

Science Technician Application Pack



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THE
COTSWOLD
SCHOOL

Creating Brilliant Futures

Welcome from Will Morgan, Headteacher

Thank you for your interest in this post.

Based in the stunning village of Bourton-on-the-Water, Gloucestershire, The Cotswold School has earned an 'Outstanding' reputation as a popular and successful 11-18 comprehensive academy.

Please watch our video, Welcome to The Cotswold School, to find out more from teachers and students about what makes our school an inclusive, ambitious and happy place to learn.

I am proud to lead an incredible team of staff, who go the extra mile to provide our students with an inspiring education, fully equipping them for their future lives. The values of friendship and knowledge, symbolised on our badge, underpin all our learning and development activities and ensure that the wellbeing of our students and staff is also cared for.

At the heart of our school ethos is a commitment to excellent teaching and aspiration, which drives progress and attainment. Our students thrive academically and also personally, with opportunities to take part in musical performances and a huge range of extra-curricular clubs; writing competitions and debates; community fundraising; student leadership; and careers events.

We have an inspiring and caring school community, which includes families, local businesses, our staff, PTA and, of course, our students. Why not have a look at our website News pages, to see how we have found ways to support ourselves and others and develop our learning and talents?

Successful candidates who are shortlisted for an interview will be contacted by email or phone.

I look forward to hearing from you.

Will Morgan
Headteacher



Job advert

Science Technician

Reports to: Governors, Head of Science, Estates and Compliance Manager

Contract: Permanent, Part Time, term time only.

Hours: 23 hours over 5 days, times to be discussed at interview

Pay: Grade 5, Point 11 to Point 14 of the NJC Local Government Pay Scale (£27,269 - £28,624 FTE per annum) depending on experience.

Closing Date: Monday, 14th July at 9am

From September 2025, we are seeking to recruit an enthusiastic and hard working Science Technician to support the Science Department, prepare for KS3, KS4 and KS5 lessons and maintain health and safety requirements. The ideal candidate will have previously worked in a school laboratory setting and have a scientific background or interest. The Technicians play a key role in the success of our Science Department, currently we have a team of three.

WE ARE LOOKING FOR THE FOLLOWING SKILLS AND QUALITIES:

- Helping teaching staff to prepare for laboratory practical lessons and experiments in the Science Department
- Assisting in keeping the laboratory clean, tidy and a safe environment for all
- Commitment to following all health and safety procedures within a laboratory environment
- The ability to work well in a team or independently

WE CAN OFFER YOU:

- Support from an experienced Science Department and team of Technicians
- Full training, although knowledge of general science, experience in a laboratory or a science background are desired
- First Aid at Work qualification
- Local Government Pension Scheme with generous employer contribution
- Employee benefits including an Employee Assistance Programme & Cycle to Work scheme
- Free onsite parking including electric car charging points
- A commitment to staff wellbeing

The candidate will contribute to the safeguarding and promotion of the welfare and personal care of the children and young people with regard to the Keeping Children safe in Education (KCSIE) guidelines and Area Child Protection Procedures.

The Cotswold School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff, Governors, visitors and volunteers, to share the same commitment. This position is subject to an Enhanced DBS check.

Job description

Overall Responsibility

To contribute to the provision of practical support for science teaching in school, under guidance from the Senior Laboratory Technician and teaching staff.

Job Outline

1. To maintain apparatus and equipment and report any concerns to the Senior Laboratory Technician
2. Provide equipment and materials to support science practical teaching, clear up afterwards and dispose of any chemicals in accordance with CLEAPSS regulations
3. Contribute to the testing of new experiments
4. Clean and sterilise apparatus as necessary
5. Under instruction and guidance from the Senior Laboratory Technician, assist in keeping an up to date inventory of apparatus, chemicals and equipment
6. Ensure all equipment and chemicals are stored safely and securely
7. Undertake basic maintenance and cleaning of equipment
8. Set a good example in terms of personal presentation, attendance, punctuality and behaviour

Other Specific Duties

- Undergo Basic First Aid training and update courses (where required).
- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with Health, Safety & Welfare.

