

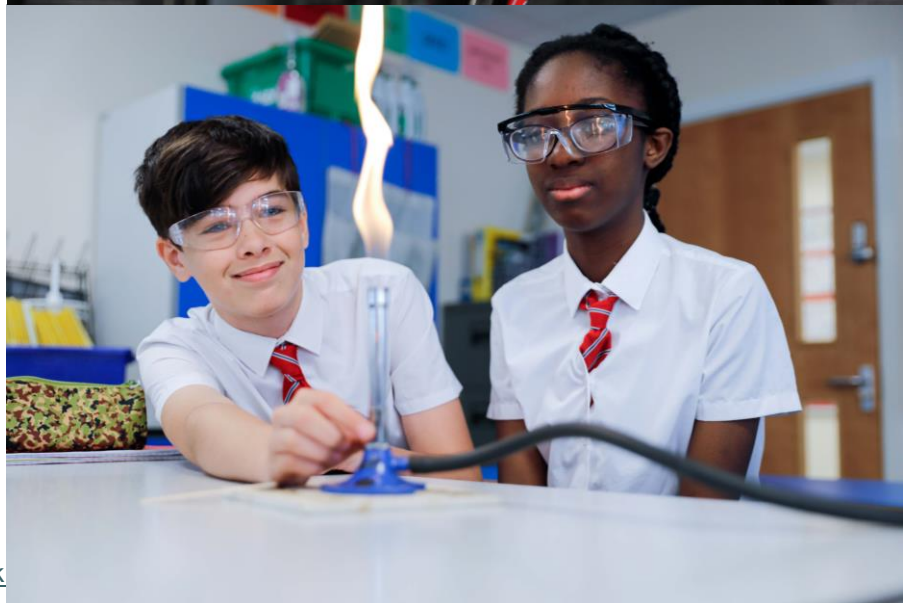
Robert Clack School of Science

Executive Headteacher : Mr R.V.A. Taylor B.Sc., (Econ) (Hons)



RECRUITMENT PACK

**SENIOR SCIENCE TECHNICIAN
(WHOLE SCHOOL)**



Tel: 020 8270 4200

Website: www.robertclack.co.uk

Email: office@robertclack.co.uk

Recruitment queries: mbrown@robertclack.co.uk

Welcome to Robert Clack School

As a former pupil and member of staff for the past 20 years, Robert Clack School and our pupils mean a great deal to me. I believe that Robert Clack is a very special place; we have a strong sense of community and strive for excellence in all that we do.

We are committed to delivering a broad and balanced education, one which appreciates the importance of academic qualifications, but one which also recognises the value of vocational qualifications and the extra-curricular of sport, drama, music, the arts and debate.

Our ethos permeates every aspect of life at Robert Clack School and cultivates the values of mutual respect, compassion, discipline, high expectations and aspirations and hard work. By embracing these values, we believe that our pupils will be able to fulfil their ambitions in life, whatever they may be.

I am delighted that you are interested in pursuing a career at Robert Clack School. Please find enclosed information relevant to the role you may wish to apply for.

Good luck and best wishes.

Russell Taylor
Executive Headteacher



The Recruitment and Application Process

To view the job description, person specification and to download an Application Form please follow this link to the School website: [Non-Teaching Vacancies](#)

Please submit completed applications by e-mail to: mbrown@robertclack.co.uk

Please note that CVs will only be accepted if accompanied by an Application Form.

If you have any queries about the application process, you are welcome to contact the School's HR Manager, Blessing Opayemi on 020 8270 4200 x 3308 or on the above email address.

Please note that the school will be closed for the summer break between Monday 20 July and Monday 31 August 2026. Any emails or application forms received during this time may experience a delayed response time.

Safeguarding and Promoting the Welfare of Children and Young People Note:

Robert Clack School is committed to safeguarding and promoting the welfare of children and young people. Successful applicants must be willing to undergo identity checks, checks with past employers, an online internet search and an enhanced Disclosure & Barring Service check.

Key dates:

Closing date for receipt of applications: 9am on Tuesday 1 September 2026.

Interviews to be held: To be confirmed. During September 2026.

Commencement date in post for successful candidate: mid to end of September 2026.

Advertisement

SENIOR SCIENCE TECHNICIAN (WHOLE SCHOOL)

SALARY: Scale SO1, exact salary £33,053 - £33,935 per annum (subject to successful job evaluation)

APPOINTMENT: 35 hours per week, 8.00am-3.30pm, Monday to Friday, term-time only

Due to the retirement of our current postholder, an experienced Senior Science Technician is required to join our busy Science Department. The successful candidate will supervise a team of technicians in providing technical support to pupils and staff across all three school sites. We have a fantastic science and technical team, who are dedicated and passionate about their subject.

