



HOLMEWOOD HOUSE SCHOOL

Barrow Lane, Langton Green, Tunbridge Wells, Kent, TN3 0EB
Telephone: 01892 860000 Website: www.holmewoodhouse.co.uk



Science Technician at Holmewood House School

Full Time, Term Time (plus 3 weeks)

About Holmewood House School

Holmewood House is a prestigious independent Prep School of 440+ pupils aged 3-13 years, set amidst 30 acres of the most beautiful Kent countryside, just outside Tunbridge Wells. The School is a happy and supportive working environment, where we pride ourselves on the exceptional provision for our pupils and staff in all areas.

Holmewood House provides a broad, well-balanced curriculum with outstanding teachers in what is very much a family school where the positive relationships between the teachers and children allows staff to get to know and understand the individual needs of each and every child. They foster their talents and nurture their growth through a challenging and exciting curriculum.

The school wholeheartedly believes that emotional and social well-being, self-esteem, happiness and confidence are of prime importance and are in themselves inextricably linked to academic progress. Staff are excited by the curiosity and thirst for learning that each child, regardless of their ability, naturally displays. They work hard to allow each child to ask why, to query and to have the time to develop their thoughts into fresh discoveries and innovations and, in doing so, overcome the challenges faced. The end result is the celebration of learning – a reward in its own right!

The wonderful environment and outstanding facilities provide a strong framework upon which the ethos of 'allowing children to be children' can be achieved. Childhood is full of exciting new experiences which, parents and teachers relive, through the eyes and laughter of the children.

The relationship between home and school is of fundamental importance in ensuring every child is surrounded by the love, care and guidance which they require as they make their way through their educational journey. In short, the partnership allows the children to enjoy the most important journey of all: childhood.

For further information about Holmewood House please visit our website www.holmewoodhouse.co.uk

The Science Department



Science at Holmewood House is delivered across three dedicated laboratories by subject-specialist teachers in Biology, Chemistry and Physics. The ideal candidate will work with the Head of Science to coordinate the practical work across all three sciences as well as supporting the Lower-School delivery of science by class teachers.

We are looking for an enthusiastic scientist with a passion for education to assist the Head of Science in providing pupils with an engaging and effective Science education that ensures the highest levels of achievement and promotes a passion for scientific enquiry. This is a full-time position, working 38 hours per week during term time, plus 3 weeks during the main school holidays as agreed with the Head of Science. However, part time hours may be considered.

Primary responsibility:

Reporting to the Head of Science, the technician will coordinate the use of practical equipment and materials and provide assistance and advice in meeting the practical needs of the Science curriculum, liaising directly with the Science teaching staff.

Key Responsibilities:

- To liaise with Science teaching staff on a daily basis, ensuring that they are supported in delivering high quality practical Science lessons.

- Independently preparing equipment as requested by the Science teaching staff, ensuring that sufficient quantities of apparatus and materials are available and managing the organisation of these materials within the department.
- Collecting, checking and returning equipment to stores, including washing up/cleaning of laboratory equipment and glassware.
- Trialling practical procedures to ensure efficacy and safety, collecting sample data and setting up demonstrations as necessary.
- To be responsible for the control and management of chemical stocks and equipment under the supervision of the Head of Science. This includes placing orders, receiving new stock, maintaining and updating inventories, keeping records of expenditure and undertaking routine stock checks.
- To prepare and maintain stocks of chemical solutions for general and specific uses, being responsible for the safe disposal of used and surplus chemicals and managing spills/accidents in the laboratories.
- Carrying out health & safety checks within laboratories, prep rooms and stores.
- Carrying out and arranging for maintenance and repair of equipment.
- To work with colleagues in the Science department to create, develop and maintain Health and Safety records, including risk assessments, COSHH information, practical procedures and records of safety checks.
- To assist in the care of plants and/or animals within the department.
- To participate in internal and external training as required.
- To carry out other duties commensurate with the role, as required by the Science teaching staff, Head of Science or the Senior Leadership Team.

Key attributes/experience:

- Possess some previous experience of working in a laboratory environment, preferably within education.
- Be a competent chemist, with experience of working with various chemicals, making up solutions and working safely with hazardous substances.
- Demonstrate an understanding of the requirements of the Common Entrance syllabus, including the required practical and subject knowledge.
- Have the ability to communicate effectively, both orally and in writing.
- Possess excellent organisational and planning skills, including prioritising tasks and demonstrating the ability to successfully manage their own workload.
- Be able to think creatively or collaborate as necessary to anticipate and solve problems.
- Have high expectations for themselves and others; show professionalism at all times.
- Be confident offering support and guidance to both staff and students.
- Contribute to the aims and the ethos of the school, including demonstrating a positive attitude to working with children and to supporting pupils with special educational needs and disabilities.
- Show commitment to the personal development of all students, staff and themselves.
- Have a positive approach to professional development, improving their own knowledge and skills and sharing best practice.
- Display competent ICT skills and confidence when using ICT.

You may also have:

- Other experience working in an educational setting
- A degree/technical qualification in a science-based discipline.
- Previous experience of Biology, Chemistry and Physics apparatus and equipment.
- Experience managing Health and Safety regulations, writing and managing risk assessments.
- An appropriate first aid qualification.

General requirements

Mandatory and statutory training will be undertaken, and any adverse incidents reported as per school policy. The school infection control and healthcare management policies must be adhered to. Although this is a term time only role, INSET day attendance will be required.

Hours of Work

This is a full-time position, working 38 hours per week during term time, plus 3 weeks to be worked during the main school holidays as agreed with the Head of Science. However, part time hours may be considered.

Salary

Competitive salary dependent upon qualifications and experience.

Pension & School Benefits

In addition to a competitive salary, the successful candidate will be offered a range of benefits including an employer contributory pension, free parking, term-time only working and free lunch/refreshments.

Start date

September 2024 or as soon as possible thereafter.

Offer

The successful applicant will be offered the role subject to the satisfactory completion of a number of background checks including but not limited to; an enhanced DBS check, the taking up and verification of references, the verification of career history and fitness to undertake the role.

Safeguarding

Holmewood House is committed to promoting and safeguarding the welfare of children and all staff, volunteers and other third parties are expected to share this commitment. The school adopts a rigorous safer recruitment process which is adhered to in the appointment of all new members of staff. As part of the safer recruitment process, all applicants must be willing to undergo child protection screening appropriate to the post including, but not limited to, checks with past employers and an enhanced Disclosure and Barring Service (DBS) check.

All staff have a responsibility for promoting and safeguarding the welfare of children with whom they come into contact and are required to adhere to and ensure compliance with the School's Safeguarding policies at all times.

Application

If you wish to be considered for this role, please complete an application form and email to: recruitment@holmewoodhouse.co.uk

CVs can also be submitted as supporting information to the application form.

The closing date for applications is 9am Monday 1st July, after which time interviews will be arranged with short-listed candidates. If you would like more information on the role please contact the Head of Science, Mr Dave Bennett: dbennett@holmewoodhouse.co.uk.