Continuing Professional Development

- In conjunction with your line manager, take responsibility for personal professional development, keeping up-to-date with research and developments related to school efficiency, which may lead to improvements in the day-to-day running of the School
- Undertake any necessary professional development as identified in the School Development Plan taking full advantage of any relevant training and development available
- Maintain a professional portfolio of evidence via School IP to support the Performance Management process - evaluating and improving own practice

The Cotswold School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff, Governors, visitors and volunteers, to share the same commitment.

This position is subject to an enhanced DBS check, satisfactory references and checks regarding suitability to work with children. This post is in regulated activity and is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975, amended 2013 & 2020).

The successful applicant will be subject to all necessary checks and be required to provide evidence of identity, right to work in the UK and professional qualifications (where relevant). In line with KCSIE 2023, we will conduct an online search for all shortlisted candidates. Any relevant information will be discussed further with the applicant during the recruitment process.

Whilst every effort has been made to explain the duties and responsibilities of the post each individual task undertaken may not be identified.

We are an equal opportunities employer and value and respect diversity across our whole school community. This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the Headteacher or the incumbent of the post.

Department Information

Details and Information

We have the ambition to provide all students with an engaging knowledge-rich Science curriculum that helps them think critically and become scientifically literate adults.

Curriculum

Curriculum intent: We provide all students with an engaging knowledge rich curriculum that helps them think critically and become scientifically literate adults.

At KS3 we have a bespoke curriculum built by the department under the National Curriculum framework, with substantive and disciplinary knowledge woven into thematic topics. Skills are developed using “the big ideas” in science promoted by YORK university and Jasper Green’s research, with key themes developed over time.

This is an outstanding department consisting of 15 Science specialists. There are 4 dedicated science technicians.

We have twelve modern labs and a large central prep room, which form an integral block.

In year 7, five hour-long lessons are allocated over two weeks, this increases to six lessons in year 8. From year 9 onwards pupils are taught by subject specialists.

At KS4, we follow the AQA syllabus. Ten hours per fortnight are dedicated to combined science and twelve to triple science.

At A Level, the following courses are offered:

Biology OCR

Chemistry AQA

Physics OCR A

We were ranked in the top 4% of schools in England for pupil progress last year. This was the best of any department in the school.

92% of our students achieved at least one science grade at 4 or above, against a national average of 57%.

A-Level results are consistently high, and we regularly send Sixth formers to Oxford, Cambridge and other top Universities.

We recently won funding from the Wolfson Foundation for 64 ipads solely for use in science lessons, which have proved very popular.

Extra-Curricular Opportunities

This is a sample of the things we do:

Fame lab competition in year 9 – students design a 3-minute talk that they present on a topic of their choice. Our students have won this two years in a row.

STEM club

Olympiad entries from year 10 to 13 – four gold, multiple other awards.

Cheltenham science festival trip

STEM topic in year 8

Primary science events

Big bang science trips

National Science week events

National Chemistry week event

Person specification

Qualifications and Experience		
Essential	Desirable	Evidence
<ul style="list-style-type: none"> Studied to a minimum standard of GCSE (grade A*-C) or equivalent, in English, Mathematics and Science 	<ul style="list-style-type: none"> Experience of working in a school or similar establishment Experience working in a busy environment Laboratory experience or a scientific background Knowledge of general science 	Application form Letter of Application References Interview Certificate/s (to be available at interview)
Knowledge and Skills		
Essential	Desirable	Evidence
<ul style="list-style-type: none"> Ability to adhere to strict guidelines on the storage, handling and disposal of chemicals Good team management skills Ability to build and form good relationships with colleagues and students Ability to work constructively as part of a team, understanding school roles and responsibilities including own Verbal and written communication skills appropriate to communicate effectively with colleagues and students Good standard of literacy and numeracy skills Ability to absorb and understand a wide range of information Ability to maintain accurate records and filing systems 	<ul style="list-style-type: none"> Previous experience of working in a laboratory environment Health and safety training 	Application form Letter of application References Interview

