



# Science Technician

Term Time + 1 Week

37 hours per week

Permanent

C Grade £21,410 – £22,309

(FTE £24,405 – £25,430)



## Candidate Information Pack

Yateley School, School Lane, Yateley, Hampshire. GU46 6NW Tel 01252 879 222

# Contents

- Letter from the Headteacher
- Advert
- Job Description
- How to Apply
- School Information
- History and Location
- Curriculum and Timetable
- Mission Statement, Vision and Values
- Our Learning Values
- Our Behavioural Values
- Further Information



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**YATELEY SCHOOL**

Dear Applicant,

Thank you for your interest in applying for this position at Yateley School. If you are looking to work in a dynamic, fast-paced and innovative school then look no further! We are always keen to find enthusiastic teachers and support staff to join our thriving and successful mixed 11-18 school of over 1300 students (with over 200 in the Sixth Form).

We hope that the information provided helps you in making your decision to proceed with an application. However, a school visit, or an informal conversation by phone or online can be equally helpful, so do feel free to get in touch.

You would be joining a warm, supportive and highly skilled team who work collaboratively to support our students. In July 2023, Ofsted noted that '*staff are proud to work at the school. They feel valued, and have confidence in the school's leadership*'.

We make every effort to ensure all candidates have equality of opportunity throughout the selection process. If you have any specific needs or accommodations we should be aware of please do not hesitate to contact the school.

I would like to take this opportunity to extend my best wishes to all applicants. Whether or not you are successful on this occasion, I wish you every success in your future career.

Yours sincerely,

A handwritten signature in black ink that reads 'P. German'.

Paul German  
Headteacher



# Advert – Science Technician

<b>Job Title:</b>	Science Technician
<b>Salary:</b>	C Grade £21,410 - £22,309 (FTE £24,405 - £25,430)
<b>Hours of Work:</b>	37 hours per week Term time plus 1 week (40 weeks per year)
<b>Contract:</b>	Permanent – to start September 2025

We are looking to recruit an enthusiastic Science Technician to join our busy Science department. Currently our technician team consists of 2 Technicians and one Senior Technician all of whom have a wide range of experience. The department itself is housed in a purpose-built block with 10 laboratories and 3 prep rooms.

The successful candidate will work under the direction of the Senior Technician supporting the delivery of high-quality teaching and learning by meeting the practical requirements of the Science curriculum.

They must be organised, flexible, have the capacity to work well within a team and have good ICT skills. Previous experience in a laboratory environment is desirable, as is a qualification in Science and knowledge of chemical handling.

Ideally applicants should have:

- An aptitude for, and good working knowledge of Science.
- A relevant qualification (e.g. GCSE or A level) in Science.
- Experience of working in an educational environment.
- A knowledge of health & safety regulations.
- A genuine passion and belief in the potential of every student.
- The ability to relate to young people and adults in the learning environment.

Yateley School has a strong ethos of wellbeing for staff and students and is completely committed to securing the best academic and personal development outcomes for our young people as well as providing excellent professional development for staff.

## Application Procedure

Interested applicants should complete the attached application form together with the personal statement within the form and address the job description and person specification in their application. CVs are not accepted. If you have any questions, please contact [applications@yateley.hants.sch.uk](mailto:applications@yateley.hants.sch.uk)

Closing date: Wednesday 16<sup>th</sup> July 2025, 12 noon. Early applications are welcomed, closing could be earlier should a successful candidate be appointed.

*Yateley School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to an Enhanced Disclosure from the Disclosure and Barring Service (DBS)*

