

HORNDEAN TECHNOLOGY COLLEGE
Barton Cross, Horndean, Hampshire PO8 9PQ
Tel: 023 9259 4325
Email: vacancies@horndeantc.hants.sch.uk
Website: www.horndeantc.hants.sch.uk

Lead Science Technician

37 hours per week (exact hours to be discussed at interview)
Mon – Thurs 07:30 – 16:00 & Friday 07:30 – 15:30
41 Weeks a Year

Salary Grade D - Actual Salary - £25805 - £28391 (FTE £28697 - £31573)
In addition, an annual performance award is available for application up to 3% of FTE salary.

We are looking for a Lead Science technician. The successful candidate would provide critical strategic, technical, and operational leadership to the Science Department. The postholder lead would coordinate the technician team to ensure high-quality, safe, and efficient practical support across Key Stage 3 and Key Stage 4. Working closely with the Science Subject Leader, the Lead Technician will play a vital operation and advisory role in ensuring statutory compliance under Health and Safety at Work legislation, COSHH guidelines, and CLEAPSS standards. Ideally the successful candidate will have proven experience in managing and developing others, as will line manager the technician team is a key element of this role.

We are looking for a candidate that would have NVQ Level 3/4, HNC, HND, or Degree in a Science-related discipline (or equivalent demonstrably extensive laboratory experience). Deep understanding of COSHH regulations, CLEAPSS guidance, and Health & Safety legislation relevant to school laboratories. Knowledge of standard chemical prep (molar solutions, titrations), safe handling of biological materials, and physics apparatus setup. We would expect them to significant prior experience working as a science technician in an educational or research environment. Proven track record of managing chemical inventories and laboratory waste disposal. Experience troubleshooting and repairing standard laboratory equipment.

Informal enquiries are welcome please contact Nathan Adams, Subject Leader Science,
nathan.adams@horndeantc.hants.sch.uk

The College is committed to safeguarding children and promoting the welfare of young people and expects all staff and volunteers to share this commitment.

Please complete a Support Staff Application Form which can be found on the working with us page on the College website. Please do not send CV's.
Please return completed application forms to: vacancies@horndeantc.hants.sch.uk

Closing date for applications: 12 noon, 5 November 2026

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Further details about the role

Core Purpose of the Role

The Lead Science Technician provides critical strategic, technical, and operational leadership to the Science Department. The postholder leads and coordinates the technician team to ensure high-quality, safe, and efficient practical support across Key Stage 3 and Key Stage 4.

Working closely with the Science Subject Leader, the Lead Technician will play a vital operation and advisory role in ensuring statutory compliance under Health and Safety at Work legislation, COSHH guidelines, and CLEAPSS standards.

Key Duties & Responsibilities

1. Strategic Leadership & Team Management

- Line-manage, schedule, and coordinate the day-to-day workload of the technician team to ensure balanced coverage across Biology, Chemistry, and Physics.
- Lead on the recruitment, induction, training, and performance appraisal of technicians.
- Establish clear workflows for practical requisition systems (e.g., LabManager, LabLogger, or paper-based equivalents).
- Represent the technical team at departmental meetings and liaise directly with the Subject Leader on resource allocation, curriculum updates, and timetabling needs.

2. Health & Safety, Compliance, and CLEAPSS Standards

- Act as the lead technical advisor on school science safety matters, adhering strictly to CLEAPSS guidelines, COSHH regulations, and DfE recommendations.
- Maintain comprehensive departmental safety records, including chemical stock logs, COSHH risk assessments, and radioisotope records.
- Oversee routine safety compliance checks: fume cupboard testing, pressure vessel inspections, autoclaves, eyewash stations, first-aid kits, and electrical safety (PAT testing oversight).
- Ensure proper storage, handling, and safe disposal of chemical, biological, and radioactive waste in accordance with statutory requirements and CLEAPSS guidance.

3. Stock Control, Purchasing, and Budget Oversight

- Manage the technical budget in consultation with the Subject Leader, ensuring best value when sourcing equipment and consumables.
- Oversee stocktaking systems for equipment, glassware, organisms, and chemicals across all prep rooms and laboratories.

- Maintain supplier relations, process purchase orders, and audit incoming deliveries.

4. Advanced Technical Support & Curriculum Delivery

- Prepare, trial, and set up specialist equipment and solutions (including complex chemical concentrations, microbiology cultures, and physics apparatus) for KS3 and GCSE.
- Work with teaching staff to develop and test new practical activities, troubleshooting failed experiments and identifying safer or more cost-effective alternatives.
- Support non-specialist science teachers and early career teachers (ECTs) with practical demonstrations and safe equipment handling.
- Provide technical backing for extracurricular STEM clubs, open evenings, and practical examinations.

