

Recruitment Information Pack

## SCIENCE TECHNICIAN

**Highdown School &  
Sixth Form Centre**

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# Job advert



**HIGHDOWN SCHOOL  
AND SIXTH FORM  
CENTRE**



1560 on roll  
11-18 mixed comprehensive

Acting Headteacher:  
Mr M Grantham

## **SCIENCE TECHNICIAN**

**34 hours per week (flexible hours possible). Term time only.**

**For a January/February 2025 start**

**Salary: (GLF Associate 3, Point 1-9, £24,272—£26,001)**

**Actual Salary: £19,215.33—£20,584.13**

Highdown School and Sixth Form Centre is a very popular, oversubscribed and successful school set in 28 acres of parkland in Caversham to the north of Reading.

We are seeking a Technician to join a well-resourced Science Department. The role will include assisting in the lab, preparing for lessons and experiments, ensuring all apparatus and chemicals are put away correctly and adhering to health and safety standards.

The ideal applicant will have previous experience of working in a school science lab, but full training will be provided. You will be happy to work alone as well as part of a team of experienced Technicians. All science backgrounds welcome.

### **Why Highdown School?**

- We are a Good School with many outstanding features which continues to rapidly improve
- We are committed to staff professional learning and leadership development for all staff, at all levels
- Staff have subsidised access to Highdown Sport and Leisure facilities

**We are on a journey to becoming a 'regional centre of excellence'. Why not join us?**

**Closing Date: 1 January 2025**

**To apply, please go to the following link: <https://www.eteach.com/careers/highdown-reading/>**

Highdown School is committed to safeguarding and promoting the welfare of young people and expects all staff to share this commitment. We are also trained in safer recruitment and the successful applicant will be subject to an enhanced DBS check and a 'Prohibition from Teaching' check. As part of our safeguarding procedures, candidates will also be subject to an online record search.



[office@highdown.reading.sch.uk](mailto:office@highdown.reading.sch.uk)



0118 901 5800



[www.highdown.reading.sch.uk](http://www.highdown.reading.sch.uk)

Highdown School and Sixth Form Centre, Surley Row, Emmer Green, Reading, RG4 8LR

# Job Description



<b>Position: Science Technician</b>
<b>Core Purpose</b>
To undertake duties in support of the work of the teaching staff in the science department.
<b>Key accountabilities:</b>
<ul style="list-style-type: none"> <li>• The preparation of materials and equipment for science lessons</li> <li>• General duties in support of the teachers in the Science Department</li> <li>• Preparation of science materials and equipment, including: <ul style="list-style-type: none"> <li>– Constructing apparatus and equipment</li> <li>– Risk assessments for technical activities</li> <li>– Disposing of waste materials</li> <li>– Collecting apparatus and chemicals from storage</li> <li>– Checking individual components and resources in and out for class use;</li> <li>– Arranging for apparatus to be available, in rooms, for lessons</li> <li>– Preparation of chemicals and solutions</li> </ul> </li> <li>• Maintenance of radioactive sources as directed by the Radiation Protection Supervisor</li> <li>• Carrying out and arranging for maintenance and repair of resources</li> <li>• Stock taking and organising the storing of chemicals and equipment</li> <li>• Occasionally assisting in class practical including carrying out demonstrations</li> <li>• Providing technical support to experienced and trainee teachers including health and safety guidance</li> <li>• Keeping up to date with developments in practical science and health and safety requirements</li> <li>• Carrying out health and safety checks on laboratories, prep rooms and store rooms.</li> </ul>
<b>Safeguarding</b>
Highdown School & Sixth Form Centre is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and required to apply for a DBS disclosure. We particularly welcome applicants from under-represented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.
<b>Other</b>
This job description may be revised as the needs of the school change in future.
<b>NOTE: This job description is not intended to be all-inclusive. You may be require to perform other related duties as negotiated to meet the on-going needs of the Academy.</b>
<b>Collaborative Working</b>
<i>GLF Schools promotes a cross-cluster collaborative approach, allowing colleagues to share expertise and experience, ensuring all children in our schools receive an excellent education and reach their potential. Through this cluster model, GLF Schools is committed to providing opportunities for professional development and career progression</i>



