



DRAYTON MANOR HIGH SCHOOL



The Parliamentary Review

Ambition

Character

Civic virtue

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WELCOME FROM THE HEAD

Dear Applicant

Thank you for the interest you have shown in the post of Science Technician at Drayton Manor High School and welcome to our inspiring and exciting school that provides a truly exceptional education.

Drayton Manor is a heavily oversubscribed, diverse, vibrant and successful school with proud traditions and an excellent reputation. Our school motto of '*Nec Aspera Terrent - hardships do not deter us*,' is at the heart of our ethos and we live this vision every day in our work with our students and everything that we do. The school is a calm and purposeful place where good manners and good behaviour are considered essential. We have no doubt that this moral education and the way it is combined with academic expertise are key factors in our school's success.

Our teachers have excellent subject knowledge and are adept at not only preparing our students for examinations but for building their confidence so they are well prepared for their future lives, whatever their chosen path. We are very proud of our rich and wide curriculum which supports the growth and development of our student body and staff play an integral role in supporting this.

It is over 95 years since Drayton Manor opened in 1930 and we continue to build on the successes of the past to put the school in the best possible position for the next 95 years. Our school is a positive, welcoming and encouraging environment, which is a reflection of the outstanding contribution our staff members make to all aspects of our busy school life.

Drayton Manor recognise and value continued professional development. Deliberate Practice, Curriculum specific training and Instructional Coaching are at the heart of our pedagogical training model with every teacher having the opportunity to work one-to-one with a coach. Additionally, we have a legacy of developing educational leaders including supporting staff through a range of National Professional Qualifications. The successful candidate will be able to demonstrate an ongoing commitment to professional development in all areas of their practice.

We offer

- The opportunity to work for an organisation which is value-driven and places our students at the centre of everything we do
- The opportunity to work with fantastic students who are aspirational and driven to succeed
- Access to high quality CPD and support with career progression to Deputy Headship and Headship
- Flexible and remote working opportunities mapped onto each professional's calendar
- Access to a private health care and wellbeing support package
- Magnificent buildings and an attractive and harmonious working environment
- An exciting opportunity to be involved in shaping the future direction of the school

Candidates who have extremely high expectations and who are keen to take a full and active role in the life of the school are encouraged to apply. This role requires excellent communication skills, meticulous attention to detail and a firm commitment to upholding the ethos, values and expectations of the school.

As an inclusive employer we are seeking candidates from a range of backgrounds and invite you to visit our website, which offers further information about the school, or contact HR (hroffice@draytonmanorhighschool.co.uk) if you have any queries or would like to arrange a site visit.

Yours faithfully,



Mrs Lisa Mills

Headteacher



DRAYTON MANOR HIGH SCHOOL

JOB DESCRIPTION

JOB TITLE: Science Technician

GRADE: Grade 4 (Range 7 – 10) Part Time £22,518 – £23,497
Term Time plus 9 days (39.8 weeks per year)
Monday to Friday 8.30am – 3.30pm (30 hours per week)

RESPONSIBLE TO: Head of Science via the Head Science Technician

JOB PURPOSE: To support the teaching staff by undertaking a range of technician tasks designed to facilitate smooth and effective delivery of the science curriculum.

All staff have a responsibility for promoting and safeguarding the welfare of children and young people s/he is responsible for or comes into contact with.

KEY TASKS:

- Responsible, under the supervision of the Head of Science and the Head Science Technician, for the ordering of materials and equipment for the teaching of science within the school.
- Preparing, laying out and clearing away apparatus and materials necessary for the delivery of science lessons within the school.
- Maintenance, cleaning, safe storage and stock-taking of apparatus, stationery, materials and chemicals, including materials requiring special care e.g. toxic, corrosive, inflammable materials and radioactive substances, in line with Health and Safety policy and guidance. This may include the construction and repair of laboratory apparatus.
- Development of and research into experiments under the direction of the Head of Faculty/Head of Department.
- Ensuring high standards of maintenance and operational efficiency of laboratories/teaching spaces, preparation rooms and storage areas as directed by the Head Technician. General care and maintenance of these areas (including work surfaces and sinks). Other repairs, cleaning or maintenance issues must be reported the Site Manager and the Head of Science/relevant Head of Department notified as appropriate.
- Taking all necessary precautions to avoid danger to persons or property and to wear a laboratory coat and other PPE in accordance with Health and Safety policy and guidance.