5. Laboratory & Prep Room Maintenance

- Ensure prep rooms and laboratories are maintained to high standards of cleanliness, security, and organisation.
- Inspect, maintain, and arrange servicing for technical equipment (e.g., microscopes, balances, and power packs).

Person Specification: Skills, Knowledge & Qualifications

Essential Criteria

Qualifications & Knowledge

- NVQ Level 3/4, HNC, HND, or Degree in a Science-related discipline (or equivalent demonstrably extensive laboratory experience).
- Deep understanding of COSHH regulations, CLEAPSS guidance, and Health & Safety legislation relevant to school laboratories.
- Knowledge of standard chemical prep (molar solutions, titrations), safe handling of biological materials, and physics apparatus setup.

Experience

- Significant prior experience working as a science technician in an educational or research environment.
- Proven track record of managing chemical inventories and laboratory waste disposal.
- Experience troubleshooting and repairing standard laboratory equipment.

Skills & Personal Attributes

- **Leadership & Delegation:** Ability to organise, line-manage, motivate, and direct a team effectively under time constraints.

- **Planning & Prioritisation:** Excellent organisational skills to manage competing practical requests across multiple laboratories.
- **Precision & Accuracy:** Exceptional attention to detail regarding chemical preparation, measurements, and statutory record-keeping.
- **Communication:** Ability to communicate clearly with teaching staff, technicians, site teams, and students.
- **Safeguarding:** Commitment to safeguarding children and upholding school child protection policies.

Desirable Criteria

- **CLEAPSS Training Certificates:** Completion of CLEAPSS courses such as '*Leadership and Management for Senior Technicians*', '*Safe Chemical Management*', or '*Health & Safety for Senior Technicians*'.
- **Radioactive Waste Management:** Designated Radiation Protection Supervisor (RPS) training or willingness to undertake it.
- **Specialist Expertise:** Advanced specialist knowledge in one particular science (e.g., advanced chemistry solution prep or microbiology technique) alongside generalist knowledge in the other two sciences.
- **First Aid:** Valid First Aid at Work qualification (or willingness to train).
- **PAT Testing:** Qualified to perform Portable Appliance Testing on electrical equipment.
- **Digital Literacy:** Experience using digital technician ordering software (e.g., LabLogger) and school MIS systems.

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Data Protection Act 1998. This form will enable us to process any information you contribute to the role profiling process and will be used by Hampshire County Council evaluation panels for job evaluation purposes. At a later date, the information will also be used in other personnel areas, e.g. performance development review, induction, and training and development. Processing of information includes storage of records electronically and in hard copy format. Personal data will only be made available to Hampshire County Council staff and trade union representatives involved in these processes. Any data required for statistical/research purposes will be depersonalised.

ROLE PROFILE FORM

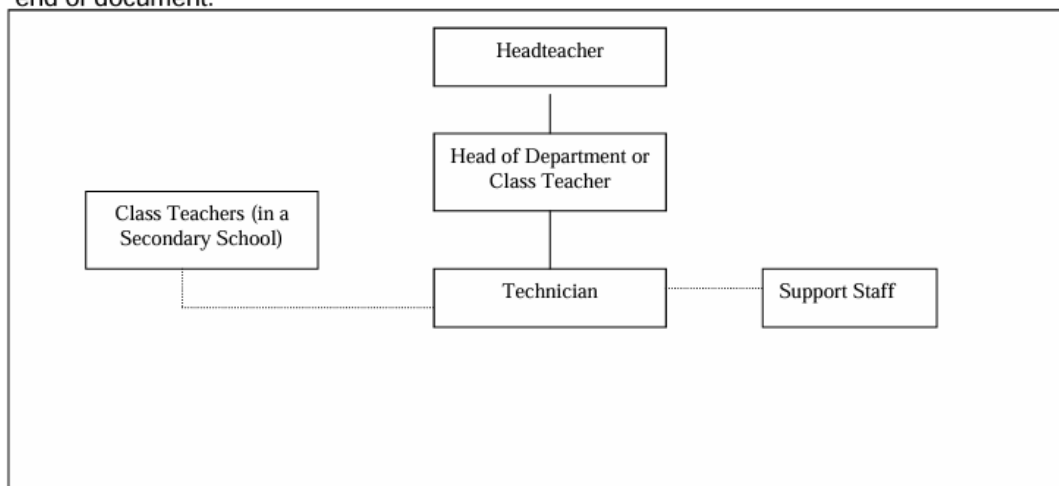
Section A

Role profile ref no	01532
Department/Section:	Education - Schools
Role Title:	Technician
Reports To - (Supervisor/manager's role title) :	Head of Department in a Secondary School, or Class Teacher in a Primary/Special School
Role Purpose: (why the role exists)	To prepare, organise and maintain materials and equipment for classroom use, to enhance pupil learning.

