



Chelmsford County High School for Girls

A Grammar School with Academy Status



Appointment

Science Technician

Part-time: 25 hours per week, term time only

From: Immediate start

Salary: Scale 3, Points 4-5, £10,918 to £11,286 per annum
(dependent on experience)

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November 2021

Dear Prospective Applicant

Appointment of: Science Technician

Thank you for requesting information about the post. Should you decide to apply and be successful you will be joining a school which, from your first visit, will strike you as vibrant, bursting with energy and enthusiasm, and above all a very happy school that celebrated its Centenary Year in 2007. You will also find it useful to visit the school website www.cchs.co.uk.

We are rated as an “outstanding” school, a badge we are proud to hold and which applies to all areas of the School’s activities.

Chelmsford County High School for Girls has been a single academy trust since 2011. This status offers us a range of opportunities to pursue academic goals whilst running the school as a limited company. The School expanded to 6 forms of entry in September 2020 in response to increasing demand for grammar school places in the area and over 1,300 girls sit our entrance test each year. Expansion will be completed by 2024 and we expect our Sixth Form to grow as a result.

The School was awarded a substantial Government grant in 2018 which was conditional on the School developing its existing strategies of working with local primary schools to encourage and support girls from disadvantaged backgrounds sitting our entrance test and securing a place. To that effect we have amended our Admissions Policy and committed to reserving up to 30 places for girls in receipt of Pupil Premium and Free School meals whose results fall within the top two bands.

Our school is led by a strong team of senior staff and governors who are constantly striving for excellence, seizing all opportunities for the benefit of our students and our staff.

We are seeking to appoint a person with the skills, knowledge and experience to complement the team of teachers and leaders. Above all, we are looking for a committed individual with a genuine interest in providing the highest quality in every aspect of the role. Our students deserve the very best we can provide. We believe in the importance of a collaborative approach and a commitment to the team. The successful applicant will benefit from a wide range of experience at our school and above all enjoy working with us.

Thank you for your interest. If you feel that Chelmsford County High School for Girls can provide the challenges and opportunities you are looking for then we would be delighted to hear from you.

Yours faithfully

Stephen Lawlor
Headteacher



STUDENTS

Chelmsford County High School is a great place to work with a caring ethos – our students are motivated, pleasant, courteous, well-behaved and enormous fun! They like school, and enjoy learning, achievement is high, and almost all the students go on to Higher Education at the most competitive universities, including Oxford and Cambridge.

THE SCHOOL

Chelmsford County High School was founded in 1906 as one of the first girls' secondary schools in Essex. In an area where most other schools are all-ability comprehensives, it is a selective grammar school with academy status.

In September 2020, we expanded our intake for Year 7 admitting 180 students per year alongside the 150 students in Year 12. Most of our students in Year 11 return for the Sixth Form, and some 30-40 students join Year 12 from other schools. Entry at Year 7 is highly competitive: in accordance with our Admissions Policy we offer places to the 180 girls who meet our criteria, out of the 1,300 or more who sit the entrance test. The School has a large number of "feeder" primary schools, around 80 in any one year group! Entry into the Sixth Form is determined by a strong performance at GCSE, which suggests good potential in the subjects chosen for A Level. At present, there are 1116 students on roll with 302 in the Sixth Form. Our students follow a broad curriculum with equal value attached to each subject area. We are working towards an Artsmark Gold Award, which celebrates the emphasis we put on creativity across the curriculum.

This is not a complacent school. We regularly review our practice, and ensure that classroom methodology is appropriate to the needs of our students. All staff have the opportunity to contribute to whole school planning for improvement through their subject and year teams as well as focus groups, each led by a member of the Senior or Middle Leadership Team.

This is a very busy school, which places a strong emphasis on enrichment activities. There is a fine tradition of musical performance, and most students play at least one instrument. There are many orchestras, choirs and ensembles.





