

Richard Hale School



400 YEARS OF EXCELLENCE

Application Pack

Biology Technician
September 2019



Richard Hale School

Biology Technician

Required for 1st September 2019

Application Pack

Thank you for your interest in the post of Biology Technician. The application pack consists of an application form and the following information contained in this document:

- Copy of the advertisement
- Information about the School
- Information about the Department
- Job Description
- Person Specification

Please note:

- **Closing date: Noon on Monday 25th March 2019**
- **Electronic version of the application form**
The application form is attached for completion and guidance notes are provided to assist you.
- **References**
Please ensure that you provide **email addresses** for all your referees as we may request references by email. A **mobile number** for them would also be useful.
- **If you have any queries regarding this post**
For general enquiries about the recruitment process, please contact Mrs Karen Dart, PA to the Headteacher, on 01992 583441 (kda@richardhale.co.uk).
- **How to apply and where to send your completed form**
Please complete the application form and return it to the school as soon as possible, together with a personal statement, of no more than two sides of A4, which outlines the skills and abilities you could bring to the post.

Please send your completed form and personal statement by email to Mrs Dart at kda@richardhale.co.uk. Please accept our apologies as we may not be able to notify all candidates of the outcome of their application.
- **Criminal Declaration Form**
All applicants invited to interview will be required to complete a Criminal Declaration Form prior to interview. This is available on the website under the vacancies tab.

We look forward to reading your application, and thank you for your interest in our School.



Richard Hale School Science & Engineering Academy

Biology Technician Required 1st September 2019

We have a vacancy for a full time Biology Technician. The postholder will be responsible for co-ordinating the use of practical resources for the laboratories. Previous experience of working as a Technician and a minimum of GCSE Biology at grade A*-C is required. A higher qualification in Biology would be an advantage. Sciences are taught separately in all three Key Stages and the subject is popular and successful at Advanced Level.

We are committed to the safeguarding of children and child protection screening will apply to this post.

The position is for 37 hours per week, term time plus one week, Monday to Friday with an 8am start each day. The salary range for this position will be £17,300 - £21,100 depending on experience (this is the actual salary based on hours and weeks worked).

The Application Form and further information can be downloaded from the School's website or you may contact Mrs Dart by email, kda@richardhale.co.uk. The application form, together with a personal statement, of no more than two sides of A4, outlining the skills and abilities you could bring to the post, should be emailed to Mrs Dart. Closing date for applications is noon on Monday 25th March 2019.



Richard Hale School

Information about the school

Richard Hale School, called after its original wealthy benefactor, has stood on its present site since 1930. It was founded as Hertford Grammar School in 1617 on a site behind All Saints' Church nearer the town centre, and changed its name in 1974 when it became a comprehensive school. A door from the original school can be seen in the main foyer when you enter the school giving that sense of history that we are very proud of.

Richard Hale is an 11 - 18 year old boys' comprehensive school with a six-form entry in Year 7. We are heavily oversubscribed and in the last three years have increased the number of students in Years 7 to 9 to 180.

Year 7 students are drawn from approximately 50 primary schools with admissions based on the post coding of traditional parishes. The intake comes from a large area of East Hertfordshire, particularly Hertford, Ware and the surrounding villages. The Sixth Form has continued to grow since becoming co-educational in 2005. It is now one of the largest in the area, with approximately 285 students, and attracts boys and girls from further afield than the immediate locality.

As a comprehensive school we take students of all abilities, however the ability of the students on entry is higher than the national average. The number of students that we have from disadvantaged backgrounds or who have SEND are significantly lower than the national average.

The school's buildings have been improved extensively over the years. Recent additions include a Sixth Form Centre with tutorial rooms and a large study room, complete refurbishment of all Science laboratories, and a major programme of roof and window replacements. We have recently been given planning permission to build a sports hall. During 2017 a 3G all-weather football pitch was added to provide improved sport facilities for the students. We play our Rugby games at Hertford Rugby Club, this provides a real experience for the students playing in front of a good crowd and under floodlight during the winter evenings. We run a complete set of Saturday morning fixtures over the year in Rugby, Football and Cricket.