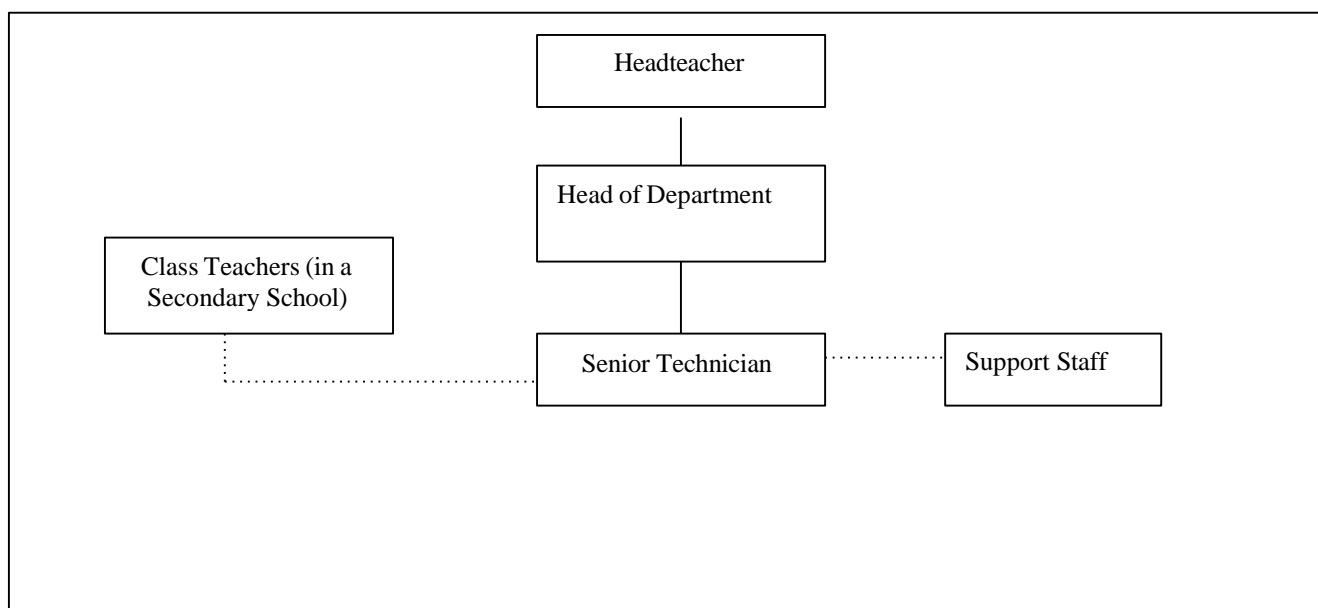
# Job Description

## Section A

Role profile ref no	01532
Department/Section:	Education - Schools
Role Title:	Technician
Reports To - (Supervisor/manager's role title) :	Senior Science Technician
Role Purpose: (why the role exists)	To prepare, organise and maintain materials and equipment for classroom use, to enhance pupil learning.

## Section B Organisation

\*An alternative organisation chart, which reflects practice in some schools, is attached to end of document.



## Section C

### ROLE REQUIREMENTS

*This involves identifying the most significant responsibilities of the role. Accountability statements are key functions of the role which in combination make up the main purpose.*

Accountabilities	Accountability Statements	% of Time
Setting up classroom equipment, materials and demonstration experiments	Preparing and setting up classroom equipment for practical lessons, based on teacher requirements. Preparing and collating teaching materials and resources for use in practical lessons/productions, based on teacher requirements. During lessons, remaining on stand-by in classroom, laboratory or preparation room to be available to support teacher and assist with materials and demonstration experiments when needed. Preparing appropriate resources for examinations. At the end of lessons/productions, clearing away and cleaning equipment and materials as required.	60
Ordering and stock control	Identifying when stocks are running low and ordering new stock, based on minimum requirements set the Line Manager, in order to ensure materials and equipment are always available. Keeping appropriate databases up-to-date. Checking, recording and storing supplies when received at the school.	10
Maintenance and care of stock and equipment	Regularly ensuring that materials and equipment are in good and usable condition, identify problems and resolve appropriately, carrying out minor maintenance and obtaining replacements where appropriate (where not appropriate, liaising with relevant contractors). Overseeing the safe storage of equipment and hazardous materials (eg. labelling boxes) and maintaining appropriate records. Maintain the teaching rooms, ancillary rooms and storage facilities in a tidy state, according to the requirements of the relevant Line Manager. Conducting periodic safety checks on equipment and materials, and where appropriate, carrying out electrical testing of equipment.	10

<b>Demonstrating equipment and techniques</b>	Showing other staff, or assisting teaching staff, with the training of pupils, in how to carry out certain experiments or operate equipment in line with health and safety regulations, where this requires application of acquired technical skills. Assisting where required with the development and training of Assistant Technicians.	5
<b>Administration</b>	Carrying out photocopying of resources. Assisting with preparation of departmental documentation, eg. collating and distributing handbooks. Assisting with preparation of displays of pupils' work. Develop, operate and ensure review of an instruction and certification system which will allow users to operate the technical equipment safely in line with health and safety regulations.	5
<b>Corporate and statutory initiatives - equalities/health and safety/e- government/sustainability</b>	A range of health and safety responsibilities, including: collecting materials and equipment from pupils at the end of lessons; ensuring pupils do not come into contact with materials or equipment outside of designated lesson times, keeping storage units and areas locked and secure; ensuring machinery is switched off at source; ensuring equipment and materials are maintained to a safe standard ensuring compliance with all health and safety regulations	10