<b>Position: Science Technician</b>		
	<b>Essential</b>	<b>Desirable</b>
<b>Professional and Experience</b>		
Previous experience as a technician		✓
Computer literate (Word/Excel)	✓	
Excellent communication skills	✓	
<b>Qualifications</b>		
GCSE/ O Level C grade or higher (or equivalent) in Science		✓
Good general education including Maths and English	✓	
Degree in Science		✓
<b>Personal Attributes</b>		
Self-starter	✓	
Ability to plan and manage workload	✓	
Ability to use initiative	✓	
Able to work as part of a team or alone	✓	
Supportive of colleagues	✓	
Have a positive attitude, energy and commitment	✓	
Flexible	✓	
Have a genuine passion and interest in science	✓	
The ability to form and maintain appropriate relationships and personal boundaries with children and young people in line with the GLF Safeguarding and Child Protection policy and the GLF Staff Code of Conduct	✓	
<b>Safeguarding</b>		
<p>GLF Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure. We particularly welcome applicants from under- represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.</p>		

# Recruitment Process

## Safer recruitment

Highdown School and Sixth Form Centre is committed to safeguarding and promoting the welfare of young people and expects all staff to share this commitment. All appointments are subject to an enhanced DBS clearance, a 'Prohibition from Teaching' check, and satisfactory employment references. As part of our safeguarding procedures, candidates will also be subject to an online record search.

Interview panel members are trained in safer recruitment processes.

## Diversity

We welcome applications from under-represented groups including ethnicity, gender, identity, age, disability, sexual orientation or religion.

## Application form

All interested applicants should complete a Highdown School application form via our website. Please click [here](#) for our application form. Please submit your completed application via email to Miss Burns, Headteacher's PA at: [hnb@highdown.reading.sch.uk](mailto:hnb@highdown.reading.sch.uk). Please also complete and return a '[Declaration of Convictions](#)' form with your application.

## Closing date

Please see individual [job advert](#).

## Short-listing

Short-listing will take place shortly after the closing date. Those successful short-listed to attend an interview will be contacted via email or phone. Where possible, we try to publish the interview date on the advert.

Unfortunately, due to the volume of applications we will only be able to respond to candidates who have been short-listed.

## References

All offers of employment are subject to the receipt of two satisfactory references, one of which must be from your current/most recent employer. If you are successfully short-listed to attend an interview we will contact your named referees to provide a reference prior to interview.

## Offer of employment

We will make a verbal offer of employment to the successful candidate by telephone. This will be followed up by a written 'Offer of Employment' letter. All offers are subject to enhanced DBS clearance, a 'Prohibition from Teaching' check, and satisfactory employment references.

## Unsuccessful candidates

Unsuccessful candidates will be notified by telephone.

## Data protection

Please see our Policy Statement [here](#) for further details.

# About Highdown



## About us

Highdown was established as a comprehensive school in 1971. Currently we have in the region of 1500 students on roll from 11 to 18 years of age. The school includes three Grade II listed buildings within its 28 acre grounds.

Highdown School and Sixth Form Centre is a thriving school where all students are challenged to reach excellence every day. These pages will tell you more about the school community and the opportunities available for our students.

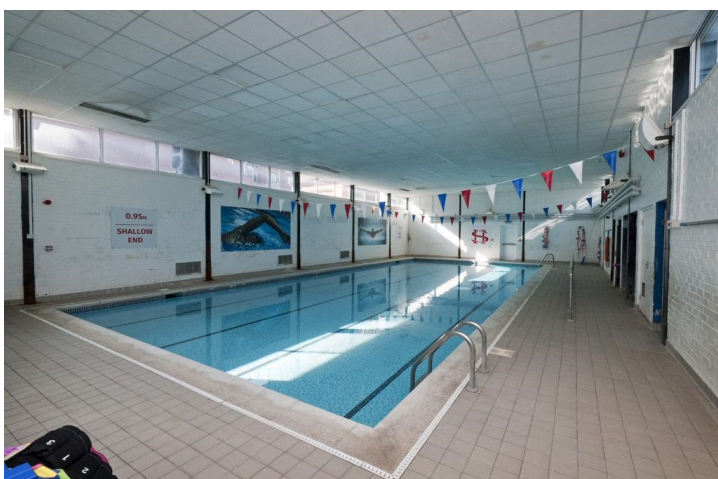
## Highdown Community

Highdown has a supportive community.

Students are encouraged to be aware of their place in the wider world and to show consideration for all those with whom they come into contact.

Highdown enhances its experiences with the local primary schools as well as the local residents of Emmer Green.

Highdown frequently explores activities and events in order to get the community involved and to help the community around us.



