



Warlingham School
& Sixth Form College

Science Technician

Full / Part-time available

From January 2025

TLT5 FTE £26,777—£28,686

Warlingham School & Sixth Form College
is part of Tandridge Learning Trust.

Tandridge
Learning Trust

Excellent Teaching
Inspiring Leadership
Innovative Training

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Tandridge Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to safer recruitment checks, including an enhanced DBS check.

As an equal opportunities' employer, Tandridge Learning Trust is also committed to achieving a diverse and inclusive workplace and strongly encourages suitably qualified applicants from a wide range of backgrounds irrespective of personal characteristics.



WELCOME

Dear Candidate



Thank you for enquiring about this post.

This information pack has been designed to give you, a potential applicant, essential information about our vacancy, school and trust, so you can decide if this should be the next step in your career.

“Wide Horizons, High Aspirations” is our school motto and this underpins our whole school philosophy. We are a school community which does not stand still. Whilst our expectations of academic performance are high, of equal importance are that students enjoy the experience of coming to Warlingham School & Sixth Form College and have opportunities which enable them to develop into young men and women who will contribute positively to society.

Our students tell us they consider this a place where they are challenged by the work, where they are supported by the staff and fellow students and where achievement is part of the everyday vocabulary. We have high expectations in terms of learning, behaviour and attendance which leads to excellent academic progress. We provide an environment that excites, motivates and challenges our students to place no ceiling on achievement and to develop an interest in the world around them. Our ambition is for students to leave Warlingham as successful, confident young people ready to face all of life’s challenges and make a positive contribution to society. We measure our success by meeting the needs of all our students in this truly comprehensive school and believe everyone has a role to play in achieving this aim.

Should you decide this is not the school for you then we thank you for the interest you have shown; however, if this ethos aligns with yours, then I hope you will apply to join our team, support our drive to become outstanding and I look forward to receiving your application. We hope that this pack provides sufficient information to encourage you to take your application to the next stage.

Do telephone or email, if you wish to discuss any aspect of the post.

We look forward to hearing from you.

Paul Foster

Paul Foster
Headteacher



JOB ADVERTISEMENT

We are seeking an enthusiastic and adaptable Science Technician to provide technical support to teaching staff in our successful Science Department. With an interest and experience in Physics, Biology or Chemistry, the ideal applicant will be able to transfer their key skills and knowledge into a forward thinking and proactive educational environment.

The Science Technician will work as part of a team of technicians servicing laboratories, preparing materials and equipment for demonstrations and practical lessons as requested by the teaching staff and the Science Technician Manager.

You will be subject to supervision but will be expected to organise Your own workload and set your priorities within short, e.g. day-to-day timescales.

You will be joining a forward thinking Trust at an exciting time in its development and will enjoy our many staff benefits which include: -

- Well established and supportive training and development opportunities
- Family friendly policies and wellbeing initiatives
- Employee Assistance Programme
- Lifestyle and retail discounts
- Staff sports and social events
- On site parking

Please note that applications will be considered upon receipt. Early applications are encouraged as we reserve the right to close the recruitment process once a suitable candidate is appointed. Visits welcome.

This post is exempt from the Rehabilitation of Offenders Act 1974, subject to the filtering rules which 'protect' certain spent convictions and cautions from disclosure



THE DEPARTMENT

Science

The Science Department at Warlingham School & Sixth Form College aims to open the eyes of the scientists of tomorrow. We champion curiosity, challenge and experimentation, by delivering an interesting and varied curriculum.

At KS3 we follow the Activate Scheme of Work, engaging students of all levels and abilities and embedding a strong foundation of knowledge.

Our Key stage 4 students will follow one of two different pathways. The most able students taking 'Triple Science', and the majority of students taking 'Edexcel Combined Science'. Decisions on which pathways are chosen involves students, parents, and teachers.

At Key Stage 5 students are offered A-level, Biology, Chemistry and Physics, and we have recently introduced BTEC Human Biology. The sixth form courses are all very popular and students go on to study Sciences at some of the Country's leading Universities.

Our large successful department has a good balance of staff experience and knowledge and the team is supported by a group of 4 technicians. All staff are dedicated and enthusiastic, willing to share expertise and help each other with development opportunities. Our friendly nature and supportive culture within the Trust ensures a collaborative approach, not only within Secondary education, but also in supporting our Primary School colleagues.