#### **Section D -The key decision making areas in the role**

Deciding from a range of options which supplies to order, maintaining best value.  
When carrying out maintenance and repairs, deciding whether these can be dealt with within the school or if the matter should be referred to contractors.  
Deciding which health and safety concerns should be brought to the attention of the Line Manager  
Deciding whether equipment/technology should be upgraded, reviewing the options and making recommendations to the Line Manager

#### **Section E - The role dimensions - financial (e.g. budgets) and non-financial (e.g. units, workload, customers/staff)**

Preparing materials and equipment for typically five or six lessons per day, with an average of 28 pupils per lesson (in a Secondary School)  
Dealing with regular deliveries – a large order at the start of the academic year, thereafter termly and weekly.

#### **Section F - The main contacts – external/internal customer contacts and purpose**

Teaching staff – liaising in relation to lesson planning, in order to prepare appropriately, and assisting during lessons as required, on a daily basis. Undertaking training of teaching and other staff as appropriate.

Head of Department/Class Teacher – daily liaison with line manager on practical job- related issues.

Pupils – regular contact with pupils in classroom on daily basis (although no direct support or teaching role).

Other school support staff and administration staff, for example in relation to ordering and other administrative tasks, on a daily or weekly basis.

Contractors and repairers – ensuring work is carried out to specification, as and when required, typically on a monthly basis.

#### **Section G - Working conditions – environment, and physical effort or strain.**

Moderate degree of physical effort involved in preparing classroom equipment and maintaining rooms and storage spaces, specifically moving and handling of heavy items.

Occasionally handling and preparing chemicals and hazardous substances.

The role may involve working in an environment which is particularly noisy, hot or dusty or one which requires specific skills such as firing a kiln.

#### **Section H - Context/additional information**

Technicians are based in a variety of departments within a school, some with different specialisms who will be expected to carry out tasks specific to their department. The role characteristics described on this form are generic and all Technicians will be working within this overall framework.

Specialised Technicians most commonly work in the following areas:

Audio Visual Communication and Information Technology

Workshops (woodwork and metalwork)

Laboratories

Rural Studies

Computer Technology / Business and Information Studies

Drama

Art / Craft Department

Design Technology

Food Technology

Music

Role holders will occasionally be required to attend training to keep their skills and knowledge up to date. They are required to participate in the schools' performance review processes.

There is a particular responsibility to maintain high standards of health and safety, in order to ensure that pupils and colleagues are protected from hazards, within the framework of relevant risk assessments.

Role holders are expected to adhere to and support all school published policy statements.



## PROGRESSION IN ROLE

### **Section I - Entry: Necessary role-related knowledge, skills and experience at selection**

An aptitude for and good working knowledge of subject area.  
A relevant qualification (eg. GCSE or A level) in specialised subject area.  
Hold relevant technical skills as appropriate to their specialised subject area as required by the school.  
Knowledge of health and safety regulations which apply in their specialised subject area.  
Suitably qualified to carry out health and safety checks on equipment used in their specialised subject area.  
Some knowledge or experience of an educational environment.

### **Section J - Initial induction/training required to become effective in the role**

Estimated time to become operationally effective: 1 month

Appropriate health and safety training.  
'Work shadowing' as part of induction period to become familiar with main aspects of role.  
Familiarisation with the school environment and school policies and procedures.  
Familiarisation with relevant curriculum areas.

### **Section K - Operationally effective: How would effectiveness in role be demonstrated?**

Ability to follow Line Manager's instructions with a minimum of guidance and carry out daily preparation using own initiative.  
Taking charge of appropriate stock control and ordering. Carrying out maintenance without instruction.  
Noticing potential hazards immediately and dealing with them appropriately.

### **Section L - Adding value: What characteristics will the advanced role holder demonstrate?**

Ability to work effectively and relatively independently without daily supervision.  
Working in a way that supports and complements the class teacher, anticipating what steps to take without specific direction from the teacher.  
Operating as an 'expert' within the school on resources, technology and equipment within the specific subject area.  
Ability to contribute to the ongoing development of the service to staff and pupils.

# How to Apply

Interested applicants should complete the application form\* together with the personal statement within the form, and address the job description and person specification in their application.

Please submit completed applications to [Applications@yateley.hants.sch.uk](mailto:Applications@yateley.hants.sch.uk)

CV's are not accepted.

Closing date: Wednesday 16<sup>th</sup> July 2025, 12 noon.