Section B Organisation

Please provide a simple line drawing indicating where the role sits within the organisation in the box below. (See guidance notes with regard to the use of formal organisation charts).

*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 or school based drama productions, based on teacher requirements. Preparing and collating teaching materials and resources for use in practical lessons/productions, based on teacher requirements. Videotaping of television programmes or recording radio programmes as appropriate for the Line Manager. 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

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Demonstrating equipment and techniques	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
Administration	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
Corporate and statutory initiatives - equalities/health and safety/e-government/sustainability	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
<u>Section D</u> -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 22 pupils per lesson (in a Secondary School) Requirements vary in a Primary 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.

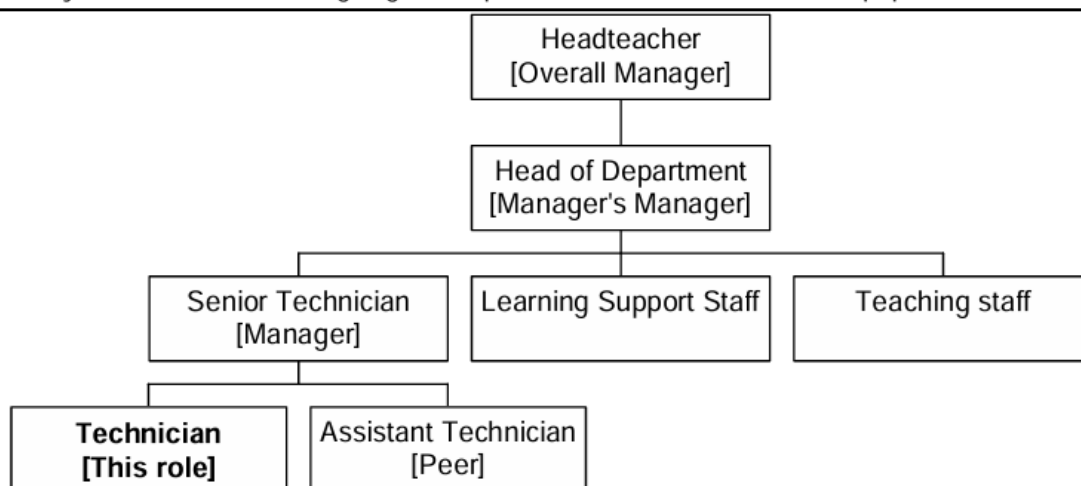
Section L - Adding value: What characteristics will the advanced role holder demonstrate?

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.



Procedures

"Horndean Technology College and Hampshire County Council are committed to safeguarding children and promoting the welfare of children 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 Disclosure and Barring Service check along with other relevant employment checks."

1. Role Profile

The Role Profile gives an outline of the broad responsibilities and lists the main tasks involved in order to undertake the post successfully.

2. Post and Recruitment Details

These will outline the general conditions of service and salary applicable to the post, the closing date for applications and the interview date. Additional information about the vacancy will be enclosed in respect of the particular faculty, section or work area as appropriate.

3. Filling in the Application Form

After reading the role profile think carefully about your application and consider to what extent you have gained the skills and experience necessary for the post. Consider all the points in the role profile when replying. Include evidence to support your application. Please send your completed application to Claudia Trapnell, Horndean Technology College, Barton Cross, Horndean, Waterlooville, P08 9PQ or email to vacancies@horndeantc.hants.sch.uk. It has come to our attention that some applications sent using Royal Mail are not reaching us by the required closing date, this is due to the incorrect postage amount being paid.

Please note that canvassing in any form will disqualify the applicant.

4. Long Listing/Short Listing

This is the initial process of matching applicants against the relevant criteria in the person specification. The long or short listing panel will make judgements based upon the evidence presented in the application as to those candidates who best meet the criteria. References will normally be sought at the long listing stage. These will help us to develop a short list of candidates to be invited to interview. This also applies to internal candidates.

