



# Devonport High School for Girls

*Opportunity - Nurture - Achieve*



Information Pack

**Senior Science Technician**

*(37 Hours Per Week/39 Weeks Per Year)*

## Dear Applicant



Thank you for your interest in the position of Senior Science Technician at Devonport High School for Girls (DHSG). I am very proud to be the Head Teacher here in a school where the staff and I value each and every young person as an individual and support them on their journey into adulthood. At Devonport High School for Girls, our mission is to ensure that all of our students receive an exceptional educational experience, through a wealth of opportunities within a nurturing environment, leading to outstanding achievements. This is an exciting time to join our school on our continuing journey to fulfil our mission.

Our teachers, support staff and Trustees are all committed to the DHSG mission and strive

to ensure that it becomes a reality for our students. DHSG has a long tradition of excellence and was founded in 1908. We are proud of our history, but our main focus is looking to the future. We are a 21st century grammar school, whilst retaining the best academic traditions.

We are a highly successful and oversubscribed 11-18 selective grammar school and one of the country's highest performing state schools. Our students are absolutely fantastic and we value our staff here, and as such have sensible policies and systems in place.

The Science Department at Devonport High School for Girls is led by a Head of Science and Heads of Biology, Chemistry and Physics. There are 11 science teachers, a Senior Science Technician (this post) and one further science technician.

The technicians support all three science disciplines, but the ability to support A-Level Chemistry practical work would be advantageous.

The position available is for 37 hours per week, 8.30am – 4.30pm Monday to Friday, 39 weeks per year.

In this applicant information pack, you will find a Job Description, a Person Specification and information on how to submit your application.

If you have the energy, skills and motivation to join us and make a difference, I would welcome an application from you. If you would like an informal conversation over the telephone or a visit to look around prior to applying, please get in touch.

Yours faithfully,

L. J. Sargeant  
**Head Teacher**

## The City

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Plymouth is the largest city south west of Bristol, with a population of approximately 260,000. Located overlooking one of the world's finest natural harbours, it is a city with a proud history.

Recent years, have seen Plymouth develop further as a cultural as well as a commercial, industrial and tourist centre. The city is served by a very active Arts Centre, the Theatre Royal, Plymouth Pavilions and the Life Centre - one of the country's leading sporting venues. Plymouth is also home to the University of Plymouth and Plymouth Marjon University. There are regular ferry services to Roscoff, France and Santander, Spain. The Devon Expressway (A38) links Plymouth to the national motorway system and the intercity rail journey to London takes approximately three hours.

Plymouth has developed very strong twinning links with cities in Russia (Novorossiysk), Spain (San Sebastian), France (Brest), Poland (Gdynia) and Massachusetts, USA (Plymouth). There are also extensive educational links with many more towns and cities.

Click and open the hyperlink in the image to find out why Plymouth is such an attractive city.



## The School

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Devonport High School for Girls was established in 1908 and is situated on a lovely green site overlooking Plymouth's Central Park, approximately two miles from the city centre. It is an 11-18 selective girls' grammar school and became an Academy in April 2011.

There are approximately 960 students on roll, including around 225 in the Sixth Form. Students come from Plymouth and the surrounding counties of Devon and Cornwall.

The school is part of The Link Partnership (TLP) with four other schools in the city in order to extend curriculum provision for students in the Sixth Form.

In 2005 the school was granted Specialist Schools Status for Languages. We offer several languages including French, German, Spanish, Chinese and Latin. There is a dedicated Language Laboratory, and exchange and business links have been established within the UK and worldwide. The school first achieved International School status in 2006 and has recently received the award for the fifth time.

As well as its strong international links, Devonport High School for Girls has gained a reputation for academic excellence, which helps launch its students on their chosen career paths. The work ethic in the school is very strong and staff are deeply committed to their teaching.

The school places a strong emphasis on developing the whole person and as part of this commitment organises a broad range of enriching extra-curricular opportunities and a comprehensive programme of field visits, with opportunities for students to travel abroad.

The staff of approximately 100 teaching and support staff (a mixture of full-time and part-time employees) are led by the Senior Leadership Team, which consists of the Head Teacher, Deputy Head Teacher, four Assistant Head Teachers and the Business Manager.

