

Orleans Park

# RECRUITMENT PACK

**Vacancy** Senior Science Technician

**Deadline** 10am on Friday 4 December 2026

# The Role

Responsibility Resilience Respect

Senior Science Technician
36 hours per week: Monday to Friday
38 weeks per year (term time only)
NJC Salary Scale 5 (actual salary: £28,127 - £29,383)
Required for December 2026/January 2027
Permanent contract
Visas cannot be sponsored

Orleans Park is a successful and oversubscribed 11-18 mixed comprehensive that serves its local community in Twickenham with over 1,350 students. The dedicated staff work hard to ensure students are successful and leave as responsible citizens and confident individuals.

We are seeking to appoint a Senior Science Technician to join our busy and friendly Science Team, providing essential support to teaching colleagues and students within the Science Department.

This role is pivotal to supporting the practical and technical aspects of our science curriculum. This involves managing the KS3 and KS4 science prep room; working closely with the two other technicians; preparing, providing, maintaining and organising the resources required to make sure all practical activities carried out are healthy, safe and secure.

A science based background, with a minimum of A Level Science, is essential

What's it like to work at Orleans Park? Click the icon to find out.

To see a short film about our school, click the icon.

Applications are shortlisted for interview as they are received so early application is encouraged and we reserve the right to commence the interview process and close the vacancy prior to this date.

Closing date for applications: 10am on Friday 4 December 2026

Orleans Park is committed to continuing to make diversity, equity, and inclusion part of everything we do. Ensuring that we are always recruiting, retaining and promoting a diverse mix of colleagues who are representative of the diversity in our local communities gives us a great opportunity to have access to a broad range of ideas and allows us to provide an outstanding education to our young people and an outstanding place for people to work.

In line with the statutory guidance document Keeping Children Safe in Education (2026) the school will conduct online searches after the shortlisting process for any candidates who accept an invitation to interview. The appointment is subject to satisfactory pre-employment clearances including references, medical clearance and an enhanced DBS Disclosure. Orleans Park is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. We are an equal opportunities employer.

## The Science Department

The department currently consists of twelve full-time specialist teachers and three science technicians.

The science department currently has ten well-equipped laboratories, two preparation rooms (one for sixth form and one for Y7-11) and a science staff workroom/office. All classrooms are equipped with interactive whiteboards, visualisers and a wide range of science software is available.

At KS3 students study a course based on the 'Activate Science' scheme of work.

In Years 7, 8 & 9 students are taught in mixed ability groups. Year 7 & 8 students have 6 x 60-minute lessons per fortnight and in Year 9 students have 7 x 60-minute lessons per fortnight. In Year 9 students start their GCSE Science course.

At KS4, all Year 10 & 11 students have 10 x 60-minute periods per fortnight in Science. Around 50% of GCSE students study the AQA Separate Science course with the other 50% studying AQA Combined Science (Trilogy)

The results in the recent 2026 GCSE examinations were exceptional, 78% of our Combined Science students achieved a level 9-4 and 99% of our Separate Science students. Approximately 70% of our Separate Science students achieve a level 9-7 in each science.

Biology, Chemistry and Physics are offered at KS5, and are popular with students. There are two classes of each science in Year 12 due to the high demand for places. There is one class of Chemistry and two classes of Biology and Physics in Year 13. A significant number of these study more than one science and a large proportion go on to study science related degrees at university. Students studying Sixth Form Science have 9 x 60-minute lessons per fortnight. The results in the 2026 A Level examinations were also excellent, with Physics on ALPS 2, Chemistry on ALPS 4 and Biology on ALPS 5.

The teachers in the department are enthusiastic and inspire students. There is a very active and popular Science Club for Year 7 & 8 students run by the Science department alongside numerous STEM events and activities throughout the year. The department is also very proactive at inviting outside speakers into school, organising trips and visits making use of a number of very useful contacts in industry and higher education. The department runs a healthy outreach programme to the local primary schools. The team also runs a significant number of additional science sessions before school, after school and in school holidays for students at KS4 & 5 to ensure that they reach their full potential in public examinations.

## Job Description

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|---|---|
| Job Title: | Senior Science Technician |
| Reporting To: | Head of Science |
| Grade/Salary Range: | NJC Scale 5 |
| Hours/Weeks: | • 36 hours per week<br>• 38 weeks per year (term time only)<br>• Hours 8am to 3:45pm, Monday to Thursday, 8am to 3:30pm Friday (this includes a 30 minute unpaid lunch break)<br>• Holidays are not to be taken during term time |

### Job Purpose

Within current Health and Safety statutes and procedural guidelines, to prepare and set out equipment to enable teaching staff to undertake routine scientific demonstrations and class experimental work, and to manage the acquisition, safe storage and disposal of equipment and chemicals required in connection with delivery of the School's science curriculum.

### Main Duties and Responsibilities

1. Leadership & Team Management

- Supervise, support, and coordinate the daily activities within the team of science technicians.
- Provide mentoring, training, and performance feedback to ensure high standards across the department.
- Allocate tasks efficiently to meet the practical needs of science teaching staff.
- Promote a culture of safety and continuous improvement, in line with CLEAPSS guidance and model risk assessments.

