
- The School embraces the whole Claremont family: pupils, parents, guardians, staff and governors in its mission, vision and ethos

Vision

In accordance with our mission, Claremont Fan Court develops individuals who are outstanding citizens, aware of their responsibility to others and contribute positively to global society.

We realise this by being a high-quality school of choice where young people achieve more than they think is possible.

Ethos

Goodness underpins this school. Teachers, staff, pupils and their families are expected to support and extend the atmosphere of respect, courtesy, the love of learning and the value of friendship that is held dear at Claremont Fan Court School. This peaceful and purposeful intent extends throughout every lesson and into the pastoral and co-curricular activities we offer.

Young people leave Claremont Fan Court School as confident, contributing and caring members of the global community. They cherish the values that equip them to make a positive contribution and be a force for good in the world.



THE ROLE

We are seeking a highly organised and motivated science technician to join our team of technicians supporting all sciences, however a special interest in Chemistry would be desirable.

This is a fixed term contract for the Autumn Term (01 September - 16 December 2025)

Key responsibilities:

- Ensure that equipment and resources requested by teaching staff are in place for practical lessons and demonstrations
- Assist in conducting risk assessments and ensuring safe working practices at all times
- In particular, the handling and disposal of relevant chemicals in line with Health and Safety regulations
- Assist in the recording and cataloguing of audiovisual resources and making them available for lessons as requested by teaching staff
- Undertake the preparation of lesson material including biological reagents, solutions and glassware ready for use in experimental work within the laboratories
- Remove, wash and dispose of used reagents, solutions and glassware as appropriate
- Work within the safety guidelines requested by

the Department in line with scientific Health and Safety procedures such as COSHH and CLEAPSS

- Work to prepare, develop and pilot new experimental methodologies as instructed
- To promote new ideas and resources within KS3
- Assist staff and students in equipment usage in laboratories during practical work including the setting up and clearing down of equipment
- Undertake minor maintenance and repair of equipment outside any maintenance contract(s).
- Assist in the mounting of displays of materials and visual aids
- Purchase supplies of perishable items for experiments as required

Other Responsibilities

- Undertake all reasonable requests and duties as requested by teachers within the department and your line manager (such as setting up displays for open mornings)
- Be a qualified First Aider or be willing to be trained
- Attend all school INSET days



THE DEPARTMENT

The science department consists of three science departments comprising hard working and enthusiastic teachers who achieve excellent results.

The department aims to encourage pupils to achieve genuinely high standards in the sciences they are taking. It emphasises development of pupils' understanding of scientific concepts. The departments are very well resourced and pupils learn through lessons complemented by practical experiments. The use of IT throughout the curriculum is excellent and well supported.

In Years 7 and 8 a combined science course is taught. We follow the published scheme of Exploring Science as the routes of our schemes of work. At GCSE, we follow the AQA Science specifications. Pupils are currently given a choice in Year 9 of choosing Separate Sciences or taking Combined Science at GCSE from Year 10. There is an expectation that all teachers in the department are prepared to teach general science in Years 7 and 8 as required.

At A level, we teach physics, biology and chemistry. In chemistry, the OCR specification is followed. Students must complete a series of practical experiments and achieve their Common Practical Assessment Criteria (CPAC).

Sciences are taught in the Sir Sydney Camm building; a state-of-the-art facility with which houses nine purpose-built science labs and dedicated preparation rooms for each subject.



THE PERSON

We are looking for an enthusiastic and adaptable person with a passion for science as well as a balanced outlook and a sense of humour. Technical staff play a central role in this department and as such should possess excellent communication skills, and understand the requirements of students and colleagues.

The successful candidate is likely to match the following characteristics:

- A degree in the sciences and a willingness to undertake training
- GCSE in English and Maths is essential
- Experience in a general technical and resource support in an appropriate environment
- An awareness of health and safety issues and able to comply with health and safety legislation and school policies
- Knowledge of COSHH regulations in relation to the safe handling and storage of chemicals
- Knowledge of safe working practices in relation to the handling and usage of hazardous equipment and tools
- Ability to maintain a range of tools and equipment
- Effective use of ICT and other specialist equipment and resources
- Possess an ongoing interest and enthusiasm for the sciences

- Good communication skills both oral and written are essential
- Capable of working independently and as part of a team
- Calmness and efficiency and the ability to work under pressure at certain times
- Excellent organisational skills; be methodical and systematic in organising all workloads and individual tasks
- Aware of the nature of the School and prepared to commit to its all-round ethos
- Ability to be flexible with working outside contracted hours on occasion to accommodate teaching requirements (negotiable with line manager) e.g. examination board practical work

Desirable:

- Relevant NVQ2 in Laboratory and Associated Technical Activities (LATA), NVQ level 2 for Laboratory Technicians in Education, or Level 2 Certificate in Laboratory Technical Skills or equivalent e.g. CLEAPSS certificate in Technician Skills



WORKING AT CLAREMONT

Claremont Fan Court School is set in a beautiful location and is a warm and welcoming community. Professional standards are high, and we encourage ongoing training and personal development.

The school is located just outside Esher in Surrey and is easily accessible from the A3, M3 and M25 with ample free staff parking. The nearest train station is Claygate which is a 25-minute walk, with local bus services also available.

Esher and its neighbouring towns offer easy access to both central London and the stunning Surrey countryside, offering a feeling of space whilst being only a stone's throw from London and all the facilities a capital city has to offer.

The local area has a mix of leisure activities available. Both the historic palace at Hampton Court and the beautiful gardens at RHS Wisley are nearby, as well as Sandown Racecourse. There are many arts venues (theatres, cinemas, live music) and sports clubs in the surrounding area and for cyclists there is access to some of the finest roads.

Benefits include group personal pension plan - the school makes a generous contribution with a 3% employee contribution 5 x salary life assurance, cycle to work scheme as well as complimentary lunches and refreshments during term time.

Terms and conditions:

Hours:

Up to 23 hours per week. Working pattern can be flexible, taking into account the needs of the department

Salary:

Annual salary equates to between £12,665.20 - £14,185.02 depending on skills and experience. Actual salary will be pro rata based on weeks worked.



HOW TO APPLY

Please ensure you read the job information pack carefully, as well as the school's Recruitment, Disclosures and Selection Policy, Safeguarding Policy and Applicant Privacy Policy on our website.

Interested applicants should complete an application via our [recruitment portal](#)

If you have any questions about the application process, please contact jobs@claremont.surrey.sch.uk

References may be taken up at any stage during the recruitment process.

Claremont Fan Court School and its staff are committed to safeguarding the welfare of children. Successful applicants will be required to undergo screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. It is an offence for any person barred from working with children to apply for this post.

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Early applications are encouraged and we reserve the right to interview suitable candidates ahead of the closing date



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