Early applications are welcomed, closing could be earlier should a successful candidate be appointed.

If you have any queries regarding this vacancy or application process, please contact our HR department on 01252 879 222 or email [applications@yateley.hants.sch.uk](mailto:applications@yateley.hants.sch.uk)

\*Applications are also accepted via TES and Education Jobs websites directly; all applications will be considered equally.

## Safer Recruitment

Yateley School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to an Enhanced Disclosure from the Disclosure and Barring Service (DBS)

Any offer of employment is therefore conditional on clearance from the above, the receipt of two satisfactory references, a satisfactory medical questionnaire, proof of qualifications, overseas checks where applicable, and proof of right to reside and work in the UK.

For the successful candidate, we can offer:

- A supportive team environment
- Continued Professional Development
- Teacher Pension Scheme (for teachers)
- Local Government Contributory Pension Scheme (for support staff)
- Free on-site car parking
- Preferential rates on Gym and Swim membership at our on-site Health & Fitness facility
- On-site Nursery facility for babies and children from 3 months to 5 years (subject to availability)

# School Information

We are proud of our school – exemplary teaching and determined, resilient students. The challenge of providing a rigorous and challenging curriculum, alongside the need for breadth and skills development is taken seriously, as is our resolute insistence on giving and expecting the best. The school is regularly described as having ‘high standards and a heart’ and the level of pastoral care and individualised support is integral to the ethos of the school.

The Ofsted report of 2023 opens with *‘Yateley School is a warm and welcoming community where pupils thrive’* and *‘The school’s values of ‘Ready, Respectful, Safe’ permeate all aspects of school life.’* Underpinning this is an ethos of high standards and high expectations. We work hard to create a caring and challenging learning environment where every individual can strive, enjoy and achieve and be supported to do so. The curriculum is broad and engaging and our accomplishments in cultural and sporting activities are truly inspirational. Ofsted noted that the *‘curriculum offers pupils the opportunity to study a wide range of subjects to suit their interests and aspirations.’* No child is left out and it is a matter of pride for us that whatever a child’s need, we can bring both our resources and individual care and attention to bear to ensure that every young person can thrive. *‘Pupils invariably behave well in lessons and around the school site, having respect both for each other and for adults alike.’* Ofsted. Alongside vast opportunity within the curriculum, our superb House system ensures that all students can and should participate from the first day and play a full part in the success of both House and School

We have superb provision both within and beyond the classroom and we are confident that the preparation for adult life offered at Yateley School is second to none. The school occupies a very pleasant and partially wooded site in excess of sixty acres. We have larger than average playing fields; a sports hall; a full commercial gym and swimming pool with day time school use and preferential rates for staff; a dance studio; specialist music rooms, a theatre with a dedicated audio/lighting facility; dedicated ICT suites, a community hall, dining halls and specialist teaching accommodation for Technology, Mathematics, Science, English, Humanities, Modern Foreign Language, Performing Arts and Physical Education.

# History and Location

Opened in 1968 as Hampshire's first community comprehensive school, in purpose-built accommodation, Yateley School was and still is truly innovative. It has an on-site nursery, a sports centre, the town library and adult and community learning all co-located within the large and attractive site. It is now one of only four schools in Hampshire to retain a Sixth Form and this semi-autonomous part of the school is hugely successful and adds a vital dimension to the character and strength of the organisation.

Yateley School serves a mixture of rural and urban housing in and around the small town of Yateley in North East Hampshire. The Hart district of Hampshire is broadly quite affluent and nearby Fleet has been rated best in UK in a quality of life index. Yateley School's catchment is truly comprehensive and serves a broad mix of social and economic backgrounds. The school is well served by the nearby M3 and M4 motorways and there are railway stations in Blackwater (2 miles) and Farnborough (6 miles). The large towns of Reading (12 miles), Basingstoke (13 miles) and Guildford (15 miles) are all within easy reach. The centre of London is only 35 miles away.



# Curriculum and Timetable

Our timetable is made up of 4 x 75-minute periods each day starting with a daily tutor time of 25 minutes. The curriculum in Key Stage 3 follows a broad range of subjects and is 3 years in duration. GCSE options are taken in Year 9 where diversity and choice are extended still further with additional subjects available for KS4 at the start of Year 10.

In KS3, after an initial settling in period, we run a timetable model based on two blocks each made up of 3 or more mixed ability tutor groups. The Arts and Humanities are taught in tutor groups, whereas Maths, Science, Languages and PE classes are set within the two blocks. English and Technology organise their classes in the same ½ year blocks using mixed prior attainment (not tutor groups) to organise their classes. Setting continues in core subjects at KS4.



