

## SCIENCE TECHNICIAN CANDIDATE INFORMATION PACK

### INTRODUCTION

**Palmers Green High School (PGHS) seeks to appoint a well-qualified and enthusiastic Science Technician to support the work of the strong and successful science department.**

This is an exciting opportunity for a talented and committed science technician to join a department that works collaboratively to get the very best from all pupils. The successful candidate will support the Science Department across the age range in the senior school and with some Lower School classes. For the right candidate there may be the opportunity to develop their role and support the teaching of practical work within the department, particularly through the delivery of STEM clubs.

The post is offered on a full-time basis with a competitive salary in accordance with the PGHS Support Staff Scale.

The closing date for applications is Friday 4<sup>th</sup> July, however, candidates will be considered and interviewed on receipt of applications therefore early applications are encouraged.

### THE SCHOOL

Founded in 1905 by Miss Alice Hum, a Quaker, Palmers Green High School is unique in the North London area because it is a small selective school providing challenging and stimulating educational opportunities for approximately 300 girls aged 4-16 from a diverse range of cultural backgrounds.

The school's motto "By Love Serve One Another" was set by its founder and, whilst Miss Hum was a Quaker, the school has no official religious affiliation, although it celebrates Founder's Day and Christmas with services held at the church of St John The Evangelist on Bourne Hill, where some PGHS lessons were taught during World War II when Keble Preparatory School for Boys had to share the main PGHS site in Hoppers Road.

## ACADEMIC INFORMATION

At PGHS we teach bright, interested and hard-working pupils in small classes (average 14) in an academically selective girls' independent school. In January 2022, ISI carried out a Focused Compliance and Educational Quality inspection and reported that PGHS was fully compliant and graded the Educational Quality of the school as excellent. The school has an outstanding record of academic success in public examinations. In 2024, the school's overall percentage of GCSEs 9/8 grades was a magnificent 44% and 9-7 a fantastic 72%, placing our pupils amongst the top performers in the country.

## SCIENCE AT PGHS

The science department currently has three members of teaching staff and a full-time technician. Current facilities include two well-equipped science laboratories with integrated interactive digital equipment.

In the senior school, there are two teaching groups per year set by ability from Year 9, with both groups following a similar scheme of work. The department tests pupils regularly and at least half-termly in Years 7 to 11. Pupils also take regular end of topic tests.

Pupils are entered for the Edexcel GCSE 9-1 Triple Science examinations in Biology, Chemistry and Physics or for the Combined Science pathway. GCSE results in Science are excellent and a significant number of pupils go on to study science subjects at A Level and beyond. In 2024 and 2023 the GCSE results were:

GCSE Results 2024	9-7%	9-6%
Biology	81	88
Chemistry	75	81
Physics	75	81
Combined Science	65	88

GCSE Results 2023	9-7%	9-6%
Biology	92	100
Chemistry	83	92
Physics	67	100
Combined Science	45	75

The Science Department runs regular lunchtime support groups (academic surgeries), which are very well attended. The department runs a STEM club on a fortnightly basis, organises a series of STEM careers workshops and talks and an inspiring programme of events for British Science Week annually in March.

## THE POST

The post of Science Technician offers an exciting opportunity for the successful candidate to support the current popularity of the subject across the School.

The successful candidate will be able to establish a good rapport with the department and the pupils. A high level of personal organisation and inter-personal skills is essential in order to liaise with colleagues with regard to administration of the department.

The Science Technician will be an ambassador for the School and the department, both within the School and in the wider community. They will benefit from opportunities offered through access to internal and external training and development.

## JOB DESCRIPTION

Technicians have a vital role to play in the Science Department, both in support of teachers and in having responsibility for various administrative matters to ensure that pupils derive maximum benefit from their lessons, especially practicals, by communicating well with teaching staff to make sure that practical lessons are properly equipped and run smoothly.

### Teaching support

- To support the work of teachers in classes and laboratory sessions;
- To make sure that all requested equipment and chemicals are provided, laid out as requested at the beginning of lessons and cleared away at the end;
- To run trials of experiments prior to them being required and to advise on practical methods and improvements where appropriate;
- To demonstrate to staff, and pupils when requested, techniques and methods for experiments;
- To work with individual pupils to support them, under the overall supervision of teaching staff;
- To photocopy resources as required;
- To prepare displays;
- To assist on School trips, including fieldwork, when necessary;
- To take recordings when requested and to cataloguing and share data as required;
- To maintain a record of practical work for KS3 and KS4 on a topic-by-topic basis, including instruction sheets and risk assessments.

### Health and Safety and Safeguarding

- To be a key member of the School's Health and Safety committee;
- To work safely at all times (following guidance from COSHH, CLEAPPS and others);
- To alert the Head of Science to any observed Health & Safety issues;
- To monitor and maintain safe working conditions in laboratories, including: safe preparation/storage of chemicals; safe preparation/disposal of pathogenic organisms and safe handling/disposal of chemicals and biohazards;

- Be responsible for promoting and safeguarding the welfare of children and young people within the school.

### **Practical resources**

- To maintain all equipment in good working order, including servicing or organising the servicing of equipment where necessary;
- To assemble and/or make basic equipment required for practical work;
- To ensure all used equipment is cleaned correctly and stored appropriately to avoid damage;
- To organise resources in the department in an appropriate way and ensure the department is kept tidy;
- To collect and care for animal and plant materials as necessary, including maintaining a stock of plants for the lab and obtaining suitable materials for dissection;
- To coordinate work to ensure that the most effective use is made of equipment.

### **Administration**

- To perform general administration duties within the department;
- To work with the Head of Science on budget development and control;
- To order resources, equipment and chemicals;
- To maintain stock control to ensure chemicals are available in suitable quantity and are of suitable quality for practical work undertaken at KS3 and KS4 as given in the schemes of work;
- To keep an inventory of all equipment, chemicals and resources in the department, including their location.

### **General**

- To undergo training as part of ongoing professional development;
- To carry out other reasonable duties as required by the Head of Science or the Head.

### **PERSON SPECIFICATION**

The successful candidate will be able to demonstrate the following:

- A scientific background, preferably with science A Levels or equivalent qualifications or experience;
- Relevant technician experience within a school science department would be advantageous;
- Awareness, understanding and, ideally, experience of issues relating to safeguarding the health, welfare and safety of children;
- High personal and professional standards;
- Positive working relationships with colleagues and the ability to work as a member of a team;
- Excellent time management and organisational skills;
- Ability to take responsibility and to show initiative;
- Good ICT skills;

- Ability to form and maintain appropriate relationships and personal boundaries with children and young people;
- Motivation to work with children and young people.

### THE PROCESS

The closing date for applications is Friday 4<sup>th</sup> July, however, candidates will be considered and interviewed on receipt of applications therefore early applications are encouraged.

To apply, please complete the application form in the Vacancies page of our website and return to [office@pghs.co.uk](mailto:office@pghs.co.uk).

### SALARY AND HOURS

Salary (actual): £25,870 – £26,626

Hours: 8:30am to 4:30pm, Monday to Friday

Contract type: Term time only – 38 weeks per year (34 weeks term time plus 5 days' INSET + 3 weeks) plus holiday pay

**Palmers Green High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All successful candidates will be required to undertake a criminal record check via the DBS. The school will also undertake checks with past employers. It is an offence for a person barred from working with children to apply for this post.**

**Palmers Green High School is committed to Equal Opportunities and welcomes applications from all sections of the community.**