Underpinning all the work done within the school is a steadfast commitment to develop our students into thoughtful, disciplined, considerate and well behaved young adults who are able to make a positive contribution to the community and wider world.

In the last Ofsted inspection report (2016), inspectors said: *The school is a friendly and mutually supportive community where morale is high and pupils are well developed as all-round individuals. Your school is founded on strong and traditional values which underpin everything you do.*

Academic performance is good with our students achieving 85% including English and maths 9 to 4 and 67% achieving 9 to 5 inclusive. Our progress score was 0.06 last year and we are looking to build on these results over the next few years to make the school even better.

The School curriculum and extra-curricular activities

Our curriculum is traditional in principle, but also provides innovation where possible. Some key characteristics:

- We teach KS4 over three years so we can develop skills and enrich the students' learning experience alongside the increased content the new qualifications require.
- We have a large number of our students taking separate sciences and a large majority take a Modern Foreign Language.
- Our Design and Technology provision includes Engineering, we have a garage on site allowing the students to achieve an IMI motor engineering qualification, this is alongside the other D&T disciplines.
- We offer a broad and balanced curriculum which provides a range of opportunities for our students catering for all interests and aspirations.
- Students in the Sixth Form have access to two learning pathways, academic or vocational. The Advanced Level offer is extensive with 21 subjects taught on site, expanding to over 30 through the local Federation of secondary schools. BTEC Science and Sport provide students with a more focused vocational curriculum.

At KS5 we teach a linear syllabus with students sitting examinations at the end of the two year course. Our destination data is strong with all our students achieving offers for university, many of these from the Russell Group, or successful entry into apprenticeships or employment. Results at A level increased last year with the average grade for students completing A levels being B-overall. This is another area we are working to develop and make the provision at KS5 stronger for the students.

Our aim is to create a learning environment in which all students can develop their learning, intellectual and personal abilities, both inside and outside the classroom. To this end we provide an extensive extra-curricular programme, with the school excelling in sport, music, drama, science and engineering competitions. Our Duke of Edinburgh's Award programme continues to expand with some 300 students taking bronze or gold awards. The School's ethos is one of encouraging the participation of students in the wider school community through a diverse range of opportunities at all levels.

Much of the school activity is centred on the House system. Each pupil is allocated to one of the six houses (Cowper, Croft, Hale, Kinman, Page, Wallace) and throughout their school lives enjoy and compete in many activities, mainly organised by themselves and supported by the Heads of House. These range from sport, music and drama competitions to chess and other types of activity.

We work closely with a number of our primary schools. This ranges from some outreach work in music and science, as well as working with our primary schools to support transition arrangements for our Year 7 students.

Further information on the school and its history, achievements and plans for improvement can be found on our website at www.richardhale.herts.sch.uk.



Richard Hale School

Information about the department

The Science Department is located in nine, recently refurbished laboratories. All are fully equipped for experimental work across all Key Stages. There is office space for all staff and three Prep Rooms run by three science technicians.

Separate sciences are taught by 13 teachers in the department from KS3 onwards. Our KS3 curriculum has been condensed into two years, allowing time for KS4 students to study science GCSEs over three years. The majority of our students study separate sciences but we also deliver the trilogy science course.

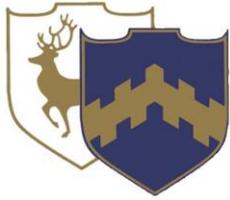
Over 50% of our KS5 exam entries are in science and maths, and we teach science A Levels in Biology, Chemistry, Physics and Geology. We currently run eight A Level classes in these subjects. We also run the BTEC Level 3 Extended Diploma in Applied Science course over two years, which gives students a qualification equivalent to three A Levels.