All staff teach across the age ability range, you will become part of strong and successful team within a well-established department. Our key strength is the experience and knowledge of our staff, all significantly committed to providing our students with an exciting curriculum and great opportunities. Full or part-time hours considered.

Warlingham School & Sixth Form College has excellent facilities, comprising of 10 well equipped classrooms, two preparation areas and a large department office.



JOB DESCRIPTION

Job Title	Science Technician
Phase	Secondary
Accountable To	Head of Department
Grade / Scale / TLR	TLT 5

Job Purpose

The Science Technician will work as part of a team of technicians servicing laboratories, preparing materials and equipment for demonstrations and practical lessons as requested by teaching staff and under the direction of the Science Technician Manager.

Key Accountabilities and Tasks

- Handle chemicals and equipment, tidy up and clear labs and the prep rooms, following all Health and Safety advice as directed by management and CLEAPSS.
- Check on general equipment in laboratories and stationary stocks, replenishing as necessary.
- Maintain and carry out minor repairs within levels of competence and safety on apparatus and equipment.
- Carry out basic administrative tasks as required such as photocopying, printing, filing, conveying messages, creating displays of information and undertaking administration to support senior staff in the



JOB DESCRIPTION

Planning & Organising

- Contribute to operational functions by providing practical support and effective organisation of activities.
- Asses the range and volume of work to be undertaken for the days ahead and plan to ensure it is completed to time and to an appropriate standard.

Policy and Compliance

- Adhere to established processes, and Health and Safety procedures and standards of service delivery and use of equipment to support any associated regulatory or technical compliance requirements.

People & Partnerships

- Receive and respond to everyday enquiries from staff and students to provide a timely, courteous, and efficient service.
- Develop strong relationships with partners and stakeholders to deliver a timely and efficient service.
- Resources
- Deliver a range of practical services in support of existing systems or processes to agreed standards, to maximise service quality and continuity.

Analysis, Reporting & Documentation

- Assist in the delivery of relevant assessments/ investigations, trialling new practicals to ensure best possible outcomes.
- Ensure information and records are processed and stored to agreed procedures.
- Ability to store data and carry out basic analysis.

Duties for all

- Values: To uphold the values and behaviours of the organisation.
- Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.
- Health, Safety & Welfare: To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others.
- To have regard to and comply with safeguarding policy and procedure as appropriate.



PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
QUALIFICATIONS & EXPERIENCE	<ul style="list-style-type: none"> Minimum 3 GCSEs at Grade C or above, or equivalent, or able to evidence ability at an equivalent level. Must hold a minimum of 2 years practical knowledge or experience Experience of working in a Science Department. 	<ul style="list-style-type: none"> May be required to hold a certificate of competency in a defined area (E.g. First Aid at work) relevant to the role.
KNOWLEDGE & EXPERIENCE	<ul style="list-style-type: none"> Awareness of COSHH requirements and other H&S regulations as detailed by CLEAPSS and an ability to follow CLEAPSS guidelines and procedures. Knowledge of Chemistry, Physics or Biology up to GCSE Experience of working as a Physics, Chemistry or Biology Technician up to A level desirable 	<ul style="list-style-type: none"> Experience of working in an operational environment providing support to staff and/or the public.
SKILLS & APTITUDES	<ul style="list-style-type: none"> Good written and oral communication skills with the ability to build sound relationships with staff and students. Competent in a range of IT tools. 	
PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> Able to prioritise and plan own workload in the context of conflicting priorities. Able to work independently as well as a part of a team. Willing to learn new skills and attend training as required. Ability to work with others to support and provide an excellent technical service. 	<ul style="list-style-type: none"> May be required work out of office hours or work in outdoor environments or supporting student enrichment activities.
SAFEGUARDING	<ul style="list-style-type: none"> Ability to form and maintain appropriate relationships and personal boundaries with children and young people in line with the School/Trust Child Protection and Safeguarding policy and the Staff Code of Conduct/ Behaviour Policy 	

CONTACT DETAILS & HOW TO APPLY

Please note that applications will be considered upon receipt. Early applications are encouraged as we reserve the right to close the recruitment process once a suitable candidate is appointed.

Name:	Paul Kinder/Sarah Hickox
Job Title:	Senior Deputy Head/Head of Science
Phone Number:	01883 624067
Email Address:	P.kinder@warlinghamlt.co.uk

Please note that in accordance with our Safer Recruitment practices, CV's will not be accepted.

References will be sought for shortlisted candidates prior to interview, unless a specific request is made to the contrary.





Warlingham School & Sixth Form College



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