- The maintenance and replenishment of resource banks and textbooks used in the teaching of Science.
- Assistance in Science Faculty administration as necessary, including book collection, display work, preparation of Schemes of Work and inputting data onto the Science databases.
- The setting-up and first line maintenance of ICT equipment used within the laboratories.
- Such other reasonable duties, including reprographics and practical support within lessons, as requested by the Head of Science, Head of Department or Key Stage Co-ordinator in line with the general scope of the post.
- Day to day communication, liaison and co-operation with all members of the science technician team and teachers in order to contribute to the continual improvement of science teaching at Drayton Manor.
- Completion and recording of regular Health & Safety checks in teaching laboratories, preparation and storage rooms and, if faults are discovered, take the necessary steps to rectify the problem or report to the Site Manager/Head of Science if this is not possible.
- Maintenance of chemical inventory and stock control for the Science Faculty in line with COSHH, CLEAPSS and Health & Safety legislation/guidance.
- To cover for other technicians in cases of absence, as far as knowledge allows.
- To distribute cover work to relevant classes during staff absence.
- To assist in lessons as appropriate.
- To contribute to the wider life of the school throughout enrichment activities.



DRAYTON MANOR HIGH SCHOOL

PERSON SPECIFICATION

POST TITLE: Science Technician

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	Essential	Desirable
Qualifications	• Sound general education • A Science education to GNVQ Level 2 or equivalent	• Further qualifications in the sciences • Laboratory technician training e.g. through CLEAPSS
Experience		• Experience as a Laboratory Technician
Ability / Skills	• Ability to rapidly learn new skills and techniques in laboratory preparation • A working knowledge of basic laboratory equipment its use and maintenance • An awareness of the need to plan for Health & Safety • Excellent organisational skills • Ability to meet deadlines	• ICT skills • Knowledge of COSHH/Health & Safety requirements for working with chemicals • Knowledge of using CLEAPSS to inform Health & Safety planning, risk assessment etc.
Equal Opportunities	• Commitment to equal opportunities • Ability to promote and support the school's Equal Opportunities Policy	
Safeguarding	• Commitment to safeguarding and promoting the welfare of children and young people	

Disposition	• Ability to work hard with competing deadlines, prioritising appropriately and maintaining good humour • To believe in the importance of team work and a collaborative approach, and be able to build supportive working relationships with colleagues • Evidence of commitment to and understanding of collective responsibility • To act as a positive role model for students in the school.	• Strong interpersonal and liaison skills • Able to demonstrate a degree of empathy with students and colleagues
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EMPLOYEE BENEFITS



STAFF PRIVATE HEALTHCARE

All Staff have access to Private Healthcare Membership at no cost



PROFESSIONAL DEVELOPMENT

Ample opportunity for professional development. Education Professionals never stop learning



CYCLE SCHEME

Salary sacrifice Cycle-to-work scheme available to all staff



PAID DUTIES & FREE MEAL

Free lunch provided for each paid duty carried out at £24.50/hour



COMMUTE TO WORK

Within walking distance of Hanwell & Drayton Green Rail Station and accessible by E1, E3 and E11 buses & Elizabeth Line



WORKING HOURS & FLEXIBLE WORKING

Flexible and remote working opportunities are mapped onto each professional's calendar

THE APPLICATION PROCESS

Candidates should complete an application form describing how their skills, knowledge and experience match the job description and person specification for the post of Science Technician.

This should be sent via email to hroffice@draytonmanorhighschool.co.uk to arrive by 12 noon, Tuesday 16 June 2026. You can download an application form [HERE](#).

We reserve the right to make an appointment before the closing date, so early applications are encouraged.

The closing date is 12 noon, Tuesday 16 June 2026.

Drayton Manor is committed to safeguarding and promoting the welfare of all children and young people. We recognise that this is an integral factor in recruitment and selection and is an essential part of creating safe environments for all children and young people. We expect all staff and volunteers to share this commitment. The successful applicant will be required to undergo enhanced child protection screening relevant to the post, including checks with past employers and the Disclosure and Barring Service (DBS).