



**Halliford  
School**  
SHEPPERTON



---

**Applicant Information**  
**Science Technician**

## Welcome from the Headmaster

Dear Applicant

Thank you for the interest you have shown in Halliford School and our position of Science Technician. May I take this opportunity to welcome you to our wonderful school and I hope that what you will read on the following pages will encourage you to come and see for yourself what a magnificent place Halliford School is to learn and to work at. You would be joining us at a very exciting time in our development.

As the Headmaster, I am working with the students and staff here to create a school where we strive for excellence in all that we do. My job, along with my colleagues on the senior leadership team is to support and empower our dedicated members of staff as they strive to provide an education that enables each of our students to become the very best version of themselves that they can possibly be. In appointing new staff, we are seeking to find exceptional talent and to work with our staff to foster a culture of energy and vitality for learning where possibilities for our students are endless.

This position will suit candidates who have a genuine interest in Science with a preferable knowledge of technician support to A Level. The ability to give technical support for Chemistry/Biology would be desirable.

At Halliford School we recognise that every child is unique and that the key to reaching their true potential lies in an education that is as full as it is diverse. Our approach of striving for academic excellence is perfectly complemented by a dedication to developing a wide variety of other interests, helping our young people to build their aspirations and instilling in them confidence and resilience for the future.

As young Hallifordians we recognise that a child's potential could lie anywhere – so we ensure that every student is exposed to a vast array of opportunities and experiences. We then pride ourselves on identifying and honing their strengths to make the most of their natural abilities, while working hard with them to develop any areas that might need further improvement. We are able to offer small class sizes which enable personalised teaching and learning strategies suitable for our boys.

We recognise that the environment in which a child learns is just as important as what they learn. Renowned for our outstanding pastoral care, we work hard to create a community where our students and staff can come together, where they are encouraged to flourish, where they can feel safe and comfortable, confident and proud, stimulated and inspired and, most of all, happy.

There are currently around 420 students on roll. The school teaches boys in years 7 – 11 and since 2007 has taken girls into Sixth Form. In November 2014, the school was accepted into membership of HMC. The school has seen expansion since the year 2000 and has an impressive array of facilities including a dedicated theatre, classroom block, technology building, multi-purpose sports hall, gymnasium and sports pitches, both at school and on a nearby separate site. In 2012 The School completed the magnificent Philip Cottam Centre which houses: Music, Art, Sixth Form Centre and Cafe along with recently refurbished kitchens and dining room. Over the course of the last two years we have invested heavily in new facilities within the school, including a new state-of-the art Sixth Form Study Centre, IT suites, two new Science Laboratories and an iMAC music composition suite. Further exciting plans are being considered by the dynamic governing body for the next phase of development at the school. Further details about the school can be found on our website at:

[www.hallifordschool.co.uk](http://www.hallifordschool.co.uk)

We are proud of many excellent results achieved by our students and see some

magnificent University destinations for our Upper Sixth Form, including Oxbridge.

The staff room at Halliford is welcoming and supportive of new colleagues. Our boys are full of energy and enthusiasm and we work in an environment founded on the principle of mutual respect for one another. We are a busy school and our staff offer a great number of opportunities to the students and we seek to offer our staff rich opportunities for personal and professional development and training.

I warmly invite you to consider joining us to be a part of this wonderful school on our exciting journey and I look forward to hopefully inviting you to interview.

Good luck!



**Mr J Davies**  
**Headmaster**



## The Position

The Science Department comprises a team of 7 dedicated teachers in 6 laboratories with 3 Science technicians. The laboratories are next to 2 computer rooms and are very well equipped. Our Science staff are enthusiastic members of the School who contribute to many extra-curricular activities.

Students study an accelerated Key Stage 3 programme in Years 7 and 8 and practical work is a key feature of Lower School Science lessons.

Upon starting Year 9, students are placed in one of 4 sets to commence their GCSE studies and are taught by subject specialists in 6 timetabled lessons a week. In Years 10 and 11, students have 3 lessons of Science each week with some studying separate Sciences and others the Trilogy Award (AQA).

Biology, Chemistry and Physics are offered at A-Level (AQA) and are taught in 8 timetabled lessons a week. Halliford has a lively and well support Sixth Form who has had numerous students go on to study Science related subjects at University in recent years.

Candidates will be expected to have a genuine interest in Science with a preferable knowledge of technician support to A-Level Standard. The ability to give technical support for Chemistry/Biology, would be desirable.

The School has four houses which each student belongs to. Each student has a house tutor who they meet with twice a day for registration. There are then four Heads of Houses who are responsible for a team of tutors in Year 8 – 11 who manage the day to day pastoral and academic lives of their tutees. Currently there is a Head of Year 7 who, together with a group of four tutors, looks after the students specifically in this year group to give them the best possible start to their time at Halliford. The Head of Sixth Form then assumes responsibility for the tutors in the Sixth Form.