Our aim throughout our students' education is to provide them with an excellent understanding, appreciation and enjoyment of science. This is further supported by an extensive extra-curricular science programme, which includes junior and senior science clubs run by teachers and assisted by sixth formers. Additional clubs include astronomy, space balloon, electronics and raspberry pi clubs. Students can gain CREST Awards, and we enter regional and national competitions, this year competing at the national Big Bang at Birmingham NEC. We have strong links with industry and universities, including GlaxoSmithKline and Cambridge University where students undertake visits, work experience and master classes.

As a Science Specialist College, we provide an extensive community programme consisting of outreach, family fun days and collaborative staff training to a family of local primary schools.

Departmental Organisation

Director of Science	Dr Louise Morris
Head of Biology	Mrs Beverley Moseley
Head of Chemistry	Dr Gary Christie
Head of Physics	Mr John Mitchell



Richard Hale School

Biology Technician

Job Description

Job Purpose

To be responsible to the Head of Department for the co-ordination, use and development of practical resources and facilities. To provide guidance and support in meeting the practical requirements of the science curriculum and liaise with teaching and support staff outside the department.

Main Areas of Responsibility

- To assist the Head of Department with the day to day organisation of practical lessons
- To be responsible for setting up and monitoring systems used in the management and control of practical resources
- To contribute to the design, development and maintenance of specialist resources and/or long term projects and offer professional guidance, assistance and support to pupils and teachers on the practical aspects of the curriculum
- To risk assess all practical work within the prep room
- To assist the Head of Department in planning assessed practicals for examination groups
- To assist the Head of Department in maintaining and updating the practical aspects of the current schemes of work
- To ensure and promote the maintenance of a healthy and safe environment
- To support trainee staff in ensuring that essential performance standards are achieved and adhered to
- To undertake routine and non-routine checking, cleaning, maintenance, calibration, testing and repair of equipment to the required standard.
- To maintain the appearance of the laboratories and departmental corridors, including displays
- To undertake annual stock and inventory checks
- To liaise with suppliers to maintain equipment stocks
- To care for livestock and plants required by the department
- To organise laboratory time for Biology lessons on annual timetable in consultation with the Heads of Science departments and other technicians
- To assist the department in arranging cover for absent colleagues.

Salary and hours

The position will be paid on H5 – H6, dependent on experience, (salary range approximately £17,300 - £21,100, please note this is the actual salary range based on hours and weeks worked) and is from 8.00am-4.00pm each day (3.30pm finish one day), with a 30 minute lunch break.

Supervision

You will be based in the Biology Department and will be required to move around school liaising with other staff eg Reprographics, other science technicians, site staff. Minimum direct supervision; organise own workload and priorities on a day to day basis using own initiative and knowledge of the work.

Responsible to

Head of Biology

Working Time

37 hours per week / Term Time plus one week

Science Technician - Detailed Tasks

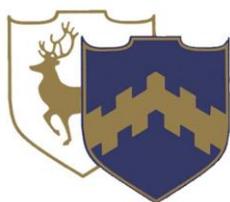
• Key Responsibilities	Activities that are likely to be carried out	Suggested frequency
Curriculum		
<ul style="list-style-type: none"> • To assist the Head of Department with the day to day organisation of practical lessons • To contribute to the design, development and maintenance of specialist resources and/or long term projects • To offer professional guidance, assistance and support to pupils and teachers on the practical aspects of the curriculum • To assist the Head of Department in planning assessed practicals for examination groups • To assist the Head of Department in maintaining and updating the practical aspects of the current schemes of work • To organise laboratory time for Biology lessons on annual timetable • To assist the department in arranging cover for absent colleagues • To be an integrated member of the department • To undertake exam administration in consultation with other science technicians 	<p>Prepare resources, assembling apparatus.</p> <p>Assist / suggest changes or alternatives to practical science/paper resources.</p> <p>Give technical advice to teachers.</p> <p>Ensure all resources (including paper work) are available for the smooth running of these practical based exams.</p> <p>Amend schemes of work.</p> <p>Liaise with other science technicians.</p> <p>Organise cover work that has been set or sometimes set the cover work.</p> <p>Attend department meetings.</p>	<p>Daily</p> <p>As required</p> <p>As required</p> <p>As required</p> <p>As required</p> <p>Annually</p> <p>As required</p> <p>As required</p> <p>As required</p>
Health and Safety		
<p><i>To ensure and promote a healthy and safe working environment through:</i></p> <ul style="list-style-type: none"> • The safe and healthy storage and disposal of equipment and materials • Risk assessing all practical work within the prep room • Ensuring and promoting the maintenance of a healthy and safe environment 	<p>Safely treat and dispose of used materials, including hazardous substances and respond to actual or potential hazards.</p> <p>Carry out risk assessments for technician activities.</p> <p>Organise, store and check the condition of chemicals and equipment.</p>	<p>Daily</p> <p>As required</p> <p>Daily</p>

