



Science Technician

Application Pack



Science Technician

Welcome to Walton-le-Dale.

Thank you for your interest in the post of Science Technician at Walton-le-Dale. I am delighted that you are considering joining our school and becoming part of a community that truly values its staff and students.

Walton-le-Dale is a smaller secondary school, and this gives us a distinctive and welcoming atmosphere. Visitors often comment on the warmth and friendliness of the school, and it's something we take great pride in. Our size allows us to know our students well as individuals and to tailor our support to meet their unique needs. This approach is central to our ethos, and we are proud to hold Flagship status for the Inclusion Mark, a recognition we have maintained since 2008.

Our student-centred philosophy underpins everything we do. While academic achievement is vital, we believe that education should also help young people develop into confident, responsible, and compassionate individuals. Strong relationships are at the heart of our school community, and it is through these relationships that we help our students achieve their best, both in and beyond the classroom.

Our students come from a wide-ranging catchment area, including Blackburn, Preston, and surrounding localities. As a truly comprehensive school, we welcome students from diverse backgrounds and abilities. The school's strength lies in its people. Across all areas of the school, from teachers to pastoral staff, and from learning support to administration, you will find a team that is collaborative, compassionate, and committed to excellence. Sharing expertise and working together is a hallmark of our approach, and individual professional development is highly valued. We believe that when our staff are supported to grow and succeed, our students benefit immensely.

As the newly appointed Headteacher, I have been struck by the warm and supportive nature of both staff and students. Walton-le-Dale truly feels like a family. This is a school with enormous potential, and I am excited about the journey ahead as we continue to build on our strengths.

We are now looking for a passionate and dynamic Science Technician to join us in shaping the next chapter of our school's success. If you have the energy, vision, and determination to make a real difference, I would love to hear from you.

If you would like to hear further from our staff at Walton-le-dale as to why you should join our team, I would urge you to view our recruitment video on <https://wldhigh.co.uk/about-us/staff-recruitment>.

Thank you once again for your interest, and I look forward to receiving your application.

Warm regards,

Paul Lamoury
Headteacher



Dear Candidate,

Thank you for showing an interest in this vacancy at Walton-le-Dale High School. Here at Aspirational Futures Multi Academy Trust we firmly believe that providing the best possible working environment for our staff leads to the best possible outcomes for our students.

Parklands is the founder school in our trust, which opened in February 2023. Balshaw Lane Primary School and Highfield Community Primary School joined us at Easter 2024 and Walton-le-Dale High School joined on 1st June 2024. Soon to join us later this year Gillibrand Primary School and as a newly established trust, we are at the beginning of an exciting journey, and we are looking forward to deeper collaboration within our family of schools and beyond.

In our trust we place enormous emphasis on professional development, underpinned by research, for our staff. We aim to ensure our students finish their education with us as well-rounded, well-grounded individuals who will make a positive contribution to society, which is partly achieved by ensuring our workforce is professionally challenged and supported by comprehensive CPD programmes. We are not, however, an exams factory, as successful individuals must also be equipped with the skills and qualities necessary in today's global society. Our personal development programmes along with an abundance of opportunities for student leadership and extra-curricular activities result in compassionate, open-minded and inquisitive young people who are willing and able to make a difference.

Staff in our trust benefit from:

- a culture that actively promotes a positive work-life balance
- a culture that promotes well-being initiatives
- access to UK Healthcare (<https://www.ukhealthcare.org.uk/>) helping staff with the cost of everyday health expenses such as visiting the opticians, paying for glasses, dental treatment and even paying for prescriptions, up to agreed policy limits. Employees can also claim an allowance for hospital admissions, whether NHS or private, access telephone counselling services and receive a discount on gym membership to keep them fit and motivated for work.
- opportunities to participate in extracurricular activities and school trips
- an open-door policy, allowing any colleague to speak with a member of the Senior Leadership Team without an appointment
- excellent relationships between the Trade Unions and the trust schools

Staff at Walton-le-Dale High School benefit from:

- Free access to our state-of-the-art gym before and after school, as well as during school holidays.