Drama is also an important enrichment activity, with clubs, and major school productions involving many students. Our sports teams are very successful, as are our individual sportswomen. Our students are lively and talented, as well as being academically able, and we try to provide plenty of opportunities for them. They also run a wide range of clubs or societies such as the Law Society and Medical Society where they invite speakers or present papers themselves. House activities include some distinctly less serious events, which nonetheless challenge student ingenuity. As a girls' school we challenge gender stereotypes and place great importance in presenting our students with a wide range of opportunities beyond the taught curriculum, this includes involvement in many STEM activities and competitions.

In terms of resources and buildings, we have a fine mixture of "traditional", provided by the original main building, and a variety of buildings dating back to different decades of the last century together with some excellent modern facilities, such as the Music and Languages Centres. There is good computer provision, including interactive whiteboards in every classroom. We have dedicated Sixth Form facilities, a drama studio, an all-weather artificial pitch and a lecture room where we run a programme of academic lectures. In September 2021 we opened a new Sports Centre with dance studio and fitness suite, and a new teaching block containing additional science laboratories and classrooms.

Governors are highly committed individuals who are generous with their time and the expertise they bring to the School. Parents are very supportive individually or through the Parents' Association, and have, obviously, very high expectations of the School. We have a strong school community, which is friendly and welcoming. We trust our students to behave well, and the atmosphere in the School reflects our high expectations of them in this respect.

STAFF

- ❖ The School currently has a **teaching establishment** of 46 full-time and 27 part-time staff.
- ❖ There is a **non-teaching establishment** of 47 Support Staff most of whom are part-time, who support teaching and learning in various capacities.
- ❖ **New Staff Induction Programme** – new colleagues benefit from a comprehensive programme of support and guidance from their Department and Pastoral teams.
- ❖ **Professional qualifications** – we offer teaching staff the opportunity to develop their knowledge and understanding of education by offering a contribution to the cost of a Master's degree or an NPQ course.
- ❖ **Continuing Professional Development** – we have well-established Professional Development Groups and School Development Groups, which provide staff with focused and personalised development programmes.
- ❖ **Leadership development** – we have devised and run the 'CCHS Leadership Programme' to enable colleagues to secure leadership experience, as well as develop their existing practice, to facilitate career progression.
- ❖ **Wellbeing** – we have a staff wellbeing group as part of a whole-school commitment to ensuring that all staff thrive in their professional roles.



The Senior Leadership Team

- ❖ **Headteacher** **Mr Stephen Lawlor**

- ❖ **Deputy Headteacher** **Mrs Emma Ledwidge, Curriculum**

- ❖ **Assistant Headteacher** **Miss Fiona Harrison, Pastoral**

- ❖ **Assistant Headteacher** **Dr Michael Palmer, Head of Sixth Form**

- ❖ **Assistant Headteacher** **Mrs Jo Cross, Teaching & Learning and Staff Development**

- ❖ **Business Manager** **Mrs Melissa Mulgrew**



Introduction to the Science Department

The post is one of four technicians in a busy team servicing the needs of a large Science Department. The duties involved in the post are exemplified in the job description attached. The successful candidate will need to be able to work with a minimum of supervision (after necessary training) and operate efficiently and effectively in a pressurised environment where the priority has to be on strict observation of health and safety rules. In this instance, a good knowledge and experience of chemistry would be preferable as it is important to be able to prepare apparatus and materials for practical work.

The Chemistry and Biology departments are housed in a purpose-built science block, with 8 labs. The Physics department, consisting of 4 labs, is housed in a separate new building-commissioned only this year. Each department has dedicated prep rooms, which are fully equipped and organised allowing for an efficient delivery of practicals. The Science teaching team consists of 13 teachers, 11 full time and 2 part time.

Chelmsford County High School is a girl's grammar school with able students and excellent exam results. The school is committed to further improvements and to sharing our expertise with partner primary schools. The successful candidate would be playing a part in delivering our challenging targets and maintaining the high expectations of the school.



Job Description – Science Technician

Scientific support to teaching staff particularly in the preparation and cleaning/clearing of lesson material.