We also have the additional benefit of a School Matron and a School Counsellor.

## Process of Application

We trust that this brochure will provide you with helpful information on which to make a decision regarding your application for this post.

Along with this pack, you should have received a copy of the application form, which you are asked to complete in full and as accurately as possible paying attention to the Job Description and Person Specification. If you have any queries regarding the application process, please do not hesitate to contact Mrs Claire Worrell, the Headmaster's PA & HR Officer who will be delighted to assist you. Telephone: 01932 234925. E-mail: [head.pa@hallifordschool.co.uk](mailto:head.pa@hallifordschool.co.uk)

If you would like to come and pay us a preliminary visit, you would be warmly welcome at a mutually convenient time. To arrange this, please contact Mrs Claire Worrell.

Completed application forms, together with a supporting letter of application (no more than one side of A4) should be e-mailed to the Headmaster's PA to arrive no later than midday on Monday 23rd September 2019.

Following this the selection panel will convene to determine a shortlist of applicants who will be invited to interview, which are likely to be held shortly after the deadline.

On the day of interviews, all applicants will be asked to bring with them proof of identity and address along with any original certificates pertaining to their qualifications.

Full details regarding the interview day will be sent to those candidates on the short-list.

Following the interview, the successful applicant will be invited to accept the position by telephone, but only once a contract has been agreed and signed will unsuccessful applicants be informed. All applicants should be aware that this is a normal part of our selection procedure and should make no assumptions based upon a short delay.



## Halliford School

### Job Description – Science Technician

#### Salary

The post holder will be paid on the appropriate point of the Halliford School Pay Scale. We have our own pay scale, which is significantly above the maintained sector. The salary will be commensurate with experience.

#### Lines of Responsibility

The Science Technicians are directly responsible to the Head of Science, Mrs Donna Samarasinghe and the Bursar, Mrs Elspeth Sanders.

#### The Senior Management Team

The Headmaster leads a Senior Management Team which comprises of the following positions:

- Bursar
- Deputy Head (Pastoral)
- Deputy Head (Academic)
- Head of Sixth Form

#### Key Responsibilities

To work as part of the Science technician team to prepare equipment and materials for class use, including demonstrations, experiments and assessments.

To abide by the practical guidance given by CLEAPPS in relation to:

- Practical Science
- Health and Safety
- Risk Assessment
- Sources and Uses of Chemicals

To ensure that work is undertaken in accordance with Health and Safety regulations, undertaking appropriate training where necessary.

To undertake both external CPD and internal induction procedures.

To assist in cleaning up laboratories after practical tasks and ensuring that equipment is cleaned in a timely manner.

To prepare for and attend open days (two Saturdays per year).

To ensure that equipment, apparatus and machines are kept in good order and repaired, serviced or replaced when necessary.

To carry out routine and ad-hoc safety checks on equipment, as required, and keep a record of all inspections.

To ensure that the laboratories and preparation room are maintained in a clean, tidy and safe condition.

To assist in maintaining adequate stocks of consumables, re-ordering, checking deliveries and records of expenditure.

To make solutions and ensure that chemicals are correctly identifiable and labelled.

To assist, where necessary, in a teaching situation or demonstration.

To assist, where necessary, with extra-curricular clubs, to include Science Club.

To help make and maintain displays within the department.

To undertake other clerical, administrative or technical tasks within the department, including issuing and cataloguing textbooks.

To carry out other associated duties as are reasonably assigned by the Head of Science.

### **Conditions of Employment**

The post-holder must uphold the School's policy in respect of all matters related to Safeguarding and Child Protection.

The above responsibilities are subject to the general duties and responsibilities in the written statement of conditions of employment (The Contract of Employment).

The post-holder is required to support and encourage the School's ethos and its objectives, policies and procedures as agreed by the Headmaster and Governing Body.

The Job Description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and this must not be construed.

This Job Description is not necessarily a comprehensive definition of the post. It will be reviewed periodically and may be subject to modification at any time after consultation with the post-holder.



## Science Technician – Person Specification

<b>Applicants should:</b>	<b>Essential</b>	<b>Desirable</b>	<b>Primary means of assessment</b>
GCSE Grade C/5 in Maths and English	✓		Application Form
Higher Science Qualification		✓	Application Form
Experience of working in a School or similar		✓	Application Form
Understand basic principles of health and safety in a Laboratory environment	✓		Application Form
Experience of working in scientific field or laboratory		✓	Supporting Letter
Good verbal and written communication skills	✓		Supporting Letter
Good numeracy and literacy skills along with good interpersonal skills and an ability to form positive relationships with colleagues and students	✓		Supporting Letter
Able to work effectively as part of a team	✓		Supporting Letter
Able to adhere to working procedures and policies in a School environment	✓		Supporting Letter
Knowledge and understanding of Child Protection and Safeguarding procedures		✓	Supporting Letter
Proficient in use of basic IT	✓		Supporting Letter
Organised, reliable, flexible and trustworthy, and willing to actively support the ethos of the School, new ideas and developments in the Science Dept	✓		Supporting Letter / Interview
Desire to enhance and develop knowledge		✓	Supporting Letter
Ability to work under pressure and to tight deadlines	✓		Supporting Letter
Ability to think and plan ahead	✓		Supporting Letter / Interview
Demonstrate initiative, imagination, energy, enthusiasm, resilience and personal commitment	✓		Supporting Letter / Interview

## Shepperton and South West London

Halliford School is situated alongside the banks of the River Thames in a beautiful setting. The school was founded in 1921 as an independent grammar school on the present site. The building closest to its road is the oldest, a tall-storied Georgian House set in six acres beside the River Thames that was once home to Emma Hart (later Emma, Lady Hamilton) when she lived with Charles Francis Greville before she married and then became Lord Nelson's mistress.

The village of Shepperton is equidistant between the towns of Chertsey and Sunbury-on-Thames. The village is mentioned in the Domesday Book, where it was an agricultural village.

Probably most well-known for the local film studios, the village is home of approximately 10,000 people and boasts a magnificent high street with all the individual shops and restaurants so often lacking from most modern towns. The School works hard to support local businesses and is proud to source the vast majority of our food and provisions from local businesses.

There are many local restaurants and riverside walks and thriving sports clubs and cultural opportunities on offer. The boroughs of Spelthorne, Kingston, Staines and Richmond-upon-Thames offer a vast array of accommodation options ideal for young people and those with a family.

The village is the final stop on a branch line from London Waterloo with services stopping at Vauxhall, Clapham Junction, Wimbledon, Kingston, Teddington, Hampton and Sunbury. The journey time to London is 50 minutes. There is also a further faster route to London from nearby Walton-on-Thames with fast trains taking 25 minutes to reach London Waterloo. The School operates a shuttle bus along with other local services buses to Walton-on-Thames. London Heathrow is approximately 15 minutes by car and 45 minutes by local bus. The M3 and M25 are a few minutes' drive from the School.



## **Additional Information**

### **Non-contractual benefits to Staff**

#### **Pension**

Membership of the Support 16% non-contributory Staff Pension Scheme is offered upon the completion of a successful probation period.

#### **School Fee Reduction**

Children of staff at Halliford School may, subject to passing the entrance examination, be eligible for up to a 50% remission on fees at the discretion of the Governing Body. This is prorated according to working days.

#### **Meals and Refreshments**

All staff are entitled to eat free of charge each day during term time in either main Dining Room or in the Sixth Form Café where delicious home cooked meals are served each lunchtime. In addition, hot drinks and biscuits are provided daily in the staff common room with cakes on special occasions. Speciality teas and coffee are also available daily from the Sixth Form Café.

#### **Sports Facilities**

Members of staff are able to use the School gym and fitness facilities subject to approval from the Director of Sport.

#### **Travel and Visits**

Those staff wishing to organise suitable trips and visits for our students are strongly encouraged and supported to do so. These can provide invaluable opportunities for staff

as well as students including the opportunity to travel and visit new countries.

#### **Private Vehicles**

Free on-site parking is available to all staff, subject to availability. In addition, subject to approval, staff can use their private vehicles for school journeys during working hours. The insurance will be under the school's insurance scheme and staff may claim suitable mileage.

#### **Professional Development and Postgraduate Study**

Staff are encouraged and supported to undertake a wide variety of professional development opportunities both within and beyond the School. Those staff wishing to undertake professional qualifications may seek financial support from the Governing Body.

#### **Disclosure and other pre-employment checks**

Halliford School is committed to safeguarding the welfare of all students at the School. Therefore, this appointment will be subject to a successful enhanced disclosure check from the Disclosure and Barring Service. This will give details of all spent and unspent convictions and other recordable matters. A policy on the recruitment of ex-offenders is available from the Headmaster's PA. The supplied references will be taken up and the School may approach previous employers for information to verify particular experience of qualifications. A medical questionnaire will be required by to be completed by the successful candidate.

## Further Information

If you have any queries regarding the application process, please do not hesitate to contact Mrs Claire Worrell, the Headmaster's PA & HR Officer who will be delighted to assist you:

Telephone: 01932 234925

E-mail: [head.pa@hallifordschool.co.uk](mailto:head.pa@hallifordschool.co.uk)

Halliford School  
Russell Road  
Shepperton  
Middlesex  
TW17 9HX

[www.hallifordschool.co.uk](http://www.hallifordschool.co.uk)

[www.facebook.com/hallifordschool](https://www.facebook.com/hallifordschool)

[www.twitter.com/hallifordhead](https://www.twitter.com/hallifordhead)