

# JARROW SCHOOL



Excellence in  
Education



## Science Technician



Jarrow School, Field Terrace, Jarrow, NE32 5PR  
Tel: 0191 4283200  
[www.jarrowschool.com](http://www.jarrowschool.com)

## 01. Jarrow School

Jarrow School is a forward-looking school which opened in September 2003 after secondary reorganisation in the town. Stemming from values blending tradition within a culture of innovation, Jarrow School offers an education characterised by breadth and depth, embracing the culture of change.

One of the real strengths of the school is its size. It is large enough to ensure a rich and diverse curriculum, yet small enough so that every student is well known.

We encourage everyone in the organisation to do their best and to realise their potential. We believe that an open mind, independence of thought and wide opportunity will together enable our students, the citizens of tomorrow, to make well-informed judgements throughout life.

Our curriculum is exciting and challenging. We aim for the highest standards in all curriculum areas and the range of extra-curricular opportunities is wide. We also encourage visits to places of educational interest and in recent times students have enjoyed trips to London, France, Austria and Italy.

Jarrow School is a safe and caring place to be. Our teaching and support staff ensure that teaching and the day to day care of our students is first class. We maintained our 'Good' judgement in our most recent inspection (June 2022).

Inspectors from Ofsted commented that: 'The behaviour and attitudes of pupils at the school is a strength. Pupils speak politely to one another, listen to staff and are welcoming to visitors to their school.' 'Pupils are encouraged to contribute to the school community. These opportunities help pupils develop a sense of pride in their school. They feel happy and safe.'



Situated close to the northern city of Newcastle Upon Tyne and the coastal resort town, South Shields there is easy access to the UK's motorway and rail networks and Newcastle airport is 14 miles away.

Lying adjacent to green fields, the school was entirely rebuilt as part of the BSF scheme in 2009 and the site is managed under a PFI contract. We have first class facilities in all areas including a community swimming pool.





## 02.

### Job Description

**POST TITLE: Science Technician**

**RESPONSIBLE TO: Science Faculty Leader**

#### Overall Objectives of the Post:

- To support the administration and the teaching and learning process of the Science Faculty.

#### Key Tasks of the Post:

**1.** You will support the administration and the teaching and learning process in the Science Faculty. You must: -

- assist in the preparation of practical and project work, reprographic and technical services and visual aids
- ensure equipment is prepared and laid out for lessons in accordance with the requests of the teaching staff, and properly cleaned and stored securely at the end of lessons
- adhere to all health and safety policies and practices in the faculty area and work with the faculty leader on health and safety developments
- assist in ensuring asset records/inventories are up to date
- adhere to control systems in issuing, organising and storing stock/resources
- assist the faculty leader in ensuring orders are placed in a timely manner and within the relevant budget
- observe regulations and guidance in the safe handling, disposal and storage of dangerous materials (including chemical, biological and radioactive waste)
- assist in ensuring the rooms, resources and assets within science are properly maintained and repaired
- assist in ensuring that electrical equipment and machinery is tested and maintained in accordance with the schedules and requirements of appropriate legislation and guidelines
- ensure all equipment is regularly checked, maintained and kept in safe working order
- support teaching staff by providing data inputting and general reprographics and administrative services
- assist and support OCS (PFI company) and other contractors with repairs and maintenance within the department

**2.** You will contribute to the school's overall achievement of its objectives. You will:

- comply with school and local authority policies and procedures relating to child protection, health and safety, data protection, equal opportunities, resource management and employment
- maintain school, student and staff confidentiality



03.

## Job Description Continued

- contribute to the overall ethos, aims and reputation of the school
- support the key priorities identified in the current School Improvement Plan
- undertake training and development as required and use your own expertise to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others' health and safety.

The above list is not exhaustive, and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

## 04. Person Specification

	Essential	Desirable	Method of Assessment
<b>Educational Attainment</b>	<ul style="list-style-type: none"> <li>▪ 5 A*-C GCSE qualifications including maths and science (or equivalent)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Advanced or Higher-level qualifications in a related subject area</li> <li>▪ Qualifications in PAT testing, COSHH and CLEAPSS or other related vocational areas.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Application form</li> <li>▪ Certificates</li> </ul>
<b>Work Experience</b>	<ul style="list-style-type: none"> <li>▪ Technical work relevant to the education of young people</li> <li>▪ Work as part of a team</li> <li>▪ Technical work relevant to working in a laboratory environment</li> <li>▪ Work in a setting where Health and Safety procedures are a key issue</li> </ul>	<ul style="list-style-type: none"> <li>▪ Previous experience as a School technician</li> </ul>	<ul style="list-style-type: none"> <li>▪ Application form</li> <li>▪ Interview</li> <li>▪ References</li> </ul>
<b>Knowledge/ Skills/ Aptitudes</b>	<ul style="list-style-type: none"> <li>▪ Good communication involving oral, written and IT skills</li> <li>▪ Ability to self motivate</li> <li>▪ Good organisational skills</li> <li>▪ Knowledge of health and safety legislative issues</li> <li>▪ Administrative skills</li> </ul>	<ul style="list-style-type: none"> <li>▪ Skill in negotiating with teaching staff</li> <li>▪ Knowledge of the KS3 and KS4 science curriculum</li> </ul>	<ul style="list-style-type: none"> <li>▪ Application form</li> <li>▪ Interview</li> <li>▪ References</li> </ul>
<b>Disposition</b>	<ul style="list-style-type: none"> <li>▪ Calm and able to work in busy environments and to short deadlines</li> <li>▪ Enjoy working in a team</li> </ul>	<ul style="list-style-type: none"> <li>▪ Disposed to undertake professional development including training to become a qualified radiation supervisor</li> <li>▪ Good humour and common sense</li> </ul>	<ul style="list-style-type: none"> <li>▪ Application Form</li> <li>▪ Interview</li> </ul>
<b>Circumstances</b>	<ul style="list-style-type: none"> <li>▪ Able to be flexible in working patterns</li> <li>▪ Enhanced DBS clearance</li> </ul>		<ul style="list-style-type: none"> <li>▪ Application form</li> <li>▪ Interview</li> <li>▪ References</li> <li>▪ DBS check</li> </ul>



## 05. How to Apply

### How to Apply

Please submit the application form accompanied by a letter of application in which you should explain why you are applying for the job. Please indicate in this letter how you feel your experience, training and personal qualities match the requirements of the post.

Please do not hesitate to contact the school if you would like any further information or to arrange a visit.

Applications to be returned to Mr P. Atkinson by either email to: [headspa@jarrowschool.com](mailto:headspa@jarrowschool.com) (please do not use any of the other email addresses that appear in our literature) or by hard copy to the address below:

Mr P. Atkinson  
Head Teacher  
Jarrow School  
Field Terrace  
Tyne and Wear  
NE32 5PR

Closing date for receipt of applications for this post:

**Noon on Friday 12 September 2025**

Jarrow School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. We expect all staff and volunteers to share this commitment and an Enhanced Disclosure and Barring Service (DBS) disclosure will be sought along with other relevant pre-employment checks. In line with the guidance in Keeping Children Safe in Education, we may also carry out an online search as part of our due diligence on shortlisted candidates.