



West Hatch High School
a Specialist Business and Enterprise School

"THE BEST THAT I CAN BE"

Headteacher: Mrs V Schaefer BA (Hons), MA, PGCE (Cantab), MCCT

Science Technician

37 hours per week Monday to Thursday 8.30am to 4.30pm and Friday 8am to 4pm

39 weeks per year (Term time plus 1-week CPD)

Scale 4, points 7 - 8 - £26,403 - £26,824 + £1045 Fringe - FTE

Actual Salary £23,531 - £23,892

Required ASAP

We are looking to appoint a Science Technician, who specialises in Chemistry, to support Science, in a busy, friendly department. Our science teachers and technicians are enthusiastic, knowledgeable and hardworking. The department has clear priorities for raising standards of performance and is committed to the improvement and development of all staff. There is a strong focus on improving the outcomes for all students with teachers and technicians planning together and sharing best practice.

We offer the following benefits:

- Newly built sports hall with fully fitted gym available for staff use,
- Swimming pool available for staff use,
- Banked cover/TOIL scheme allowing staff to build time to take some term time days off,
- The Headteacher is passionate about staff workload and wellbeing and holds regular wellbeing meetings with staff,
- We offer a significant number of paid development opportunities within departments and also across the school.

For more detailed information, please see the additional information pack.

At West Hatch we believe in building strong relationships with students and going the extra mile to support students' successes both in and outside of school.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share in the commitment. This appointment is subject to an enhanced DBS check and positive references.

Further details about this post and an Application Form are available by visiting our School website at www.westhatch.net

If you require additional information, please contact recruitment@westhatch.net

Closing date: Monday 13th October 2025 at 12pm

Early applications are encouraged as we will review applications as we receive them; and applicants may be contacted before the closing date.



West Hatch High School

JOB DESCRIPTION: Science Technician

Responsible to: Headteacher

Line Manager: Senior Science Technician

Band: Scale 4, Points 7 -8

Purpose of Job: To provide efficient technical support to the Science department. In particular to prepare, store, maintain, clear materials and equipment used in Science lessons in accordance with Health and Safety regulations.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share in the commitment. This appointment is subject to an enhanced DBS checks and positive references.

Main Duties:

- To Support the Science department by ensuring health and safety requirements are met for each practical being carried out
- To liaise with the Senior Science Technician to ensure the smooth and successful running of the science laboratories
- To ensure the efficient preparation and organisation of equipment for lessons as required.
- To check equipment before and after lessons.
- To clean equipment and laboratories after each lesson and any chemical spillages when they occur.
- To ensure safe storage and use of laboratory equipment.
- To assist in ensuring the safe conduct of pupils in the curriculum.
- To safely dispose of waste chemicals, biological materials and sharps.
- To carry out basic safety checks.
- To repair, maintain and if required construct or arrange the construction of equipment as required.
- To advise teachers about problems with apparatus.
- To ensure standard risk assessments are issued with equipment and chemicals.
- To take particular overall responsibility for individual laboratories as allocated by the Senior Science Technician.
- To go on appropriate training courses as required
- To carry out annual stock take on equipment in teaching laboratories, whilst checking for deterioration.
- Cover technicians in any prep room during staff absence
- To attend meetings as required.
- To assist teachers and other technicians with setting up specialised equipment.
- To liaise with care taking staff regarding any gas, flame, leaks and problems that may occur.

Specific Duties:

- To aid in all other areas of the Science department as and when required e.g. preparing stock solutions, looking after plants, maintaining microbiological stocks and any other duties designated by the senior science technician

Professional standards:

- Carry out your role in a professional, positive and proactive manner.
- To undertake any reasonable instruction.
- Deal courteously with colleagues, pupils, parents and the public.
- Come to work suitable dressed, in accordance with the Schools Dress Code. Maintain strict confidentiality with regard to issues relating to pupils, parents, other staff and school business.
- Set a good example to students.
- Be supportive at all times of the school's aims and ethos.
- Work as part of a team to support the team and school objectives.
- Be familiar and comply with school policies as set by the Governing body.
- Aim for high standards of punctuality and attendance.



West Hatch High School

Science Technician - Person Specification

General heading	Examples	Essential	Desirable
Qualifications & Experience	Successful experience working in specialist technical area, possibly in a school environment		
	GSCE in science or NVQ equivalent qualification	✓	
	Knowledge and understanding of basic science equipment	✓	
	Certificate in First Aid or willingness to undertake training.		✓
	Knowledge of First aid specific to specialist area		✓
	Good knowledge of school policies and procedures		✓
	Ability to read and understand technical science terms	✓	
	Ability to undertake calculations relevant to specialist area	✓	
	Excellent knowledge of equipment and ICT packages to support learning in specialist area	✓	
Communication	Ability to write reports, letters and emails etc		✓
	Ability to use clear language to communicate complex information unambiguously	✓	
	Ability to listen effectively	✓	
	Seek support to overcome communication barriers with children and adults	✓	
	Knowledge of technical terminology		
	Ability to negotiate effectively with adults and children to achieve best outcomes	✓	
Working with children	Detailed understanding and awareness to support the differences in children and adults in relation to the role		✓
	Detailed understanding of the school curriculum in support of the role and advise and support others relevant to specific area		✓
	Detailed understanding of how the role contributes to child development and be pro-active in putting forward ideas for improvement	✓	
	Understand and support the importance of physical and emotional wellbeing	✓	
	Ability to make a proactive contribution to the work of the team supporting children	✓	
	Ability to liaise with suppliers and other agencies		
Working with others	Ability to establish rapport and respectful and trusting relationships with children and adults	✓	
	Ability to make a distinctive contribution to the work of the work a team	✓	
	Ability to provide timely and accurate information	✓	
	Excellent organisational skills	✓	
	Ability to remain calm under pressure	✓	
Responsibilities	Ability to manage and support the work of others	✓	
	Ability to plan and manage own time effectively	✓	
	Demonstrate a highly creative approach to supporting children and staff and an ability to resolve complex problems independently		✓
	Awareness of and promotion of equality	✓	
General	Excellent understanding of Health & Safety legislation and procedures relating to specialist area		✓
	Ability to advise others		✓
	Understand and support child protection procedures	✓	
	Understand procedures and legislation relating to confidentiality	✓	
	Demonstrate a clear commitment to develop and learn in the role	✓	
	Ability to effectively evaluate own performance		