Thank you again for taking the time to read this application pack, which, along with the school's and the trust's websites, will have inspired you to apply for the advertised post.

Kind regards,

Steve Mitchell
Chief Executive Officer



Science Technician

Required: As soon as possible

REPORTING TO: Curriculum Leader Science

CLOSING DATE: 09:00 Friday 30th May 2025

ACTUAL SALARY: £24,404 - £25, 183 Grade 4 points 4 – 6 Pro-Rata, Term Time only
30hrs per week 8.30am – 3.30pm.

Walton-le-Dale is a very distinctive school. Many visitors comment on the warmth and friendliness and the strong relationships between students and staff. Our smaller size allows us to see each child as an individual and to cater for them individually. This is, and will continue to be, a student-centred school. Everything we do must have the interests of our students at the heart of it. To make the best provision for our students we recruit and develop exceptional staff.

The successful candidate will:

The successful candidate will provide reliable and proactive support to the science department, ensuring that all practical lessons are well-prepared, safe, and effectively resourced. They will maintain laboratory equipment, manage stock and chemicals in line with health and safety regulations, and assist teachers and students during practical sessions where appropriate. The ideal candidate will be organised, safety-conscious, and a team player who contributes to the smooth running of the department.

Why work at Walton-le-Dale?

Everyone who applies to work with us does so because of the ethos of the school. We trust staff, whatever their role, to do their very best for our students and we focus on individual professional development as the best way to develop exceptional provision.

In addition, you will...

- Be highly emotionally intelligent and empathetic, demonstrating genuine care for each individual while holding themselves and others to the highest possible standards.
- Show initiative and independence in their work, proactively identifying and resolving issues to support the smooth running of the science department.
- Combine commitment, flexibility, integrity, and a strong work ethic with a sense of humour and a healthy work-life balance.
- Work effectively both independently and as part of a collaborative, non-hierarchical team, contributing to a supportive and professional environment.
- Uphold loyalty and confidentiality as a trusted member of the team, while engaging constructively in dialogue to ensure the best outcomes for students and staff.
- Communicate openly, honestly, and transparently with colleagues and students.
- Be intellectually curious and engaged with ideas that improve educational practice and operational efficiency.
- Manage time and workload effectively, using initiative to prioritise and complete a variety of tasks swiftly and efficiently in a dynamic school environment.



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Job Description

POST TITLE: Science Technician
RESPONSIBLE TO: Curriculum Leader for Science
LINE MANAGEMENT: N/A

Purpose of the role

With reference to or guidance from a teacher or senior member of support staff, co-ordinate the provision of technical support for learning activities, and the preparation and maintenance of teaching areas and equipment for pupils.

Accountabilities / Responsibilities:

Key duties:

1. In consultation with or under the guidance of a teacher or senior member of support staff, co-ordinate the planning, developing and/organising equipment and procedures for the specialist technical area.
2. Undertake routine maintenance of technical equipment
3. Ensure adherence to health and safety regulations in relation to equipment and materials used by staff and pupils
4. Advise, allocate, and guide the work of other technical support staff, ensuring they have the required skills to provide technical support for teachers
5. Develop and implement plans to safely and securely store allocated resources / materials / equipment
6. Maintain inventory of chemicals and other assets.
7. Update records, including production of reports and analysis of information.
8. Ensure the safe treatment and disposal of used materials, including hazardous substances and respond to actual or potential hazards.

Daily duties to include:

- liaising with staff over the use of equipment and stock and the production of a variety of resources;
- production and preparation of equipment and resources, including pre-lesson preparation for demonstrations;
- repair and maintenance of equipment;
- looking after living material as kept by the department;
- working within the framework of the COSHH regulations;
- preparing apparatus, chemicals and teaching materials for lessons;
- returning equipment and chemicals to storage;
- safe disposal of chemicals after use
- Liaise with staff with regards to reprographic requirements / examination materials and the appropriate filing;
- Checking of all laboratories at the end of the day, ensuring equipment is returned to the preparation area and ensuring that all gas and electrical items are switched off;
- Maintaining/producing class sets of delivery tubes for specific purposes;

- Checking trays of solutions and equipment on return and ensure these are topped up and in full working order before returning them to storage.