2. Laboratory Preparation & Practical Support

- Prepare and set up equipment, chemicals, and materials for practical lessons across biology, chemistry, and physics, following teacher specifications and CLEAPSS standard operating procedures.
- Provide technical support during lessons and assist with the demonstration of experiments where necessary.
- Trial new experiments and procedures to ensure safety and feasibility before classroom use.

3. Health, Safety & Regulatory Compliance

- Ensure compliance with **Health & Safety at Work Act**, **COSHH**, and **CLEAPSS guidance**, particularly Hazcards and Laboratory Handbook advice.
- Conduct and maintain up-to-date **risk assessments** for practical activities and ensure all staff are informed of key safety measures.
- Organise the safe storage, labelling, and disposal of hazardous substances in accordance with **CLEAPSS Hazcards** and local authority requirements.
- Lead on emergency procedures for spillages, accidents, and equipment failures.

4. Inventory & Resource Management
- Maintain and manage a central inventory of equipment, chemicals, and materials.
- Monitor stock levels and order supplies within budgetary constraints, ensuring timely availability of resources.
- Oversee the maintenance, calibration, and repair of science equipment to ensure functionality and safety.
- Develop systems for efficient lab organisation, including chemical stores, prep rooms, and equipment cupboards.

5. Curriculum & Teacher Support
- Work in partnership with the Head of Science and teaching staff to support curriculum planning, especially for practical-heavy GCSE and A-level specifications.
- Develop and adapt resources to enhance teaching and learning, using CLEAPSS resources to support curriculum delivery.
- Support with science enrichment activities such as STEM clubs and practical demonstrations.
- Photocopying and printing of materials for the department.

6. Administrative & Record Keeping
- Maintain accurate records of risk assessments, equipment checks, COSHH information, and technician schedules.
- Assist with departmental audits, safety inspections, and compliance reporting.
- Keep up-to-date logs of chemical usage and disposal.

7. Professional Development
- Keep current with CLEAPSS updates, health and safety legislation, and best practices in science education.
- Attend CLEAPSS training courses and relevant CPD opportunities as recommended by the school or local authority.
- Disseminate safety information and updates to the wider science department.

This job description is not exclusive of the full range of professional duties of the post holder. Additional/alternative reasonable tasks may be required by the school at the discretion of the Line Manager or Headteacher.

## Person Specification

| | Essential | Desirable |
|---|---|---|
| Education & Training | • Science based A Levels or higher qualification<br>• English and Maths Grade C /Grade 5 or above in GCSE (or equivalent) | • Further qualifications<br>• Bachelor's degree |
| Knowledge & Experience | • Interest in or awareness of scientific issues | • Experience of working in a similar role<br>• Experience of working in a Secondary School |
| Skills & Abilities | • Sound knowledge and experience of Google/Microsoft Office applications<br>• Ability to plan and prioritise a range of regular and irregular tasks<br>• Calm and friendly demeanour when working within a busy department<br>• Effective written and verbal communication skills<br>• Strong organisational skills and ability to be adaptable<br>• Ability to work effectively as part of a team | |
| Safeguarding | • A demonstrable commitment to safeguarding and promoting the welfare of children and young people | |
| Equal Opportunities | • A demonstrable commitment to equal opportunities<br>• Ability to promote and support the school's Equal Opportunities Policy | |
| Continuing Professional Development | • Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available. | |

# Your Application

Responsibility Resilience Respect

To apply for this position, you will need to complete an Orleans Park Application Form. As part of the application process, your form must include a supporting statement, which specifically addresses your own qualities and strengths in relation to the advertised role.

Click the icon to download and complete your application form.

Shortlisted candidates will be invited to tour the school and to talk to colleagues before the formal interviews begin.

Please do not hesitate to contact the recruitment team if there is anything you wish to discuss before submitting your application. You can email them at recruitment@orleanspark.school

To see how the school uses prospective candidate's personal data, click the icon.

# Safeguarding Statement

Responsibility Resilience Respect

The Governors and staff of Orleans Park fully recognise the contribution they make to safeguarding children. We recognise that all staff, including volunteers, have a full and active part to play in protecting our students from harm.

All staff and Governors believe our school is a place where students feel secure, are encouraged to talk, are listened to and are safe. We shall provide a caring, positive, safe and stimulating environment that promotes the social, physical and moral development of the individual child.

Adam Gladstone is our Designated Safeguarding Lead who has been nominated to liaise with the LADO, when necessary.

The aims of the policy are to:

- Protect young people at our school from maltreatment
- Prevent impairment to the health or development of our young people
- Ensure that all young people at our school grow up in circumstances consistent with the provision of safe and effective care
- Take action to enable all children to have the best outcomes.

We believe that everyone who comes in contact with young people and their families has a role to play in safeguarding them.

The elements of our policies are: Prevention, Protection and Support.

Click the icon to read our full Safeguarding Policy.




Orleans Park

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