



Highworth
Grammar School



Job Application Pack

Assistant Science Technician

April 2026

Maidstone Road, Ashford, Kent, TN24 8UD

Our School Motto



Our school motto is: *Ad Caelestia Sequere... Reach for the stars*
and so, Highworth aims to develop students who are:



Reflective, creative
& innovative

Eager for life-long learning

Aiming to achieve their
full potential

Considerate,
confident, independent individuals

Happy in a caring,
respectful community

Our motto of 'Reach for the Stars' embodies the daily working life of the whole school community; students are encouraged to see learning as a lifelong activity. A key feature of our motto is happiness which is achieved through excellent student behaviour in lessons; clear policies and guidance; strong leadership; and enthusiastic community spirit. It is important that both staff and students feel confident, happy and valued.



Welcome

Highworth Grammar School combines a tradition of academic excellence with extensive pastoral support. The school has been educating students from the Ashford community for over a century and we are now a thriving school with over 1500 students and 140 staff. Students at Highworth love learning and are highly motivated. We care about our students and they care about each other which creates a happy and supportive learning environment.

Students at Highworth are given rewards for creativity, eagerness for learning, achievement, independence, and team work. We value the development of a full range of skills to offer students the best preparation for future challenges. Working here allows staff to share this balanced approach to education; embrace new ideas; and sustain a sense of enjoyment in their own learning.

Whilst the school is academic, we recognise and fully support the creative aspects of the curriculum and are proud of the many opportunities provided for achievement in music, D&T, and the arts. We believe this is crucial in our ethos in encouraging our students to be independent, creative and highly motivated lifelong learners.

Our A Level and GCSE results and performance measure page can be accessed using this link:

<https://www.find-school-performance-data.service.gov.uk/school/136379/highworth-grammar-school>

If you feel your outlook matches ours and you want to be part of a thriving school community, we would love to hear from you.

Duncan Beer
Headteacher

Features of the School



- Broad and balanced curriculum fully supporting a range of subjects
- Caring, supportive and committed staff
- Commitment to professional development
- High academic standards with a large proportion of outstanding lessons
- Vertical tutoring
- Regular Learning Community events
- Student representation on Governing Body
- Strong ethos of peer support and student leadership
- Large and vibrant Sixth Form
- Cloud storage and software provided by Google
- Laptop for every teacher
- 44 mobile laptop trolleys
- Purpose built sports hall
- 3 Performing Arts studios
- Music Technology suite and recording studio
- D&T suites with latest technology
- Research into use of new technologies/pedagogy
- Cover supervisors to minimise staff cover
- 10 day timetable with five one hour lessons per day. Current maximum teaching time for full time teachers is 45 out of 50 teaching periods



Students

The school has a wide catchment area, taking students from over 40 primary schools, many of which are situated in small villages within the Kent countryside.

Entry at age 11 is by the Kent Education Committee Selection Procedure, which aims to identify the top 25% of the ability range.

Students also transfer to our school at 16+ from other schools. There are minimum entry requirements to join the school at Sixth Form.

Staff

We are fully committed to the professional development of all our staff.

All new teachers and ECTs follow a well informed and structured induction programme.

All staff are encouraged to pursue personal goals and the school fully embraces interest in pastoral and pedagogical innovation.

Every member of staff takes part in the annual performance development scheme which also embodies our motto of 'Reach for the Stars'.

Job Description



Job Title: Assistant Science Technician

Employed for: 15 hours per week, term time only plus staff development days

Hours of Work: 5 hours per day, Tuesday/Wednesday/Thursday

Responsible To: Senior Science Technician

Purpose:

To support the Science Technician Team in providing a comprehensive technical service to teaching staff in the science department, so that the learning of students is enhanced by high quality practical work