General Science duties to include:

- maintaining stock of solutions at specific dilutions;
- maintaining clean and tidy laboratories (in conjunction with the teacher in charge);
- keeping cupboards and doors closed, storing materials tidily;
- cleaning and maintaining goggles on a termly basis;
- taking stock of chemicals, consumables, stationery, books and permanent equipment;
- all aspects of departmental record keeping ie. stock books;
- keeping records of budget, writing orders and checking arrivals. Liaising with companies for “best deals”.
- Checking and unblocking of gas taps in all laboratories and cleaning isolation units;
- Assisting staff with class practical work;
- Purchasing of resources from local suppliers when required;
- Willingness to attend department meetings after school when appropriate;
- general organisation and housekeeping of the department

Notes

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The post holder will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description
- All staff are expected to be courteous to colleagues and students and provide a welcoming environment to parents and other visitors.
- The successful candidate must demonstrate as evidence of their ability to undertake the role and their safeguarding responsibilities.
- The successful candidate will be required to undertake the Enhanced Disclosure process via the DBS

Person Specification

This is a summary of the skills, knowledge and attributes and should be read in conjunction with the job specification.

Essential	Desirable
<ul style="list-style-type: none"> ➤ A good general education, including GCSEs (or equivalent), ideally with science qualifications. ➤ A strong work ethic and commitment to supporting high-quality science education. ➤ Excellent organisational skills, with the ability to manage equipment, resources, and prep schedules efficiently. ➤ A flexible and proactive approach to daily duties, responding calmly to the changing needs of a busy department. ➤ Strong time management skills and the ability to prioritise tasks independently. ➤ Good interpersonal skills and the ability to build positive working relationships with staff and students. ➤ Clear and effective communication skills, both written and verbal. ➤ The ability to stay calm under pressure and solve problems efficiently. ➤ Confidence to work independently, using initiative while recognising when to seek guidance. ➤ A good sense of humour and a positive attitude, contributing to a supportive team environment. ➤ An awareness of (or willingness to learn) health and safety procedures relevant to a school science lab, including safe handling and storage of chemicals and equipment. ➤ Basic IT skills to support inventory, ordering, and administrative tasks. ➤ Willingness to undertake relevant training (e.g. first aid, CLEAPSS updates). ➤ Awareness of safeguarding procedures in a school context. 	<ul style="list-style-type: none"> ➤ Previous experience working as a science technician or in a laboratory environment, particularly in an educational setting. ➤ A recognised qualification in science, laboratory work, or a related technical field. ➤ Knowledge of COSHH regulations and safe handling/storage of chemicals. ➤ Familiarity with risk assessments and health & safety procedures in school science labs. ➤ Experience supporting practical work across Biology, Chemistry, and Physics at GCSE level. ➤ Ability to maintain, repair, and calibrate common lab equipment. ➤ Experience managing stock levels, placing orders, and organising inventory systems. ➤ Confidence in supporting teachers and students during practical lessons, including setting up and demonstrating experiments. ➤ Familiarity with Google Workspace, or school MIS systems to assist with admin tasks.

How to Apply

The application form can be downloaded from the vacancies page of the website: <https://www.wldhigh.co.uk>.

In addition, please submit an accompanying statement to outline how your experiences demonstrate that you meet the person specification. Please include here details of your experience and your suitability for the post - maximum 2 sides of A4, size 12 font.

Closing Date: 09:00hrs Friday 30th May 2025

Interview Date: TBC

Please contact Lorraine Hodgson, Headteacher's PA, for any questions regarding this application or to arrange an informal visit, which are welcomed, on recruitment@wldhigh.co.uk.

Walton-le-Dale High School is committed to safeguarding and the process of safer recruitment. As a result, this post is subject to an enhanced Disclosure and Barring Service check, and all shortlisted candidates will be subject to online checks and expected to prove their identity at interview. The successful candidate will be expected to show original copies of qualifications and further proof of their identity.

Please note, we reserve the right to withdraw this vacancy at any time and regret we are unable to contact individual applicants who may be unsuccessful.