The main duties of the role will involve:

- Line managing, supervising, instructing, delegating and supervising 8 Science Technicians within the department and across all three school sites;
- Overseeing the organisation and day-to-day running of the school laboratories across all sites;
- Assisting with the provision of ongoing support and training to help Technicians develop their skills, including training with regards to health and safety regulations;
- Setting up, preparing and clearing materials, equipment and chemicals for practical lessons;
- Assisting teaching staff with demonstration lessons, practical lessons, exam classes and assessments;
- Providing technical support for pupils and staff, while ensuring the safe use of materials, equipment and chemicals;
- Responsible for safety and storage of chemicals and hazardous substances, including their disposal within official guidelines;
- Cleaning equipment and work areas, as necessary;
- Working in accordance with health and safety guidelines;
- In liaison with the team, ensuring that laboratories are adequately stocked.

Experience of working within an educational environment is essential and/or any relevant Physics or Chemistry qualifications would be desirable.

The candidate will be required to have the following skills and experience:

- Good levels of literacy and numeracy;
- High standard of verbal & written communication skills when dealing with colleagues, pupils, parents and visitors;
- Able to work effectively and professionally as part of a team;
- Able to follow instructions and adhere to all school policies;
- Prior relevant experience;
- Experience of, or ability to motivate and supervise a team;
- Organised and able to work methodically, with attention to detail, under the supervision of the Director of Science/School Site Subject Leaders.

Experience of working within an educational environment is essential and/or any relevant Physics or Chemistry qualifications would be desirable.

Please note that the post is not site specific and you will be expected to work across all three sites during your employment.

The School can offer the successful candidate:

- Free private healthcare
- Free on-site parking for staff
- Employee Assistance Programme
- Free gym membership at Robert Clack Leisure Centre
- Pension scheme membership
- Access to purchase school lunches on-site

REQUIRED FOR: September/October 2026.

Job Description



Job Title:	Senior Science Technician (Whole School)
Working Hours:	Full-time, 35 hours per week, term time only
Department:	Science
School:	Robert Clack School As your role requires you to supervise technician staff across all three sites of the school, it is not site specific.
Reports to:	Director of Science
Number of Posts Supervised/Managed:	8 Science Technicians

1. Purpose of the Job:

- Line manage, instruct, delegate work to, and supervise Science Technicians within the department.
- Assist with the provision of ongoing support and training to help Science Technicians develop their skills, including training with regards to health & safety regulations.
- Oversee the organisation and day-to-day running of the school laboratories across all three school sites.
- Assist with the setting up, preparation and clearing away of materials, equipment and chemicals for classroom lessons.
- Assist teaching staff with exam classes, demonstration lessons, practical lessons and assessments.
- Provide technical and practical support to staff and pupils, ensuring and overseeing the safe use of materials, equipment and chemicals.
- Assist with the maintenance of equipment and materials.
- Ensure that work areas are tidy and clean.
- Assist with providing supportive work experience placements for pupil and adult colleagues, in liaison with the Science Technicians.
- Assist the Director and Subject Leader/s as and when required.

2. Main Activities

Classroom Support:

- Provide support for teachers and pupils in lessons i.e. prepare, set up and clear away materials and equipment.
- Assist teaching staff by providing support to pupils in exam classes, demonstration lessons, practical lessons and assessments.
- Overall responsibility for the safe preparation of hazardous substances including chemical, microbial and animal waste in accordance with established guidelines and regulations.

- Prepare basic mixtures and/or compounds for either demonstration purposes / practical lessons or pupil use and distribute (and collect at the end of the lesson) any lesson materials and equipment.
- Assist in setting up and assembling equipment for exam classes, demonstration lessons, practical lessons and assessments.
- Assist in putting out and returning to storage pupils' work if necessary.
- Assist teaching staff in the technical development of lesson plans, as and when required.