<ul style="list-style-type: none"> • The provision of technical advice on health & safety issues to teachers and students • Supporting trainee staff to achieve and adhere to essential performance standards • Actively contributing to the assessment, monitoring and review of health & safety procedures and information resources • Keeping up to date with current procedures and practices through continuing professional development 	<p>Check fume cupboards, pressure vessels and first aid kits; carry out electrical and other safety checks etc.</p> <p>Give health & safety advice to teachers and students.</p> <p>Keep up to date with health & safety requirements and developments in practical science (attend courses & read publications etc).</p> <p>Within limits of training, assist with the administration of first aid .</p>	<p>As required</p> <p>As required</p> <p>As required</p> <p>As required</p>
<p>Resources</p>		
<ul style="list-style-type: none"> • To provide resources for teachers to undertake practical activities in lessons • To maintain the appearance of the departmental area • To be responsible for setting up and monitoring systems to manage and control practical resources • To lead on stock control and availability 	<p>Design, construct and modify apparatus.</p> <p>Collect, check and return equipment to stores.</p> <p>Prepare standard solutions, etc., purify chemicals, treat waste.</p> <p>Maintain the appearance of the laboratories and departmental corridors, including displays.</p> <p>General laboratory cleaning, including bench surfaces and fixed equipment.</p> <p>Organise, store and check the condition of chemicals and equipment.</p> <p>Obtain materials by local purchase.</p> <p>Compile orders (including suggesting alternatives for suitability and economy), liaise or negotiate with suppliers and maintain appropriate records, including financial records, in accordance with the school's policy.</p> <p>Undertake routine and non-routine checking, cleaning, maintenance, calibration, testing and repair of equipment to the required standard.</p> <p>Undertake stock and inventory checks.</p>	<p>As required</p> <p>Annually</p>

This job description is not necessarily a comprehensive description of the duties required but outlines the main responsibilities of the post. It will be reviewed annually and can be added to at the discretion of the Headteacher.

An enhanced DBS check is required for this post.

The job description is current at the date shown, but, in consultation with the post holder, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title. The successful candidate must have a commitment to safeguarding and promoting the welfare of children and young people.



Richard Hale School

Biology Technician

Person Specification

Qualification	Essential	Desirable
Good standard of literacy and numeracy	Y	
At least Level 2 qualifications in biology, English and maths	Y	
Level 3 qualifications (A Level or equivalent)		Y

Professional experience	Essential	Desirable
Experience of working with young people (preferably of secondary school age)		Y
Experience of working in a laboratory	Y	
Experience of working as part of a team	Y	

Knowledge, skills and attributes	Essential	Desirable
Ability to organize and manage time effectively and prioritise workload	Y	
Strong organisational skills	Y	
Knowledge of the science curriculum at GCSE , BTEC and A Level	Y	
Up to date, thorough knowledge of Health and Safety requirements in a school laboratory and prep room	Y	
Competent ICT skills in the use of spreadsheets, word processing, graphics packages, etc	Y	
Ability to keep accurate records eg orders, financial	Y	
Effective communication with a variety of audiences, both orally and in writing	Y	
An understanding of safeguarding procedures and willingness to work with the DSLs to promote safeguarding across all year groups.	Y	
Is calm, patient and reflective	Y	
Is positive and enthusiastic	Y	