

# Science Technician

(37 hours per week, term time plus INSET)



Penwortham Girls'  
High School

## SUMMARY

Job Title	Science Technician
Reporting to	Curriculum Leader: Science
Start Date	As soon as possible
Salary Grade	Grade 5 £25183 - £27269 pro rata
Closing Date	12 noon on Thursday 5 <sup>th</sup> December 2024
Interview Date	Week commencing 9 <sup>th</sup> December 2024
Type of School	Secondary (Community)
Age Range	11 - 16
Location	Penwortham, Preston
Denomination	Non - selective
Number of students	797
Co-educational	No



pgHSuccess  
Since 1954

## Our Mission is:

To prepare articulate, questioning, tolerant and independent women for the future.



Articulate

### Science Technician

Full Time, Term time plus INSET  
Permanent

(37 hrs per week, 39 working  
weeks)

**Grade 5** £25183 - 27269 pro  
rata

Applicants should be enthusiastic,  
pro-active, well organised and  
flexible with good communication  
skills.

Questioning

***Required as soon as possible***

We are looking to recruit a  
knowledgeable and  
hardworking Science Lab  
Technician at Penwortham Girls'  
High School. This is an exciting  
opportunity for the right  
candidate. You will work as part  
of a dedicated staff team who  
strive to improve the delivery of  
innovative and practical science  
on a daily basis.

The closing date is **12 noon** on  
**Thursday 5<sup>th</sup> December 2024.**

Please note that the school is  
committed to safeguarding and  
promoting the welfare of young  
people and expects all staff and  
volunteers to share this  
commitment. This post is subject  
to an enhanced DBS disclosure and  
online checks.

Tolerant

Independent



Personal Attributes required (on the basis of the job description)	Essential (E) or Desirable (D)
<b>Qualifications</b> 1) 4 GCSEs (Grade A-C) or equivalent recognised and relevant NVQ Level 2/3 or equivalent with at least one in a Science subject. 2) LATA NVQ Level 3.	E D
<b>Experience</b> 1) Previous technical science/laboratory experience.	E
<b>Knowledge/skills/abilities</b> 1) Knowledge of at least one of the separate science disciplines. 2) Good arithmetic and written skills. 3) Ability to use computers for basic data input and interrogation. 4) Knowledge of Health & Safety requirements including COSHH and CLEAPSS. 5) Ability to communicate effectively with students. 6) Good communication skills and telephone manner. 7) Ability to supervise staff. 8) Ability to work as member of a team. 9) Ability to operate a level of understanding and competence equivalent to NVQ Level 2. 10) Ability to organise workload to meet deadlines.	D E E E E D E E E E
<b>Other</b> 1) Interest in the education of young people. 2) Willing to work evenings when required for school events. 3) Commitment to safeguarding and protecting the welfare of children and young people. 4) Commitment to equality and diversity. 5) Commitment to health and safety. 6) Willingness to undertake Fire Warden and First Aid Training. 7) Satisfactory attendance record/commitment to attendance at work	E E E E E E E



Penwortham Girls' High School enjoys a unique status, as the only non-selective, non-fee paying girls' school in Lancashire. We welcome girls of all abilities, interests and aptitudes, and pride ourselves on our long-standing reputation for academic success. We are a successful school because we have high expectations, promote learning for its own sake and provide every opportunity for personal growth and development.

Importantly, we are specialists in girls' education, providing a nurturing, supportive and challenging environment where girls excel. At our school, traditional values meet with modern, innovative approaches to learning. We are a forward thinking school that has invested considerably in new technology, ensuring that when they leave us, our students are fully equipped for the future. However, equally important are the qualities we instil in the girls. We have developed an environment that supports them as individuals, enabling them to progress to the next stage of their life equipped with a sense of achievement, maturity and self-confidence.

### **OUR MISSION IS TO PREPARE: Articulate, Questioning, Tolerant, Independent Women for the future**

We aim to foster a love of learning and we strive to unlock the potential in every child. We want our students to challenge themselves both inside and outside the classroom, to develop their talents for the future.

Fulfilling every girl's potential is our common purpose, uniting staff and students in a shared endeavour, informed by an enduring vision. Equally unchanging is our commitment to long-held values still relevant today: all students have the right to an excellent education and they also have certain duties: Our girls are treated with courtesy and respect, and this is expected in return. Most importantly we instil a strong sense of personal responsibility for girls' own learning and that of their peers. We want our students to take pride in their own achievements and those of others. These core values have underpinned our successes for sixty years and we are confident that they will guide us ever higher in the future.

### **SCIENCE TECHNICIAN**

The department currently has 7 full time staff, including the Head of Department, plus one laboratory technician. We also have a science specialist HLTA. It is a well-established department with a successful track record. The department pride themselves on working well as a team and cultivate a supportive atmosphere. Results at both Key Stages are well above the national average and girls go on to science at 16+.

There are 5 well-equipped laboratories, with access to ICT and there are interactive whiteboards in all science rooms. In addition, there is a dedicated ICT Suite within the science department as well as a moveable, bookable laptop trolley.