## Facilities

Highdown School offers a large range of facilities from general purpose classrooms to sports and leisure facilities.

Click [here](#) to find out more about our facilities.

## Highdown Life



Working at Highdown is a pleasure. What sets it apart from other local schools is the sense of community Highdown provides to Emmer Green. Colleagues at Highdown enjoy excellent benefits, unrivalled teaching resources and equipment, mentoring, colleague support as well as opportunities for professional development and promotions.

Members of staff at Highdown work extremely hard as members of aspirational, respectful and excellent teams. Be it a warm welcome, fresh fruit and our own Café, thoughtful touches make a difference and teachers and members of the support team feel cared for.



Colleagues across Highdown collaborate frequently with one another, exchange ideas for best practice, develop knowledge and skills and devise new ways of teaching and supporting our students. Everyone learns from one another.



## Testimonials

*" I have learnt and developed hugely in my time at Highdown and have been fortunate to work with many of the leadership team which has helped shape and prepare me for a leadership role I will now take on. "*

Colleague



*"I just wanted to congratulate you and your team for the very good Ofsted report and also for the excellent GCSE / A level results....*

*All excellent."*

*"It continues to be a very tough and emotional year for all of our young people and for everyone working in the school. I cannot do anything other than to say I am so grateful for all that you are doing for them."*

Parent

*"I wanted to write to highlight the excellent behaviour I have observed among your pupils on their way to school. I am a Caversham resident and usually run three mornings a week. I regularly pass Highdown pupils on their way to school. When I have stepped aside to allow pupils to pass and to maintain a social distance, I have almost always been the recipient of a 'thank you'. Likewise, pupils have politely stepped aside to allow me to pass. I was extremely impressed with both the politeness and understanding of the importance of social distancing observed by your pupils. A credit to your school – well done! "*

Local Resident



*"Highdown makes school life as good as it could be"*

Student

## Benefits

Extensive bespoke professional learning programme	Fair Workload Charter	Free tea, coffee and fruit in our staff room	Comprehensive onboarding and induction programmes
Employee Assistance programme	Laptops for teachers	Kudos Benefits	Career Progression opportunities
Admission priority for 'children of staff'	Subsidised meals from Gallery or Café6 bistro	Dedicated staff work space, e.g. staff room, departmental faculty work spaces, Professional Learning Hub	Special leave for occasions such as family events
Annual Leave	Pension Schemes	Staff workload and wellbeing initiatives, e.g. no staff meetings in Term 5	Coaching culture
Child care vouchers supported	Access to Occupational Health	Subsidised onsite gym membership	Links with partner organisations, e.g. PiXL

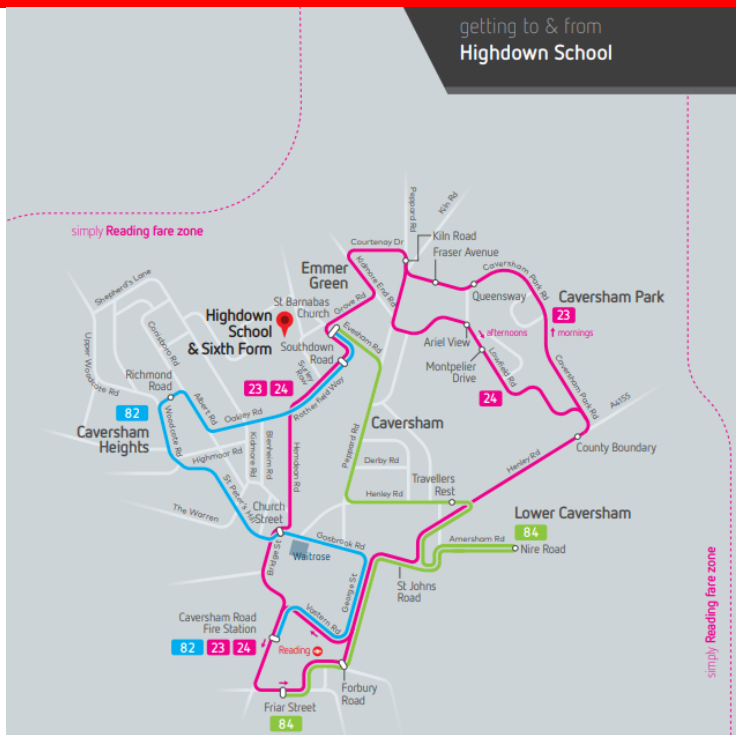
# How To Find Us

**Highdown's Location** | We are located in Emmer Green, Caversham on the outskirts of Reading, Berkshire, England.

**By car** | We are about a 10 minute drive from Reading town centre and a 20 minute drive from the M4 motorway. From Reading follow over Caversham Bridge, left to Hemdean Road, right onto Rotherfield Way, left up Surley Row hill. The school is at the top of the hill on the left.

