



CANDIDATE INFORMATION PACK

SUPPORT TECHNICIAN FOR SCIENCE DEPT

Why work for us?

- A genuine commitment to staff wellbeing and to ensuring that all colleagues can maintain an appropriate work/life balance. Our staff are listened to and valued
- A school where teachers really can teach: students behave very well at Holyport College and they want to learn.
- Two additional weeks holiday per year compared to the average state school: our October half term is two weeks long and our Christmas holiday is three weeks
- Opportunities for international travel: no member of staff will be asked to do this if they don't want to however we have regular trips to Iceland, the Alps, Spain, France, Italy and to the USA
- Opportunities for CPD through our partnership with Eton College
- We actively seek to further the careers of our staff and to promote from within where possible.
- The (optional) opportunity to become involved in the boarding life of the school for additional payment





WELCOME

Welcome to Holyport College. I hope, as you read on and learn more about this very special school, you will be as excited as I am about joining the Holyport team and the opportunity to shape its future.

The appointed Housemaster will have oversight of all aspects of the academic and personal life of each of the 51 boys who board in Turing House. The boarding houses are central to Holyport College and the importance of the Housemasters in the life of the College and its pupils cannot be underestimated.

Holyport College was the country's first state boarding free school, opening in 2014. It is a distinctive, fully subscribed secondary school with over 600 pupils, over 200 of which are boarders. It has a comprehensive intake at Year 7. It actively promotes social mobility and has an outstanding record of supporting the most vulnerable. Many of the pupils progress to our high-performing Sixth Form. The College is a vibrant, ambitious and inclusive community where young people thrive. They follow an aspirational academic curriculum alongside an exceptional co-curricular offering that is equally valued by the College and made possible by the extended school day. You would be joining a remarkable staff team who all care deeply about the College.

Holyport College has a unique strategic and very close working partnership with its nearby sponsor, Eton College. With the help of a strong boarding ethos, it has managed to create a "joyous place to learn" which offers students the best of both state and independent education.

The incoming Housemaster will join a strong boarding team which works very well together. Boarding and Pastoral care is led by our highly capable and experienced Deputy Head, Steve Gardner with whom the post holder will work very closely. This is a particularly exciting time for us and I look forward to welcoming the appointed candidate to Holyport College.

If this is a school and a role that excites you and you believe you have the requisite skills, experience and dynamism, we would be delighted to hear from you.

Alastair Ingall
Headteacher



Holyport College welcomes speculative applications from suitably qualified individuals at any time.



JOB DESCRIPTION

SUPPORT TECHNICIAN FOR SCIENCE DEPT

REPORTS TO: Head of Science

START DATE: October 2024 / asap

CONTRACT: Permanent

SALARY: £24,181 FTE – actual salary £12,969

HOURS: 24 hours per week, term time only

THE POST

Holyport College seeks a dedicated and enthusiastic individual to work alongside its Senior Science Technician in the country's first state day and boarding free school. This post offers an exciting opportunity to help to support a creative and dynamic science department. Enthusiasm, enjoyment of practical tasks and a willingness to help and support are key requirements. Experience in a laboratory or Science role is desirable.

THE ROLE

Within current Health and Safety statutes and procedural guidelines, prepare and set out equipment to enable teaching staff to undertake routine scientific demonstrations and class experimental work, and manage the acquisition, maintenance, safe storage and disposal of equipment and chemicals required in connection with delivery of the College's science curriculum.

KEY RESPONSIBILITIES

CURRICULUM SUPPORT; Under guidance of Lead Technician.

- Clean and store apparatus after use
- Collect equipment and materials from storage and organise these for class use
- Assist with the preparation of work sheets and other teaching material as required
- Carry out reprographic duties as required
- Prepare equipment and materials for lessons both for demonstration and class use
- Prepare chemical solutions.
- Set up equipment and apparatus, as required, for demonstration purposes and to enable individual pupils or groups of pupils to undertake required practical work



- Construct and repair equipment. D.I.Y. skills an advantage
- Mount displays of materials, visual aids and pupils' work
- Ensure that all apparatus is properly maintained at all times so that it can be used effectively
- Carry out basic maintenance jobs within department
- Assist in providing advice to pupils on the correct and safe use of equipment and the inherent dangers in failing to observe proper procedures
- Assist with class practical work and in recording the outcome of pupils' practical work

HEALTH AND SAFETY:

Under guidance of the Lead Technician.