All pupils study for a minimum of 2 GCSEs in Science at Key Stage 4. We follow AQA's Combined Trilogy AQA Combined Trilogy or Single Sciences GCSE course. A significant number of students that have opted to study Single Sciences follow the GCSE Biology, GCSE Chemistry and GCSE Physics specifications.

The key areas for development over the next few years will be preparing for a move to a new school building. We are also working on our standard operating procedures and record keeping for risk assessments as well as modifying our department handbook.

We are looking for a knowledgeable and hardworking Science Lab Technician who can support and lead in the organisation of the Science department's resources. We are looking for someone with excellent organisational skills who will be able to efficiently prepare and deliver resources, as well as supporting teaching staff in the safe and effective use of these resources. They will also be responsible for the safe storage and stock control of resources.

We are also looking for someone who will be keen to share their knowledge of practical science both with members of staff and in the classroom with the students. The successful applicant will be encouraged to help increase the amount of effective practical work that is carried out throughout the department

This is a **full time post** of 37 hours per week, term time plus INSET days (39 working weeks). The hours of work during term time will be approx. 8am to 4pm Monday to Thursday and 8am to 3.30pm Friday.

Please note the actual salary range once adjusted for the term time only working is approx **£21854 to £23665 per annum**.

For an informal discussion about the role please contact the Curriculum Leader for Science, Rebecca Honeyman on [r.honeyman@penworthamgirls.lancs.sch.uk](mailto:r.honeyman@penworthamgirls.lancs.sch.uk)

All applications should be on the Lancashire County Council application form. **Completed forms should be accompanied by a letter of application which should be no more than two sides of A4.** In the letter you should indicate the reasons for your interest in the post, together with a brief outline of how your previous training and/or experience has prepared you for this position. Please note that whilst CVs can be submitted as additional information they will not be accepted as an application on their own.

**Applications with covering letter should be marked for the attention of the Business Manager and returned by email by no later than 12 noon on Thursday 5<sup>th</sup> December 2024 to [bursar@penworthamgirls.lancs.sch.uk](mailto:bursar@penworthamgirls.lancs.sch.uk)**

Due to limited resources it is not our policy to write to the unsuccessful candidates so please assume your application has been unsuccessful if you do not hear from us within two weeks of the closing date. Thank you for your interest.

**Please note that in accordance with Keeping Children Safe in Education (Sept 2024) online checks will be carried out on all shortlisted candidates.**



**Post title:** Technician 3

**Directorate:** CYP

**Location:**

Schools

**Establishment or team:**

Penwortham Girls' High School

**Post number:**

**Grade:**

Grade 5

**Staff**

**responsibility:**

**Essential Car user:**

## Purpose of the role (job statement)

To work with teachers as part of a professional team to support learning by providing technical assistance through working with pupils in the delivery / demonstration of practical learning activities and the preparation and maintenance of teaching areas and equipment for pupils.

## Accountabilities/Responsibilities – appropriate for this post:

Key duties:

Plan, prepare and set up specific curriculum resources / materials / equipment for lessons, as directed by the class teacher

Implement structured and agreed practical learning activities for groups or on a one-to-one basis, as prepared by, and under the direction of, the class teacher

Develop, prepare and maintain specialist resources as required

Ensure the safe and secure storage of allocated resources / materials / equipment to prevent unauthorised access / misuse

Clean and undertake maintenance of equipment as needed to ensure it is clean and in good working order

Update records, including production of reports and analysis of information

Contribute to planning and development of systems, policies and procedures for their technical area.

Individuals in this role may also:

Ensure the adherence to health and safety regulations by technical support staff within the school

Demonstrate the use of equipment to technical and other staff

Provide clerical and administrative support to the classroom teacher as directed

Order and maintain resources within an agreed budget

Ensure the safe treatment and disposal of used materials, including hazardous substances, and respond to actual or potential hazards.

## Additional supporting information – specific to this post.

### Indicative knowledge, skills and experience

Should be able demonstrate significant experience or technical knowledge in a relevant technical area. Knowledge of appropriate use of specialist equipment and ability to communicate and demonstrate this knowledge effectively to staff and pupils.

<b>Prepared by:</b>	EPR Team	<b>Date:</b>	03/08/2011
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The above form sets out the area of work in which duties will generally be focused, and gives an example of the type of duties that the postholder could be asked to carry out. **PLEASE NOTE** that this is for guidance only. Postholders are expected to be flexible and to operate in different areas of work/carry out different duties as required.

### Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

### Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must co-operate with us to apply our general statement of health and safety policy.

### Safeguarding Commitment

We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.

### Customer Focus

We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

### Skills Pledge

We are committed to developing the skills of our workforce. All employees will be supported to work towards a level 2 qualification in literacy and /or numeracy if they do not have one already.

## SCHOOL

As a member of staff at Penwortham Girls' High School you will also be expected to:

- Work within school policies and procedures including Safeguarding and GDPR.
- Be aware of their own responsibilities relating to the safeguarding and promoting of the welfare of the children and young people.
- Contribute to the provision of an effective environment for learning.
- Support the promotion of positive relationships with parents and outside agencies.
- Attend skill training and participate in personal/performance development as required.
- Take care of their own and others Health & Safety.
- Be aware of the confidential nature of issues.