**By bus** | The School and the community of Emmer Green is served by local bus services **23, 24, 82** and **84** (operated by [Reading Buses](#))

**By train** | Our nearest rail links are at [Reading Station](#), which is about 2 miles from the School.



Click [here](#) to find out the best way to get to us.



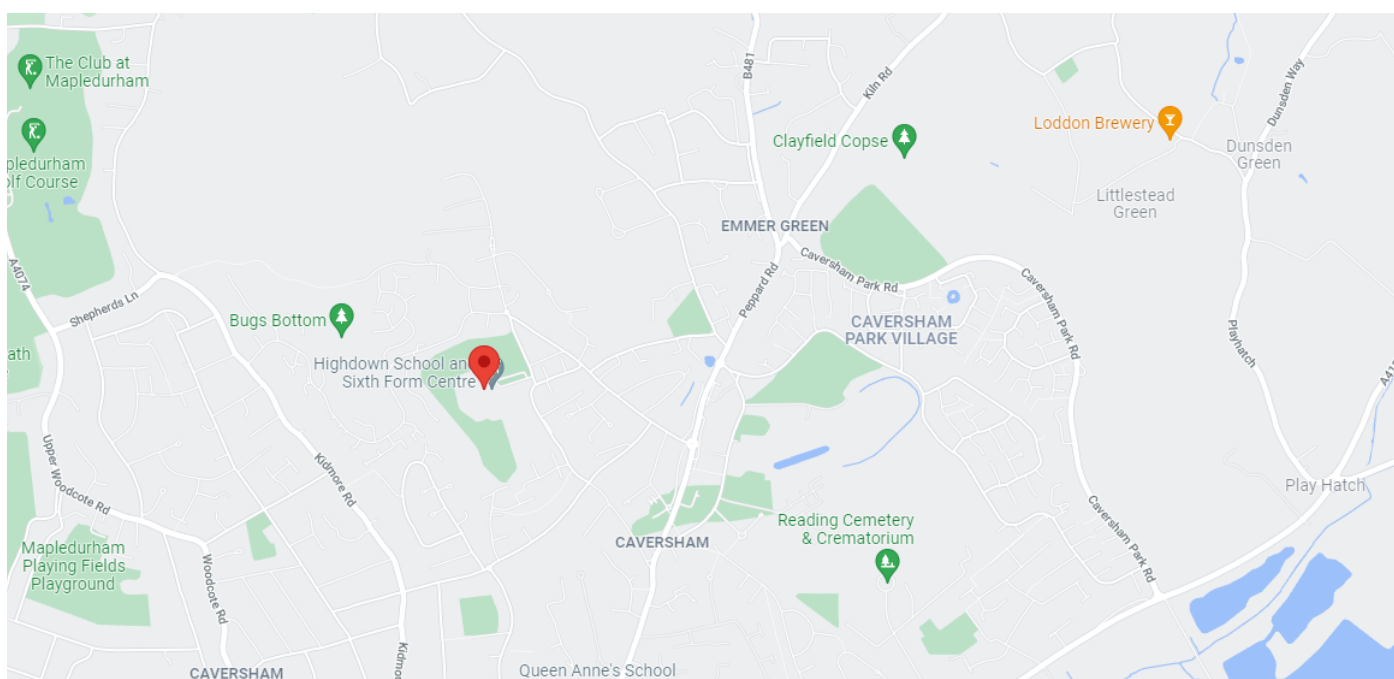
0118 901 5800



[office@highdown.reading.sch.uk](mailto:office@highdown.reading.sch.uk)

**We have a separate pedestrian and vehicle intercom.**

**Upon arrival please buzz the red button on our intercom.**





**HIGHDOWN SCHOOL AND SIXTH FORM CENTRE**

**Surley Row, Emmer Green, Reading, RG4 8LR**

**Tel: 0118 901 5800**

**Email: [office@highdown.reading.sch.uk](mailto:office@highdown.reading.sch.uk)**