- Ensure that all mains services and apparatus are maintained in proper working order and that electrical components are regularly checked to ensure safety
- Ensure that chemicals are safely and securely stored in accordance with specific instructions and recommended guidelines
- Ensure that all health and safety legislation and procedural guidelines are adhered in respect of the work of the Science Technicians
- Observe COSHH & CLEAPSS regulations
- Ensure that laboratories are locked at all times when appropriate staff are not present
- Check materials and equipment, before and after use by a class, for quantity and damage
- Maintain laboratories to ensure a clean, safe and orderly environment
- Under the guidance of the Lead Science Technician, maintain stocks of chemicals in a safe and secure environment at a level which is appropriate to the needs of the science department
- Install, test and calibrate both existing and new equipment
- Organise repairs or specific maintenance of equipment
- Ensure that dates of expiry for stock on all batches of chemicals are recorded and regularly reviewed and that appropriate action is taken in dealing with chemicals held in stock for excessive periods
- Advise science teachers on safety matters and potential problems with equipment
- Check regularly on the supply of mains services to equipment such as Bunsen burners, fume cupboards, ventilator units etc
- Maintain an inventory of materials and equipment and associated stock taking duties
- Where animals, insects etc. are kept to ensure that the proper standards of hygiene and feeding are observed at all times



- Maintain overall supervision of the laboratory and prevent any unauthorised access
- Undertake the safe disposal of chemical and biological waste
- Deal with accidents and chemical spills in a safe manner

GENERAL

- Assist the Senior Science Technician in respect of the ordering of equipment, books and resources.
- Liaise with the Radiation Officer in the Science Department and ensure that the correct procedures are maintained
- To participate in staff development sessions

OTHER

- To undertake training and development relevant to the post
- As duties permit, to participate in the College's co-curricular programme of activities working directly with small groups of pupils where the post holder has skills or experience that can meaningfully add value to the experience of pupils
- To undertake any other duties as reasonably directed by the Head Master - it is essential that the post holder is flexible and assists with the general administrative and reprographic needs of the College community.



PERSON SPECIFICATION

SUPPORT TECHNICIAN FOR SCIENCE DEPT

QUALIFICATION CRITERIA

- Right to work in UK
- Educated to at least Science GCSE Level or the equivalent is preferred
- Educated to Level 3, including Maths and English GCSE at grade C or above

EXPERIENCE

- Experience of working in a school is preferred
- Experience of working in a laboratory environment is desirable
- Experience of setting up physics equipment is desirable

SKILLS AND ATTRIBUTES

- Strong practical skills
- Genuine passion and a belief in the potential of every pupil
- Flexible, highly organised and able to multi-task and prioritise work to meet deadlines
- Helpful, approachable and positive nature and ability to stay calm and diplomatic under pressure
- Able to take ownership of tasks and work with minimal supervision
- Have exacting standards and a keen eye for detail
- Keen to learn and further develop own skills
- Exercises sound judgment, especially relating to confidentiality and discretion
- Excellent interpersonal skills with pupils and adults

SPECIFIC SKILLS

- Good numeracy and literacy
- Willing and able to learn and operate new IT systems and databases
- Good administrative and organisational skills
- Good written and oral communication skills



APPLICATION INFORMATION

DISCLOSURE AND BARRING SERVICES

All applicants must be prepared to undergo screening to confirm their suitability to work with children and young people.

EQUAL OPPORTUNITIES

Holyport College welcomes applications from all sectors of the community.

APPLICATIONS

Applications should be returned by e-mail to careers@holyoportcollege.org.uk. The closing date for applications is midday, Monday 14th October and early applications are encouraged. Interviews will be scheduled for later that week. **We reserve the right to consider applications on receipt and to appoint before the deadline.**

Applications must contain the following:

A fully completed Support Staff Application Form;

A fully completed Recruitment Monitoring Form;

A fully completed Equal Opportunities form

Applicants may also provide a Curriculum Vitae to supplement information given in the Application Form.

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SOCIAL MEDIA

The College will undertake appropriate social media checks for all candidates invited to interview.

EQUAL OPPORTUNITIES

Holyport College welcomes applications from all sectors of the community.

In compliance with the Department for Education's safer recruitment guidance, the College will contact referees if you have been shortlisted for an interview.

Holyport College reserves the right to check the accuracy of statements made as part of an application process. Those submitting an application are deemed to have given consent to such checks being made.

All staff take part in the College's performance management process and must abide by the Code of Conduct for Staff and Volunteers at Holyport College.