PURPOSE OF JOB

To provide a safe, effective and efficient technical support service for students and staff under the direction of the Line Manager.

DUTIES AND RESPONSIBILITIES

1. To ensure the efficient and prompt preparation and organisation of apparatus and components for demonstration, class practical work, assessments and examinations. To prepare solutions and materials.
2. When requested by teaching staff, to demonstrate the use of different equipment and materials with particular regard to safety, including providing technical advice and assistance to pupils during practicals, project work and assessments. To advise teachers when required and raise awareness of Health and safety issues.
3. To clear and clean equipment and laboratories after each lesson ensuring Health and Safety guidelines are adhered to.
4. Deal with spillages/ emergencies during practical activities.
5. Remove any scientific debris or hazardous materials/spills from sinks, bench tops and other areas or otherwise to arrange to provide a safe environment for the cleaning staff and others.
6. Report any irregularities in the laboratories and/or prep rooms to the Senior Technician.
7. Ensure that equipment, materials and apparatus, including teaching aids are maintained in a serviceable and safe condition.
8. Diagnose faults and to take the necessary action accordingly, including proposing alternatives for damaged / faulty equipment. Undertake repairs when necessary
9. Install, test and calibrate both existing and new equipment.
10. At the end of the day ensure gas and water taps are turned off., and the electrical connections, chemical solutions and other materials are left/ stored in a safe and secure condition, ready for re-use.
11. Monitor the condition and the stock levels of all apparatus, reagents and materials with regard to shelf life and economy by undertaking regular checks. Keeping up-to date inventories where necessary.
12. Ensure that residues and outdated stock are disposed of in a safe manner.
13. Set up living resources to reflect curriculum needs and to ensure that they are maintained in a safe healthy condition for observation and experimental purposes. Where necessary, to collect live material and undertake any breeding programmes.
14. Maintain all safety equipment used by technicians, teaching staff and students to the highest standard.



Job Description – Science Technician

GENERAL DUTIES

1. Maintain an up-to- date knowledge of technical development in the field.
2. Be aware of and comply with all instructions and procedures relating to Health and Safety at work and to recognise the main responsibilities required under health and safety legislation. Assist in ensuring the safe conduct of pupils in the department.
3. Undertake general tasks according to the needs of the department such as maintenance of laboratories and organisation of store rooms.
4. Undertake general administrative duties associated with the post.
5. Be responsible in maintaining up-to date practical files, liaising with the Subject Leader regarding practical changes in the curriculum. Obtain feedback from teachers regarding practicals and implement modifications if required.
6. Be proactive in trialling and developing new or improved experiments and demonstrations, provide feedback to teachers as to the feasibility of practical in the laboratory either as a demonstration or whole class.
7. Be proactive in designing new systems to improve the flow of work in and out of the prep rooms.
8. Ensure coverwork is provided to cover supervisor and all resources are available - implementing any system that may be available.
9. To assist in practical preparation in non –specialised area if required.
10. Maintain and repair textbooks and participate in the system for issuing and returns.
11. Actively participate in the annual performance management process.
12. Participate in section meetings and support staff training and development sessions.
13. Comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.



Person Specification – Science Technician

It is important that your application should address and evidence each of the criteria of the job description and person specification by means of a supporting statement.

		Essential	Desirable
Qualifications & Knowledge	A good general education with a scientific background	✓	
	A knowledge of Health & Safety legislation		✓
Experience	Experience of working within a scientific environment	✓	
	Experience of working within an Educational Institution		✓
Skills & Abilities	Well organised	✓	
	Good IT skills	✓	
	Ability to work co-operatively in a team	✓	
	Excellent communication and interpersonal skills	✓	
	Ability to work under own initiative, ensuring a pro-active approach	✓	
	Effective time-management skills and the ability to balance competing priorities and achieve deadlines	✓	
Commitment	Commitment to professional development and training	✓	
	An interest in educational matters and a desire to learn more	✓	
Personal	Ability to work both independently and as part of a team, working co-operatively and sensitively with others	✓	
	Positive, proactive, professional and enthusiastic in attitude	✓	
	Flexible and able to adapt to changes in working methods and approaches	✓	
	Ability to exercise judgement and know when to seek advice	✓	
	Ability to display a calm, tactful and responsible attitude.	✓	
	Ability to work with students	✓	



Application Process

To apply for this role, please submit a completed application form supported by a letter addressed to Mr Stephen Lawlor, Headteacher, outlining what you would bring to the post, addressing the Job Description and Person Specification.