We work to offer the broadest curriculum possible at KS4 and ensure a Progress 8 curriculum for all learners. This range and breadth of subjects is widened still further at KS5 with a range of courses designed to fit the needs of all learners.



We retain a Performing Arts ethos by offering courses in Music, Music Tech, Drama, Dance and Art. This has attracted accreditation including: Arts Mark, Design Mark, Sports Mark and Investors in Careers. The 2018 Ofsted report noted that *“the curriculum is broad and balanced”* and *“offers pupils the opportunity to study a wide range of subjects to suite their interests*

*and aspirations. Creative, technical and performing arts are particularly strong”* and *“pupils are supported and guided well to ensure that they follow appropriate courses for their ability”*.

This is complemented further by extra-curricular provision which provides a wide range of experiences across many areas, significant sporting success at district and county level. Arts continue to thrive with high participation rates in all areas. We continue to enhance our curriculum offer with a wide range of trips, visits and other events. *“The extensive range of extra-curricular opportunities are highly valued by pupils.”* and *“(the extracurricular activities) help pupils to develop their skills further beyond the taught curriculum”*. Ofsted 2018

The school offers high-quality support and guidance. Four Heads of House coordinate the work of their tutor teams and to some extent operate a small school within a big school, developing a strong ethos and purpose amongst their students. Tutor Groups are by house and by year group. Positive tutoring, a detailed tutor programme and personal mentoring are regarded as the cornerstones of the ethos of the school and underpin all we do; tutors are the first port of call for students and parents.

# Mission Statement, Vision and Values

Our mission is for Yateley School to be the pride of the community it serves, with exceptional progress for all, expert teaching and a curriculum fit for the future. Our school community will be confident, fulfilled and with consistently outstanding attitudes to learning

Yateley School exists to provide an excellent quality of education for the entire community that it serves; advancing education, learning and opportunity for the public benefit. Our school enables young people to understand, challenge and improve the world in which they live; to value their culture and accept those of others. Yateley School strives to develop responsible young adults who have the resilience and commitment to lead fulfilled lives and contribute positively to their society and to the environment.



## **Centre of Excellence**

Our school is a proud and accomplished centre of excellence



## **Dynamic**

Our school is exciting and engaging - it is a dynamic place to learn



## **Ambitious**

Our school is a place where confidence and ambition are built



## **Valued**

Our school is a place where every individual is valued, challenged and trusted make great teams. Everyone is significant, everyone has value and everyone has purpose



## **Inclusive**

Our school is an inclusive community where values are lived and where relationships are nurtured



## **Compassionate**

Our school is a compassionate community which notices and cares - where wellbeing matters



## **Sustainable**

Our school is a responsible community that values our environment and is committed to a sustainable future



## **Passionate**

Our school is a team with a passion to deliver our best and a resolve to be our best



## **Enjoys and Achieves**

Our school is where success is counted in enjoyment and happiness as well as unrivalled progress and achievement

# Our Learning Values

Our Learning Values are captured by our Ambitious, Curious and Tenacious (ACT) philosophy to learning.



**Ambition:** We believe that everyone can play a significant role in identifying, nurturing and developing ambition. We must create an environment that supports driven individuals, and encourages others to join them in wondering what can be achieved.

**Curiosity:** A good question can open minds, shift paradigms and force the uncomfortable. We can help create thinkers. We believe that it is more important for our students to ask their own great questions – and more critically, their willingness to do so and seek answers.

**Tenacity:** Staff and students will persist more when they are treated fairly and with respect, whilst understanding that life is often challenging. Collectively, we will show tenacity in pursuit of personal excellence and we will set high expectations of what we can achieve together.

# Our Behavioural Values

Our Positive Behaviour values are captured by the principles of being Ready, Respectful and Safe.



**Ready:** It is important that we are always ready for the day ahead and the learning possibilities. This begins each day by arriving on time and correctly equipped. It then flows into having a positive mindset and attitude in all learning opportunities to enable us to tackle the challenges that lie ahead.

**Respectful:** A key quality for everyone is to show respect. We must be supportive and listen to others, follow expectations and guidance and respect other people's property within the school and community. Being respectful will create a calm and positive place of work and study.

**Safe:** We encourage everyone to be safe in all that they do within school and community. This includes being safe in physical interactions, looking after ourselves and others and being aware of how to use online resources like the Internet and social media appropriately.



# Further Information

Please do visit our School website for more information and recent news



<https://www.yateleyschool.net/>

