



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

Senior 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 5, points 10 - 13 - £27,694 - £29,064 + £1045 Fringe - FTE

Actual Salary £24,638 - £25,812

Required ASAP

We are looking to appoint a Senior Science Technician 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: Wednesday 23rd September 2026 at 9 am

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



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JOB DESCRIPTION: Senior Science Technician

Line Manager: Head of Science

Grade: Scale 5 points 10 - 13

Purpose of Job: To lead and manage a team of technicians and provide a comprehensive technician support service to staff and students undertaking the science curriculum.

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.

Main Duties:

- To manage and lead the science technician team.
- To oversee the general running of the science teaching and preparation areas.
- To develop and maintain effective systems for the science technician team including the setting up of databases.
- To co-ordinate weekly preparation sheets.
- To direct and adjust working arrangements for the team as appropriate to meet fluctuations in workload and ensure cover for absent colleagues as required.
- To undertake appraisal of team members in co-operation with the Head of Science/Headteacher.
- To identify, plan, co-ordinate and undertake team training requirements.
- To maintain records of team training and attendance.
- To work in collaboration with the Head of Department to set and manage departmental budgets.
- To ensure the application of Health and Safety procedures and to raise awareness of Health and Safety issues specifically in relation to laboratories.
- To undertake any training commensurate with the post.

- To manage departmental equipment and materials and ensure appropriate stock levels are maintained.
- To oversee the development of new practical experiments for new courses.
- To ensure periodic and routine inspection and maintenance of departmental equipment and resources.
- To work in collaboration with the Head of Department to ensure risk assessments are carried out.
- To work in collaboration with teaching staff to disseminate work set for classes due to teacher absence.
- To undertake as and when required those duties which are normally the responsibility of science technicians.
- To ensure efficient preparation and organisation of equipment for lessons.
- To direct the cleaning of equipment and all laboratories after lessons and any chemical spillages when they occur.
- To support teaching staff and pupils during lessons.
- To liaise with caretaking staff and to record any gas/fume problems.
- To assist in ensuring the safe conduct of pupils in the department.
- To update data bases of equipment and chemical recently set up.
- To liaise with resources team to prepare printed material for lessons and set up filing systems for worksheets.
- To photocopy material needed urgently for cover teachers.
- Negotiate with suppliers to get the best price for goods.
- To collect money from pupils for books etc. as directed by Head of Department.
- Any other duties commensurate to the post.

Other:

- To be part of First Aid team within the Science Department (undertaking training if required)

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.
- Attend relevant training and take responsibility for own development

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Senior 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 an 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		

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