5. The Interview Panel

Normally, the interview panel will consist of two, three or four people. Other members of the panel will represent various levels of management associated with the advertised post.

6. The Day Structure

Candidates will be expected to furnish themselves with information and answers to most of their questions through the structure of the day. Candidates will nevertheless be asked if they have any final questions/points they wish to raise after the Panel have asked their questions.

Typical day structure:

0845	Arrive for refreshments
0900	Tour of the College
0930	Time in Department of Advertised Post
1030 onwards	Formal interviews

Candidates are free to leave the College once their interview is complete.

(Timing will, of course, be variable according to the number of candidates being interviewed.)

Each candidate will be asked the same core questions; however, members of the panel may ask relevant supplementary questions arising from your initial answer under the overall direction of the Chair.

All questions will be relevant to the job and will be as open as possible, thus allowing candidates to give evidence of their suitability. The level and complexity of questions will relate to the level of the post.

Members of the Panel will usually take notes during the course of the interview; these will be used to assist the Panel in making its final decisions.

7. Facilities at Interviews

Every effort will be made to provide appropriate facilities for candidates at interviews. Please contact the Recruitment Officer, Claudia Trapnell should you have any special requirements in order to facilitate your attendance at the interview.

8. The Decision

The decision to appoint will be taken on the basis of the evidence that has been made available to the panel throughout the recruitment and selection process in relation to the criteria as stated in the person specification. You will be notified as to the outcome.

9. References

The appointment of candidates will be subject to the receipt of two satisfactory references, as requested at the long listing stage.

Your present or most recent employer must be given as one of the two referees. This person will normally be the head of the organisation for which you currently or most recently worked. The other reference should be from someone who knows you, your work and ability. **Normally, references will be requested prior to interview.**

References will be used to supplement the Panel's decision or, if the Panel requires further evidence, to distinguish between candidates. The Chair of the Panel may request that further enquiries are made to either the referee and/or the candidate, where there is information or an omission in the reference giving rise to doubt or concern.

References will not be disclosed to the candidate.

All appointments will be subject to medical records. It may be necessary in some instances to refer a health questionnaire to an independent Medical Officer for a report.

In the event of you being appointed, it will be necessary for the College to check with the police as to whether you have a criminal record. Your authority to do so is given on the application form.

Proof of qualifications will be required in the form of original certificates. Photographic proof of identification will be required, a passport or driving licence.

Please bring with you, if selected for interview.

10. Feedback to Unsuccessful Candidates

The College does not give reasons for non-appointment. It will invariably be that in the judgement of the panel there was a better candidate available or that no candidate met the College's requirement. Internal candidates will be offered a debriefing interview by an appropriate member of the panel. Any external candidate who requires feedback on their interview performance will also be offered constructive advice about their interview performance.

11. Interview Expenses

The College will pay travel and subsistence expenses (within UK only) as set out on the claim form provided to short-listed candidates on the day. These will not normally be granted to candidates who withdraw before the selection process is completed. HCC procedure for Mileage Claims states all mileage claims must be submitted with a VAT petrol receipt that is dated prior to the mileage claim. There is no exception to this rule. No petrol VAT receipt = no claim!

12. No Smoking Policy

For Health and Safety reasons, the College has been designated a no smoking area and the successful applicant will be expected to comply with this policy.

13. Asylum & Immigration Act 1996

Under the Asylum and Immigration Act, we must require all candidates for employment to produce a document to prove that they are entitled to live and work in the U.K. Please bring with you to the interview one of the following (not a copy):

- a documented National Insurance number (eg P45, P60 tax form, previous pay slip).

- a valid Passport from any European Economic Area state.
- a British Birth Certificate.
- a Certificate of Registration or Naturalisation as a British Citizen.

No offer of employment should be made until proof has been seen and checked carefully. A copy of the document for the successful candidate must be retained on the personal file.

The rules apply to all employees including staff employed on any type of casual contract.

14. Equal Opportunities

In line with our 'Vision Statement' and national legislation, Horndean Technology College is committed to seeking to ensure that all staff, both present and future, have equal opportunities, in the context of both national legislation and College objectives, irrespective of gender, ethnic origin, age, disability and other identities.

The successful candidate will be given full opportunities to develop professionally through a comprehensive induction and staff development programme which includes appraisal.

Thank you for expressing interest in our College. I hope that these details will help you to make the best of any application.

If you are unsuccessful in obtaining a post on this occasion, I wish you the best in future applications you may wish to make.

Mrs Julie Summerfield
Headteacher