



TOWNSEND
CHURCH OF ENGLAND SCHOOL

Science Technician

Salary range: H5

Contract type: Permanent

Responsible to: Director or Learning for Science

Closing date: Friday 11th July 2025 at 9.00am (We will interview suitable applicants as they are received and may appoint before this deadline.)

About the role

We are looking for a full-time or part-time Science Technician to provide practical support for the Science department. Assisting in the preparation of equipment and materials for experiments and maintaining laboratory facilities for Chemistry/Biology/Physics, under the overall direction of the Director of Learning for Science.

Key responsibilities

- Preparing apparatus, materials and solutions, and setting up and checking equipment and apparatus for use in practical classes. Setting up and carrying out demonstrations. Retrieving and clearing away apparatus etc.
- Arrange for the disposal of waste laboratory materials including chemical and biological waste in accordance with established and regulatory procedures and regulations. Disposal of equipment surplus to requirements.
- Participate in the development of the Science Department practical and technical facilities to meet teaching and learning needs.
- To be responsible for the maintenance and repair of departmental apparatus and equipment, and for maintenance records.
- Catalogue, prepare, issue and maintain materials, equipment, and stocktaking the same.
- Maintaining stock levels and notifying the Director of Learning when stocks need to be replaced and ordered.
- Assisting in checking stock books and keeping stock records
- Check and store deliveries.
- Ensure that all apparatus, equipment and chemicals are stored in accordance with regulations (CLEAPSS, COSHH).
- To ensure the maintenance of laboratory services and facilities, liaising with the site manager as appropriate.
- To ensure that the practical requirements of practical examinations/assessments are met, including preparing, setting up and testing materials, apparatus and equipment.
- To give technical advice and assistance to teachers, assisting in practical classes as appropriate.
- To advise teaching staff of technical requirements raised by the curriculum and to contribute to the department's practical work, which includes work connected with Information Technology.
- To ensure that satisfactory standards of safety and security are maintained at all times in accordance with the School's policies and Health & Safety Regulations.
- Other appropriate technician duties as reasonably requested by the Director of Learning or other teachers in any areas of Science.



- Playing a part in the Support Staff team across the school, including jobs such as assisting with Open Days and Entrance Examination Days.
- Engaging in the school's performance management programme.
- Commitment to the Safeguarding and well-being of children and young people.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

About the School

Townsend is a relatively small and very friendly school with a great atmosphere, circa 800 on roll, including a Sixth Form. Townsend is rated Good by Ofsted (January 2024) in all areas. In our last SIAMS inspection (May 2024) it was found that we are living up to our foundation as a Church school.

Townsend Church of England School is situated on a large, green site between St Albans and Harpenden, and welcomes applicants from people of all faiths and of no faith. Children who attend Townsend live in St Albans and Harpenden, as well as other towns in Hertfordshire and Bedfordshire, including Welwyn Garden City, Hemel Hempstead and Luton.

Townsend has evolved at pace in the last 18 months with a clear ambition to be a school which provides the highest quality education that a setting can. Our outcomes have improved with children making good progress in their qualifications as well as maintaining a caring and supportive environment. Opportunities to enrich the curriculum have increased recently with school visits to France, Italy, Poland and America. Townsend has also embraced the best technology available by becoming an Apple school in September 2024, which has seen all students provided with access to an iPad. We are also improving the fabric of the building with integrated learning spaces and plans to develop the sports and technology facilities.

Townsend believes that educating the whole child is key to a successful education. The Bible-based vision of Love Your Neighbour underpins all we do. Students are taught to respect and care for themselves and each other, and Townsend's supportive environment encourages them to make the most out of their journey through Secondary School.

Although this is a Church School you do not have to adhere to the Christian faith to work here, but you must be in sympathy with our work and be able to support the aspects that give us our distinctive character as a Church of England School.

Headteacher, Mr Anthony Flack is excited by the opportunity to make Townsend, 'The first choice secondary school for all'.

Friendly and welcoming, Townsend impresses with its calm learning environment and caring staff. To find out more about the school, please visit our website for more details

<https://townsend.herts.sch.uk/>

We reserve the right to move to shortlisting and interviews when we have viable applications.



If you would like additional information or to discuss this vacancy - please email the school (recruitment@townsend.herts.sch.uk) for the attention of Mr Flack (Headteacher), or Mrs Llewellyn (Senior Deputy Headteacher), and we can either email a reply or telephone you if you leave a contact number.

To apply for this vacancy, please send a cover letter and an application form to Mr Flack, Headteacher, Townsend CofE School, High Oaks, St Albans, Hertfordshire, AL3 6DR or email to recruitment@townsend.herts.sch.uk

Townsend CofE School is committed to the safeguarding of all students and all staff appointed are subject to the usual teaching vetting and compliance checks that include DBS checks, two satisfactory references, confirmation of identity, qualifications, and barred list checks.

Following the shortlisting stage, and before making a final decision, the school will collect and process information publicly available about you by conducting a brief online search using an internet search engine. We do this to ensure that the school acts in accordance with its obligations set out in Keeping Children Safe in Education.

Safer Recruitment

1. This role will require the post holder to have an enhanced DBS check.
2. It is the individual's responsibility to promote and safeguard the welfare of children and young people s/he is responsible for or comes into contact with.

Notes

1. The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

Science Technician Person Specification

We are looking for a candidate who is able to demonstrate the following essential or desirable requirements.

Qualifications	Essential	Desirable
<ul style="list-style-type: none"> Educated to GCSE standard (at least grade C in English, Maths and Science) 	✓	
<ul style="list-style-type: none"> Well-developed oral, written and interpersonal skills 	✓	
<ul style="list-style-type: none"> Willingness to undertake further training relevant to the post 	✓	

Knowledge and Experience		
<ul style="list-style-type: none"> Practical experience in a technical or scientific context 	✓	
<ul style="list-style-type: none"> Previous experience of working in science in an educational establishment 		✓
<ul style="list-style-type: none"> Experience in preparing Biology experiments and chemical handling 		✓
<ul style="list-style-type: none"> Experience of handling radioactive sources 		✓
<ul style="list-style-type: none"> Confidence in working with students in an educational environment 		✓
<ul style="list-style-type: none"> Confidence and ability in demonstrating the use of equipment to students 		✓
<ul style="list-style-type: none"> Proficient in a range of practical science skills 		✓

Skills and Abilities		
<ul style="list-style-type: none"> Experience of prioritising work under pressure 	✓	
<ul style="list-style-type: none"> A “customer care/service” approach in working with staff, students and others 	✓	
<ul style="list-style-type: none"> Enthusiasm for the role 	✓	
<ul style="list-style-type: none"> Planned approach to own and work of others 	✓	
<ul style="list-style-type: none"> Ability to communicate at all levels 	✓	
<ul style="list-style-type: none"> Excellent organisational skills 	✓	

Personal Qualities		
<ul style="list-style-type: none"> Committed to safeguarding and promoting the welfare of young people 	✓	
<ul style="list-style-type: none"> An interest in the education sector 	✓	
<ul style="list-style-type: none"> A supportive and empathetic approach to students 	✓	
<ul style="list-style-type: none"> Flexible approach to work including occasional flexibility in working hours 		✓
<ul style="list-style-type: none"> Commitment to continuous improvement and willingness to learn from experience and practice in this College and others 		✓

Signed:

Date: