

THE HOLT SCHOOL

Holt Lane
Wokingham
RG41 1EE



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Senior Science Technician

**34 hrs 10 mins a week – Term time only
Monday to Friday**

**Grade 5 Salary: £21,589 - £23,836
Pro rata £16,685 - £18,422**

Start Date: January 2020

The Holt is a popular and oversubscribed 11-16 girls and 16-18 co-ed comprehensive school, which converted to academy status in July 2011.

We have an exciting opportunity for a proactive, enthusiastic Senior Science Technician to join our science faculty and lead the school's technician team.

The successful candidate will be ideally have experience working in a science lab and a good knowledge of chemicals routinely used within schools, and all health and safety matters relevant to the laboratory environment. They will also need to be computer literate, work proactively and independently, take the initiative when required and be approachable and adaptable.

The successful candidate will be responsible for general duties within the Science faculty, including preparation of practical lessons, assisting in lessons and line management of the other technicians.

The Senior Science Technician will also be responsible for monitoring the science budget and ordering/maintain stock levels.

See job description for further details.

Application forms and recruitment pack are available to download from the school [website](#)

Please note that CVs will not be accepted. Prospective applicants are welcome to telephone Mrs Katie Warner, HR Assistant, for more information about this post.

The Holt School 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 a full Disclosure and Barring Service check.

Applications will be considered upon receipt; therefore, it is recommended that if you wish to apply for this position you do so as soon as possible.



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JOB DESCRIPTION

Job Title: Senior Science Technician	Name:
Reports to: Head of Science	Reviewed: October 2019
Grade/Pay Scale: 5	Allowance
Employment Status Permanent	Hours of work 34h10m
	Work Pattern: Mon to Fri 08:10 - 16:00hrs

To be line managed by:
The Head of Science Faculty

Job Purpose:

To manage the Science Faculty technical support. To oversee and delegate the preparation and organization of equipment and materials for all classes. To monitor the science budget and order/maintain stock levels.

To line manage other technicians within the Faculty.

At The Holt School this will involve:

1. Preparation of practical lessons, clearing away and final cleansing of equipment.
2. Maintenance of adequate science stock levels
3. Maintenance and effective storage of equipment required by the science faculty
4. Assisting in lessons as required
5. Demonstrating awareness of hazards associated with certain chemicals and ensuring containers are labelled correctly.
6. Demonstrating a clear understanding of health and safety matters, including the maintenance of up to date risk assessments, and advising staff on safe practice
7. Assisting in the general maintenance of the fabric and appearance of the department.
8. Clerical duties relevant to the work of the science department.
9. Maintaining a record of science department resources.
10. Directing and supporting the other laboratory technicians in the performance of their duties.
11. Ordering and purchasing scientific equipment and materials.

This job description is not intended to be a comprehensive definition of the post and will additionally include any task which the Co-Headteachers may reasonably require the post holder to complete as part of the role. It will be reviewed annually and may be subject to modification or amendment after consultation

Signed: Date:
Post Holder

Signed: Date:
Co-Headteacher

Person Specification:	Essential	Desirable
Education		
Professional Experience in a suitable role	✓	
5 GCSEs or equivalent (Grade C or above in Mathematics and English)	✓	
A Levels/Post 18 qualifications		✓

Skills		
Manual Skills	✓	
Team player but also able to work independently and use initiative	✓	
Flexible and adaptable – be able to think on your feet	✓	
Excellent organisational skills	✓	
Ability to multi task	✓	
Good communication and interpersonal skills – orally and written	✓	
Good IT skills	✓	
Excellent knowledge of H&S matters	✓	

Committed to:		
Inclusion and a positive “can do” approach	✓	
Flexible working practice, willing to go the “extra mile”	✓	
Promoting and safeguarding the welfare of students	✓	
CPSD (continuing professional self-development)		✓

About the School

Thank you for your interest in applying for a post at The Holt School.

The Holt is an “Outstanding” (OFSTED June 2008) girls’ comprehensive school with an eighth form entry in the main school and a co-educational sixth form making a total roll of 1253. The Holt is one of 11 secondary schools in Wokingham town.

The school, situated on the western side of the town, was founded in 1931. The original school was an old Dower House dating from 1648. This house is now used chiefly for administrative purposes. The shrubbery and gardens, together with playing fields extend to 13 acres and form a pleasant setting for the school.

The Holt maintains a number of traditions and extols traditional values whilst at the same time embracing change. As well as the broad and balanced formal curriculum, students at The Holt enjoy a rich and varied extra-curricular programme. We are very fortunate to have an extremely talented and hardworking staff all of whom are committed to providing the best possible education both in and outside of the classroom. Teaching and support staff give generously of their time to provide a wide range of enrichment activities. As a school with a global outlook, we actively encourage all our students to step outside “the Wokingham bubble” and experience other cultures through exchanges, trips and expeditions. Relationships between staff and students are excellent and across the whole school community there is an atmosphere of mutual respect.

The school’s success is a reflection of the dedication from its staff as well as the hard work from the students. The examination results at GCSE and ‘A’ level are amongst the best in the county. Most students go on to take 10 GCSEs and 90% of students achieve 5 or more standard passes including English and Maths at Level 4. ‘A’ level results are excellent with 61% of entries achieving A*AB and 30% A*A.

The school operates a 50 period fortnight with teachers on the main scale teaching 42 periods. This enables us to provide a balanced curriculum in Key Stage 3 and to increase option choices in Key Stage 4.

INSPIRE - CHALLENGE - ACHIEVE

“To **inspire** all members of the Holt community by **challenging** them to maintain a safe and caring environment in which they **achieve** success whilst preparing for a future in an ever changing global society.”

We have a staff of over 130: 88 teachers (some part-time) and 50 support staff (administrators, technical support, technicians, cover supervisors, learning support assistants, site team and lunchtime supervisors).

There is an excellent programme of training and professional development in which all staff are encouraged to participate. Personalised pathways of CPD including coaching and leadership training for middle and senior leaders.

Please contact us if you have any questions or to arrange a visit.

We look forward to hearing from you and to receiving your application.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All posts are subject to an enhanced Disclosure and Barring