

THE HOLT SCHOOL

Holt Lane
Wokingham
RG41 1EE



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**Science Technician
(preferably Biology)
20 hours per week, term time only
(Flexible to suite candidate)**

**Grade 4 Salary: £25,584 - £27,269FTE per annum
(actual salary £11,539pa)**

Start Date: September 2025

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 Science Technician to join our science faculty and existing technician team.

The successful candidate will ideally have experience working in a science lab; have good knowledge of chemicals routinely used within schools and knowledge of 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 helping with auditing of chemicals and stationary items in the department.

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 Manager, 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.

Closing date: 9am, Thursday 10th July 2025

We reserve the right to assess and interview on receipt of application.



THE HOLT SCHOOL JOB DESCRIPTION

Job Title: Science Technician	Name:
Reports to: Senior Science Technician	Reviewed: June 2025
Grade/Pay Scale: 4	Allowance
Employment Status Permanent	Hours of work 20hrs per week

To take responsibility for the organisation and preparation for all classes and particular responsibility for Biology.

At The Holt School this will involve:

1. Preparation of practical lessons, clearing away and final cleansing of equipment.
2. Organisation of the storage of equipment
3. Assisting in the maintenance of stock levels, equipment and organisation of storage of equipment in Science.
4. Assisting in lessons and field trips where appropriate.
5. Awareness of hazards associated with certain chemicals and ensuring containers are labeled correctly.
6. Assisting in the general maintenance of the fabric and appearance of the department.
7. Clerical duties relevant to the work of the science department.
8. Assisting the other laboratory technicians in the performance of their duties.
9. Sourcing and purchasing locally equipment and produce needed for science practicals.

This job description is not intended to be a comprehensive definition of the post and will additionally include any task which the Co-Headteacher 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)		✓