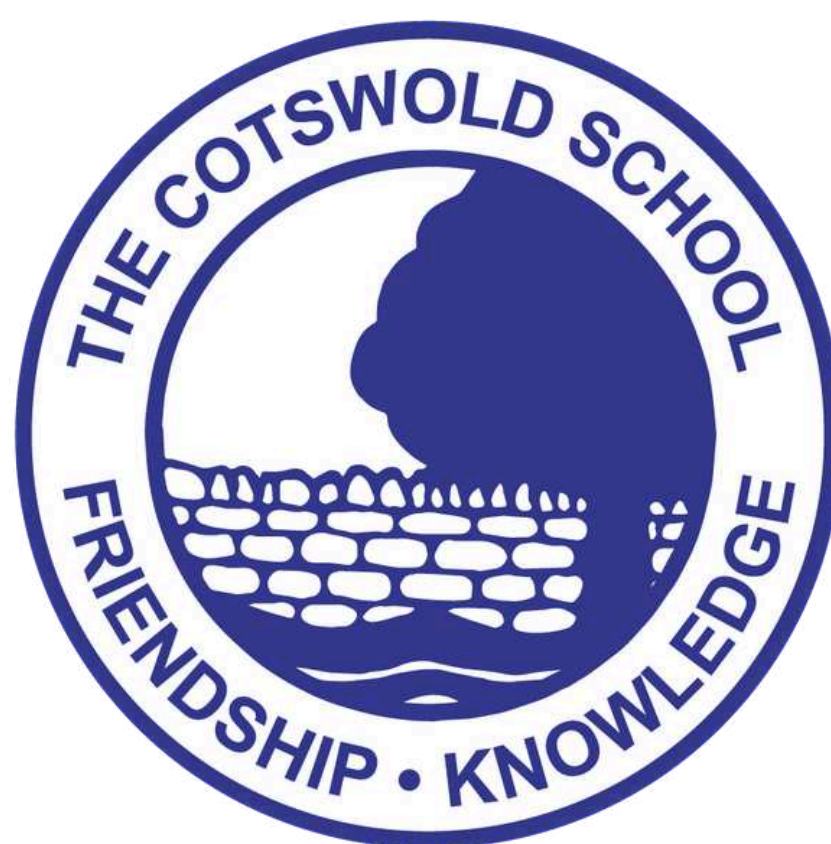
Personal Qualities		
Essential	Desirable	Evidence
<ul style="list-style-type: none"> • Initiative and ability to prioritise one's own work • Able to follow direction and work in collaboration with the senior science technician • Able to work flexibly to meet deadlines and respond to unplanned situations • Efficient and meticulous in organisation • Desire to enhance and develop skills and knowledge through CPD • Commitment to the highest standards of child protection and safeguarding • Recognition of the importance of personal responsibility for health and safety • Commitment to the school's ethos, aims and its whole community 		Application form Letter of application References Interview
Safeguarding		
Essential	Desirable	Evidence
<ul style="list-style-type: none"> • Subject to Enhanced DBS clearance • A commitment to the safeguarding, welfare and achievement of the pupils 		

Notes to applicants

- Please do not use the TES or Gloucestershire County Council application form. Please use The Cotswold School Application Form which can be downloaded via our website
- Please complete the application form in full to ensure that full consideration can be given to all candidates and to comply with legal requirements relating to recruitment in schools
- Please do not include a CV or write 'see CV' in any sections on the form
- Please ensure that you include the title of the post that you are applying for (Section 1)
- Please provide an explanation for any gaps in chronological dates relating to education and employment history (Sections 4,5 & 6)
- If you are not writing a covering letter to submit with your application, then please complete Section 10, in full
- Please provide full details of two referees (Section 11)
- Both declarations (Sections 15 & 16) must be signed and dated
- Once completed, please return your application form by email to Mrs C Chapple, HR Officer, cchapple@thecotswoldschool.co.uk
- If returning by post, please send to Mrs C Chapple, The Cotswold School, The Avenue, Bourton on the Water, Cheltenham, Gloucestershire GL54 2BD
- The closing date and time must be strictly adhered to
- All information given will be treated as confidential

The Cotswold School is committed to being an Equal Opportunities Employer and welcomes applications from people with disabilities. If you require additional help with our recruitment process, please contact Mrs C Chapple, HR Officer (contact details above).





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