Please give the names, positions, organisations and telephone contact numbers of two referees, one of whom must be your current or most recent headteacher. Referees will be contacted prior to interview, unless you specifically state otherwise.

Please also complete and return the Equal Opportunities Monitoring Form, which is included with the Application Form. This will help us to follow the recommendations of the Equal Opportunities Commission, the Commission for Racial Equality and the Disability Rights Commission that employers should monitor selection decisions to assess whether equality of opportunity is being achieved. The information on this form will be treated as confidential and used for statistical purposes only. This form will not be treated as part of your application, and will not be seen by anyone involved in the selection process.

Finally, please ensure that you have included work, mobile and home telephone contact numbers and an email address. Please also indicate any dates when you will not be available for interview.

Applications should be sent to Miss Helen McGrath, **for the attention of Mr Lawlor by email: hmcgrath@cchs.essex.sch.uk**



About Chelmsford

Situated just 30 miles northeast of London, Chelmsford is the perfect base, with excellent road, rail and air communications. The A12 runs to the east of the town, meeting the M25 near Brentwood, with London's Liverpool Street railway station, and Stansted Airport 30 minutes away, respectively. From a bustling town centre with excellent shopping and eating facilities, to tranquil villages, unspoilt countryside and coast, Chelmsford is the perfect combination of city and country.

Chelmsford took the top spot in the 2018 Sunday Times Best Places to Live guide. In the guide, which ranks towns on factors including jobs, broadband speed, culture, community spirit and local shops, Chelmsford ranked Best Place to live in the East as it is also home to several excellent state schools, and the Anglia Ruskin University.

Despite redevelopment in the past 30 years, Chelmsford retains many glimpses of its past. It was awarded City status in 2012. Mentioned in the Census of 1086 as two settlements beside the River Can, later joined by a bridge, it became the County town in 1250. The Blackwater and Chelmer Navigation Canal opened in 1797, linking the town to the coast, and the railway came in 1843. Chelmsford is the renowned birthplace of radio; Marconi began broadcasting in 1895, and the city has attracted major names in the business world ever since.

The town centre benefitted from some investment recently with John Lewis, and many more high-class shops located in the new Bond Street.





Science Technician **(part-time, 25 hours per week)**

39 weeks - Term-time only

Required - Immediately

Scale 3, Points 4-5, £10,918 to £11,286 per annum
(dependent on experience)

Chelmsford County High School for Girls is one of the most successful girls' selective schools in the country. This is, therefore, an exciting opportunity for a Science Technician to join a team of staff providing support for a busy Science department.

The successful applicant will be working predominately in the Chemistry Department, so knowledge of Chemistry to A Level standard is essential. Previous experience in a similar role, either in a school or industry would be preferable. Science is a very popular subject; all students study Biology, Chemistry and Physics as discrete subjects to GCSE and large numbers continue to A level in the Sixth Form.

The post is a permanent term-time only position, consisting of 25 hours per week. The hours to be spread over 5 days starting either at 8.30am or 11.30am, which can be discussed at interview. Flexibility may be required at busy times of the year.

For an application pack please visit the School website www.cchs.co.uk and return completed applications to Miss Helen McGrath: hmcgrath@cchs.essex.sch.uk

Closing date for applications: 12pm, Friday 3rd December 2021

Interview date: To be advised

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share in this commitment. The post is subject to an enhanced DBS Clearance.