Accountabilities	Indicative tasks
<p>Assist in the practical aspects of the subject, in clean, safe working conditions, so that students are able to achieve high quality skills and outcomes as directed.</p>	<p>Assist the Science Technicians in the:</p> <ul style="list-style-type: none"> • Prompt delivery of apparatus as requested by staff using the agreed request system. • Preparation of equipment and materials for use by staff and students (such as chemical solutions) • Assembly and testing of apparatus • Ensure proper upkeep of equipment and maintain it in a safe condition • Cleaning and storage of all equipment after use • Prompt removal of used equipment in a safe, unobtrusive manner • Clearing away and cleaning up all apparatus after use so that teaching spaces and prep rooms are clean, tidy and safe
<p>Under direction; assist in ensuring health and safety issues are adhered to in the laboratories, stores and working areas and any discrepancies or deficiencies reported to the Science Team.</p>	<p>Assist the Science Technicians in:</p> <ul style="list-style-type: none"> • Following advice from CLEAPPS and LA/LEA for legal requirements. • The careful storage of equipment and materials and safe disposal of dangerous chemicals. • Maintaining the prep rooms in an organised and orderly manner so that apparatus and equipment can be sourced easily and safely • Checking glassware and apparatus for safe condition. • Inform the Senior Technician of breakages, low supplies and ideas for new resources to help set up orders for materials and equipment
<p>Provide any other technical or administrative support to the Science Technician team that may reasonably be requested.</p>	<ul style="list-style-type: none"> • Assist the Science Technicians in general upkeep and support.

Job Description cont.

Performance Development:

- All Associate staff must complete a satisfactory Performance Review in accordance with the Associate Staff Performance Review Policy to ensure pay progression

Staff Development:

- To assess development and training needs and discuss with line manager.
- To set your own targets before any development activity and review and evaluate the activity after completion, cascading information to the appropriate team when relevant.
- To keep personal records of all staff development activities in which you are/have been involved.

To carry out as requested from time to time any other relevant duties as may be reasonably required by the Headteacher.

The job description will be reviewed at the end of the academic year or earlier if necessary. In addition it may be amended at any time after consultation with you.

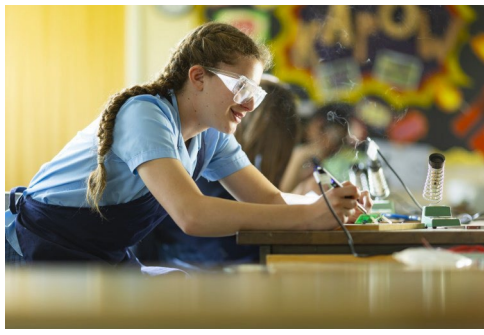
Highworth is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

The post holder will be required to promote the health, safety and wellbeing of self and others, and also to safeguard student and staff welfare, and follow school policies and the staff code of conduct

Person Specification



	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • 5 GCSEs including Science, Maths and English at Grade C/level 4 or above 	<ul style="list-style-type: none"> • A Level/BTec/Level 3 qualification in Science
Experience		<ul style="list-style-type: none"> • Experience of working as a school Science Technician • Experience of supporting pupils in a classroom environment
Knowledge	<ul style="list-style-type: none"> • Responsible and conscientious approach to Health and Safety 	<ul style="list-style-type: none"> • Knowledge of relevant codes of practice • Knowledge of CLEAPSS
Skills	<ul style="list-style-type: none"> • Good oral, written communication and numeracy skills • Ability to work independently and use your initiative to pre-empt further issues • Confident and competent use of ICT • Ability to prioritise effectively • Meticulous approach to record keeping • Ability to follow instructions and make good judgements • Ability to solve problems Willingness to learn new systems and establish new procedures 	<ul style="list-style-type: none"> • Training in first aid
General/ Personal Qualities	<ul style="list-style-type: none"> • General passion and a belief in the potential of every pupil • Calmness under pressure • Helpful and positive • Smart, business-like, professional appearance • Capacity for hard work under pressure • A team player, collaborative worker • Self-motivated • Ability to contribute greatly to the wider life of the School • Resilience • Strives for excellence in every aspect of school life • Determination and perseverance • Enthusiasm • Patience 	<ul style="list-style-type: none"> • An interest in the education landscape



How to Apply



Applications are made online via our vacancy portal.

We do not accept CVs.

Deadline for applications: Wednesday 13th May 2026 at 8am

Applications will be considered in the order in which they are received. Suitable candidates may be interviewed before the closing date and Highworth Grammar School reserves the right to withdraw the position if an early appointment is made.

Highworth Grammar School is committed to:

Safeguarding and promoting the welfare of young people

This post will require an enhanced disclosure from the Disclosure & Barring Service (DBS).

Creating a diverse workforce

We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Safer Recruitment:

In line with 'Keeping Children Safe in Education' recommendations, all candidates invited for interview will be required to complete a self-disclosure form and will be subject to an online search check.

