



Woking High School  
*Inspire, Challenge, Achieve*



Technician supporting Science Department  
Application Pack  
Spring 2025



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For further information or to arrange a visit, please contact:

✉ [recruitment@wokinghigh.surrey.sch.uk](mailto:recruitment@wokinghigh.surrey.sch.uk)

☎ 01483 888 447

## Technician supporting Science Department

Pay	Grade S5 - Actual for 19.5 hours £11,704 - £13,025 (Full-Time Equivalent £25,777 - £28,686) Monday and Tuesday, 8.30am - 4.00pm Friday, 8.30am – 2.30pm
Contract type	Permanent, term time, 38 weeks per year
Start date	ASAP
Reporting to	Senior Science Technician
Closing date	Monday 20 <sup>th</sup> January at 10am

### Job Profile

To support and enhance the Teaching and Learning experience of students and staff, through both practical and administrative support for the Science Department.

**No prior science / lab experience required as training will be provided.**

### Purpose

To ensure that all students receive an excellent education, which provides them with the knowledge, subject specific skills and core values needed to successfully access the wider world, become independent, informed thinkers, and well-rounded citizens.

To champion our core values: personal responsibility, excellence, kindness, resilience, engagement and inclusion with students to ensure they develop the characteristics of a Woking High School student.







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## Whole School Responsibilities

- Ensure that the responsibilities of the role are carried out in a way which reflects the mission and values of Woking High School.
- Establish and promote productive relationships with staff, students, parents/carers and governors, acting as a role model and setting high expectations.
- Play an active role in developing and implementing a vision for your area of responsibility in line with the mission and core values of the school.
- Be aware of and observe all policies, procedures, working practices and regulations.
- Uphold our commitment to safeguarding and to promote the wellbeing of children.
- Contribute to a culture of continuous improvement.
- Comply with all reasonable management requests.

## Key Responsibilities

- Prepare resources, assemble apparatus, and deliver to lessons.
- Liaise with teaching staff to discuss equipment requirements as needed.
- Ensure equipment is properly cleaned, and chemicals, drugs and other materials are appropriately stored.
- Conduct risk assessments for technician activities.
- Design, construct and/or modify apparatus as needed.
- Prepare standard solutions as needed.
- Safe disposal of waste chemicals according to COSHH/CLEAPSS guidelines.
- Undertake any courses deemed appropriate.
- Manage the stock control of chemicals and equipment e.g. ordering new stock and checking deliveries.
- Keep up to date with Health and Safety information and procedures; ensure they are understood and followed. Attend courses where required.
- Liaise with teachers concerning the issue of books to pupils.
- Ensure all laboratories are supplied with standard equipment (Bunsen burners, etc.)
- Maintain standard laboratory stock in good condition.
- Care for plants.
- Ensure by regular checks that sinks are clean and unblocked; electric sockets and gas taps are operating correctly; safety goggles are not scratched.





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- Repair damages or arrange for this to be carried out.
- Purchase of sundries from local supermarkets.
- Inform Senior Science Technician of any problems/issues.
- Maintain confidentiality.
- Any other duties deemed appropriate.

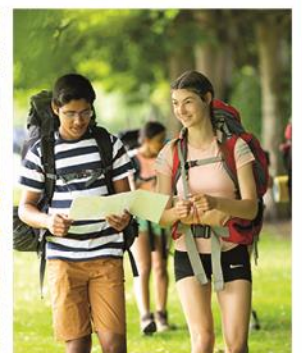
\*Training will be given for all aspects of the role.

## Skills

- Strong practical and organisational skills with the ability to manage your own workload.
- Good communication and team-working skills, as well as the ability to work using your own initiative.
- The ability to cope with competing demands.

## Other

- Maintain the confidential nature of information relating to the school, its students, parents and carers.
- Model professional behaviour and attitudes in and outside of the school to ensure the highest standards of appearance and conduct are met.
- Always strive to improve own knowledge and skills by partaking in whole school professional development and taking advantage of CPD opportunities on offer.
- Carry out such duties as are reasonably required by the Headteacher.





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## Person Specification

	ESSENTIAL	DESIRABLE*	EVIDENCE
Qualifications and Training	GCSE English, Mathematics and Science Good IT skills including Word and Excel	Science A level or degree Evidence of continuous professional development Willingness to undertake training in relevant skills First aid qualification	A
Successful Experience	Good planning and organisational skills and a flexible approach to the management of work.	Experience of working in a secondary school science department, preferably as a science technician Experience of working in a laboratory environment. Experience of working with young people Knowledge of safe working practices / health and safety knowledge (including COSHH)	A, I, R
Health, Attendance and Reliability	Excellent attendance Good health		R
Quality of relationships	Ability to effectively communicate with students and colleagues at all levels Ability to work as part of a team		A, I, R







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<b>Personal Qualities</b>	<b>Professional manner at all times</b> <b>Excellent time management and organisational skills. Able to cope with competing demands.</b> <b>Ability to manage your own workload.</b> <b>Excellent communication, both written and verbal</b> <b>Flexible</b> <b>Co-operative spirit / Can do attitude.</b>	<b>Enjoy a varied role</b> <b>Ability to cope with the unexpected</b>	<b>A, I, R</b>
<b>Requirements specific to the post</b>	<b>Initiative</b> <b>Ability to work well under pressure</b> <b>Flexibility with working hours</b>		<b>A, I, R</b>

*\*Advantageous, but training will be given as required*

**Key: A = Application, I = Interview and Assessment, R = Reference, C = Certificate**

**Closing date for applications: 20<sup>th</sup> January at 10am.**

### Safeguarding Statement

Woking High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. As part of the requirements of KCSIE, all roles are subject to online checks including Social Media. These are carried out by a 3rd party – <https://www.sp-index.com/>.

By applying for this role, you agree to these checks being carried out and your data being processed by SP-Index.

The successful candidate will be required to undertake an enhanced DBS check.

Woking High School is committed to providing all staff with continued professional development to support and develop them in their careers.