Cleaning and Maintenance

- Assist with maintaining hygienic working conditions ensuring that all work areas, are clean and tidy.
- Responsible for overall safety checks across all three sites.
- Assist the Director of Science/Site Subject Leaders with Risk Assessments.
- Support the teaching staff and pupils by ensuring that health & safety standards in the Science rooms are upheld and adhered to.
- Overall responsibility for the safe disposal of hazardous substances including chemical, microbial and animal waste in accordance with established guidelines and regulations.
- Ensure the safe disposal of materials and any damaged equipment in accordance with established guidelines and regulations.
- Clean and maintain materials, and equipment including health & safety equipment.
- Assist with checking that the Science department equipment is in full working order.
- Assist with making arrangements for maintenance and repair services to equipment.
- Share responsibility with other staff in the Science department (and in liaison with the site team) to ensure the maintenance of services and fittings in the science laboratories.
- Ensure that materials and equipment are safely stored; ensure that any issues are reported to the Director/Site Subject Leaders.
- Assist with shopping in the local area/local suppliers for small quantities of items/materials for the department.
- Ensure that equipment and materials for each room are replenished and maintained in liaison with Director/Site Subject Leaders.
- In liaison with the Director/Site Subject Leaders, assist with ordering and receiving stock to use with the day-to-day running of the three sites. Take part in stocktaking and keeping stock records of equipment and chemicals regularly used.
- Maintain stock records, and ensure that written practicals and methods are filed appropriately.

Other

- To assist with caring for plants and / or animals for the department.
- Responsible for the instruction, management of work and supervision of Science Technicians.
- In liaison with the Director/Subject Leaders, contribute to the planning and organisation of systems in the Science rooms.
- Responsible for keeping up to date with relevant health & safety information, statutory regulations and technical knowledge, and to share this knowledge with the Science Technicians and teachers in the department.
- Assist the Director/Subject Leaders in organising school events i.e. open evenings, parents' evenings and showcase events.
- Assist with the preparation of work for display, including cutting and mounting of work.
- Attend the Science department meetings as requested.
- Assist with school/department educational trips and visits as requested.

3. Statutory Requirements:

This post carries a requirement to have an enhanced Disclosure and Barring (DBS) check for Children.

4. General Accountabilities and Responsibilities:

- Comply at all times with the Council and School's policies and procedures, particularly those regarding Data Protection, Equalities and Diversity, Health & Safety and Safeguarding.
- Undertake a proactive, committed approach towards the School's values and ethos.
- Comply with the competencies and standard requisites agreed by the School as relevant to your post.
- Promote the development of a high-quality individual need led service, to comply at all times with the Council's policies and procedures, particularly those regarding Data Protection, Equalities and Diversity and Health and Safety.
- Comply with the Data Protection Act 2018 and associated General Data Protection Regulations (all employees of the Council will not disclose or make use of, for their private advantage, any information held on manual or computer records, which are not available to the public, however acquired).
- Take responsibility for continuing self-development and participate in training and development activities.

The above-mentioned duties are neither exclusive nor exhaustive and the post holder may be called upon to carry out such other appropriate duties as may be required by the Line Manager within the grading level of the post and the competence of the post holder.

Person Specification

Post Title:	Senior Technician (Whole School)	Science (Whole School)	Grade:	Scale SO1
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Attributes	Criteria	Assessment Method	Essential	Desirable
Experience	<ul style="list-style-type: none"> • Relevant work experience in an educational environment • Experience of health and safety regulations relevant to this post • Experience of the use of Microsoft Word, Excel, Outlook (for emails) etc. • Experience of working on own initiative and unsupervised. • Experience of the use of Management Information Systems (MIS). • Experience of supervising and motivating a small team. 	Application form, interview and task at interview	X X X X	X X X
Education, Training & Qualification	<ul style="list-style-type: none"> • Excellent numeracy and literacy skills. • Good general standard of education. • Relevant Physics or Chemistry qualifications 	Application form and task at interview	X X	X
Relationships	<ul style="list-style-type: none"> • Excellent verbal and written communication skills when dealing with pupils, parents, visitors and colleagues. • Ability to work effectively and professionally within a team. 	Application form and interview	X X	
Safeguarding and Equality & Diversity	<ul style="list-style-type: none"> • A commitment to the safeguarding and welfare of children. 	Application form and interview	X	

	<ul style="list-style-type: none"> • Knowledge, understanding and commitment to equal opportunities and diversity. 		X	
Knowledge and skills	<ul style="list-style-type: none"> • Good standard of ICT skills. • Good organisation, planning and the ability to prioritise effectively when working under pressure. • Ability to work methodically with good attention to detail. • Ability to work calmly under pressure. • Ability to adhere to all school policies. • Basic knowledge of confidentiality and ability to maintain confidentiality with regard to all school matters. • Able to work in accordance with the School's health and safety policy and procedures. • Flexible approach to working times, in line with the School requirements (open evenings). 	Application form, interview and task at interview	X X X X X X X	
Any additional factors	<ul style="list-style-type: none"> • A commitment to personal professional development. 	Application form and interview	X	

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