## Job Description: Senior Science Technician

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<b>Post Title:</b>	Senior Science Technician
<b>Grade:</b>	Grade E, Points 15 - 20
<b>Hours:</b>	37 hours per week, 39 weeks per year
<b>Responsible to:</b>	Head of Science, Heads of Biology, Chemistry or Physics
<b>Responsible for:</b>	Science Technicians
<b>Job Purpose:</b>	Working under the direction of Science staff to provide a technical service to the Science Department. To supervise and co-ordinate the work of the Science Technicians

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### Key Accountabilities:

1. General responsibility for the effective running of scientific technician support within the Science Department.
2. Manage a specialist curriculum/resource function and be responsible for the day-to-day line management of the Science Technicians within the Science Department. The ultimate responsibility is with the Head of Science.
3. Manage and take a lead role in planning and researching specialist science equipment and consumables.
4. Responsible for the management of science curriculum related stock levels, including regular audit of science curriculum resources
5. Use specialist skills/training/expertise to support staff to help develop curriculum provision
6. Use specialist technical knowledge to support a variety of teaching activities
7. Ensure that all laboratories are kept clean and tidy by the Science Technicians
8. Ensure that all stocks of materials and equipment are kept replenished by the Science Technicians
9. Ensure that the Science Technicians undertake their duties in accordance with the School's Health and Safety Policy and follow other regulated procedures
10. Bring to the attention of the Head of Science, any issues of concern regarding Health and Safety, equipment levels, staffing etc
11. Be responsible for the appropriate storage, handling and recording of radioactive sources in line with current guidance
12. Assist the Head of Science in evaluating the learning needs of the Science Technicians and plan their training and development as well as participating in a programme of staff development relevant to all Science Technicians
13. Be an effective role model for the science technicians
14. Servicing, testing and routine maintenance of laboratory equipment and apparatus and other Science Department
15. Preparation of equipment, apparatus and materials for practical science lessons and demonstrations in accordance with given instructions
16. Issue and receipt of equipment, apparatus and materials as required
17. Cleaning, checking and methodical storage of equipment apparatus and materials on the completion of practical activities
18. Follow the relevant Health and Safety policy detailed in the staff handbook and also any other relevant safety procedure within the school
19. Be an effective role model for staff and students

### Skills and Competencies

1. The ability to manage a small team

2. The ability to undertake stocktake of equipment and materials
3. Judgement skills will be required when installing and testing new science equipment and undertaking straightforward problem solving to ensure efficient operation
4. Post holder will be required to advise and guide the students when assisting them with experiments, controlled assessments and examination board required assessments
5. Interpersonal and communication skills
6. High demand for precision will be required for the construction, assembly and modification of apparatus used for experiments and demonstrations in preparation for lessons. Collect and record specimens and results to an appropriate accuracy and precision
7. IT literacy required for inputting and manipulating a range of data
8. Post holder will be required to carry or move science equipment and materials and work in restricted positions when fixing and maintaining science related equipment.
9. There will be a requirement for the movement of equipment to and from laboratory areas, and when assisting with exhibitions, demonstrations and displays
10. Some cleaning duties will require bending and stretching

**Other duties:**

1. Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person
2. Attend and participate in relevant meetings, training and learning activities as required by the needs of the role/school and authorised by the Line Manager
3. Contribute to the overall ethos, work and aims of the school
4. To undertake such other duties, training, and/or hours of work as may be reasonably required and which are consistent with the general responsibility level of the job. Reasonable adjustment will be considered as required by the Equality Act

The job description outlines the duties required for the time being of this post to indicate the level of commitment and responsibilities expected. It is not a comprehensive or exclusive list and duties may be varied from time to time which does not change the general character of the job or the level of responsibility.



## **Person Specification : Senior Science Technician**

### **Essential Key Skills**

- Able to manage a small team and work effectively as part of it or on own initiative
- Knowledge of stock control procedures
- Knowledge of health and safety and its application to a school science environment
- Self-reliant, adaptable, flexible
- Good organisational and time management skills
- Ability to relate well to staff and students

### **Essential Qualifications and Training**

- NVQ 3 or equivalent qualification or experience in relevant discipline
- Numeracy & Literacy skills to fulfill the duties of the role
- Awareness of the specific health and safety requirements of working in a laboratory and with chemicals
- Background scientific knowledge to support science experiments, the setting up of apparatus and dealing with chemicals and hazardous materials
- Awareness of and compliance with policies and procedures relating to Child Protection, Health, Safety and Security, Confidentiality and Data Protection
- First Aid at work trained or willing to undertake training

### **Desirable Key Knowledge**

- Experience of working in a school or educational environment
- Knowledge of COSHH and its application in a school science environment
- Awareness of Safeguarding within a school setting

## How to apply

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All applications for employment should be made by completing the school's application form, which can then be submitted by post to the school address or by email to [recruitment@dhsg.co.uk](mailto:recruitment@dhsg.co.uk). The form can be downloaded from the 'Staff Vacancies' section of the website at [www.dhsg.co.uk](http://www.dhsg.co.uk). Please note that CVs are not accepted.

Applications for this vacancy must be received by **9am on Wednesday 29 January 2025**. Interviews are expected to take place on **Monday 3 February 2025**.

If you would like to visit the school or have an informal, confidential discussion about the role, please contact:

Mrs P Hockedy  
Personnel Assistant  
Devonport High School for Girls  
Lyndhurst Road  
Peverell  
Plymouth  
Devon  
PL2 3DL

T: 01752 705024

E: [recruitment@dhsg.co.uk](mailto:recruitment@dhsg.co.uk)



