



THE CHARLES KALMS • HENRY RONSON

**IMMANUEL
COLLEGE**

**Science Technician
Term Time/Part-time
Candidate Information Pack**



Welcome

to Immanuel College, *the* Independent Jewish school, where academic achievement, outstanding pastoral care and inspiring Jewish life and learning sit at the heart of everything we do.

Located in Bushey, we are easily accessible from North London via our extensive bus network while also having 11 acres of Hertfordshire countryside for our students to enjoy and from which they benefit in many ways from school sport to social and recreational spaces.

As a modern Orthodox school, we are proud to nurture young people intellectually, personally, and spiritually, while celebrating individuality and strengthening Jewish identity as a natural part of everyday life here. We value warm, respectful relationships between colleagues, students, parents, alumni, and the genuine sense of community and shared purpose this creates.

Alongside remarkable academic outcomes, our students benefit from exceptional arts, music, drama, sport, and educational trips that broaden learning beyond the classroom. Guided by values of kindness, responsibility, curiosity and aspiration we prepare young people for leadership and to make a positive contribution in a diverse world. As we enter the next chapter of our 35-year journey, we remain committed to excellence, care and ambition, for our students and our staff alike.

Thank you for considering this role. Please do not hesitate to get in touch with us if you would like to know more about the role or the College. We look forward to welcoming you to Immanuel College.

Dan Endlar
Head





“Pupils recognise that being part of a supportive community plays an important part in their academic development.”

"Pupils develop their self-esteem, confidence and resilience".

“The school equips pupils with the attributes of kindness, aspiration, responsibility & curiosity”.

- ISI Report 2024



Role Description

The Science Technician will provide laboratory/classroom and general assistance to the Science Department. Duties will include organising materials and equipment for lessons, as well as providing general technician support for the department.

The successful candidate should be proficient in handling and preparing chemistry practical's and equipment (including A Level).

The nature of the work requires a good technical knowledge and the utmost care to ensure a safe working environment whilst seeking to bring out the best in all the children.



Key Responsibilities

As a Science Technician, the successful candidate will be expected to:

- Carry out laboratory duties including:-
 1. Repair, construction and testing of equipment;
 2. Prepare reagents and solutions including concentrated acids and volumetric solutions;
 3. Maintenance of microbiological cultures including aseptic work and the disposal of contaminated materials;
 4. Periodic stock checking and replacement as required; and,
 5. Organisation of storage.
- Prepare equipment and materials for science practicals, projects and assessments;
- Distribute equipment, apparatus, chemicals and ICT equipment to the teaching laboratories;
- Retrieve apparatus from laboratories after use, return to store and disposal of non-hazardous waste as directed;
- Wash / clean equipment and autoclave if necessary;
- Care of plants and livestock within the department;
- Support students carrying out projects such as STEM, Science club, and Sixth Form Extended projects;
- Support ICT, such as datalogging, within the department;
- Undertake general maintenance and cleaning work in the classroom as well as some administrative work for the department;
- Maintain standards of safety and security as set out in the School and Science Department Handbooks;
- Carry out other duties which may be decided from time to time within the grading of the post; and,
- Carry out any other reasonable duties on a daily basis as directed by the Head of Department.

The Postholder should be able to organise and prioritise work on a daily and weekly basis, demonstrating a proactive approach and good initiative.

Note:

This Job Description is designed to outline the main duties and responsibilities associated with the post but is not intended to be an exhaustive list of all duties performed. It will be reviewed each year and it may be subject to modification or amendment at any time after consultation with the Post-Holder / Line Manager and Headteacher.

The responsibility for employees health and safety does not rest entirely with the School and its management. The Post-Holder, irrespective of his/her position in the School, has a legal duty to comply with the law, to ensure that the workplace is safe for everyone.

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy at all times. If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to the School's Designated Safeguarding Lead or, if s/he is the School's DSL, to the Head and relevant agencies.

Immanuel College is committed to the safeguarding of children. In addition to the normal pre-employment checks, this appointment will be subject to a prohibition order check, an enhanced DBS check and specific safeguarding questions at interview.





Person specification

Qualifications and Subject Knowledge

- GCSE Maths, English and Science (or equivalent)
- Degree (desirable)

Experience

- Relevant technician experience;
- Experience of working within an educational establishment;
- Administrative experience;
- Ability to plan and coordinate; and,
- Experience of using equipment and machinery (desirable).

Knowledge and Understanding

- Full computer literacy;
- Knowledge and understanding of Immanuel College, our values and working practices;
- Knowledge and commitment to working within the framework of the College's Equality and Diversity policy; and,
- Ability to follow safe working practices.

Communication and Relationships

- Ability to motivate and inspire members of the school community;
- Motivation to work with children and young people;
- Excellent communication skills;
- Ability to approach all matters with discretion and professionalism; and,
- Diplomacy and presence.

Pastoral Care and Safeguarding

- A clear commitment to pastoral care, pupil wellbeing, and safeguarding responsibilities.

Application Process

Immanuel College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Please familiarise yourself with our Child Protection & Safeguarding, Recruitment and Selection and our Equal Opportunities policies.

The deadline for applications is: **10:00am on Thursday 2 July 2026**

Before applying for this role please read our guidance, which can be found on the Vacancies section of our website. Please complete an application through MyNewTerm before the deadline. CVs will not be accepted.

Applications will be reviewed on receipt, and in some cases we may choose to interview and appoint a strong candidate ahead of the closing date. We therefore encourage interested candidates to apply as soon as possible. If you would like any further information, or an informal conversation to discuss the role please contact Deputy Head Academic, Mrs Danielle Kestenbaum at dkestenbaum@immanuelcollege.co.uk

Benefits

By joining Immanuel College, you will enjoy the benefits of working in a supportive, forward-thinking educational environment which offers:

- Competitive remuneration within the independent sector and opportunities for progression;
- Generous pension scheme;
- Membership to Simplyhealth;
- Free lunch and refreshments during term time;
- Free on-site parking; and,
- Generous discount on school fees.

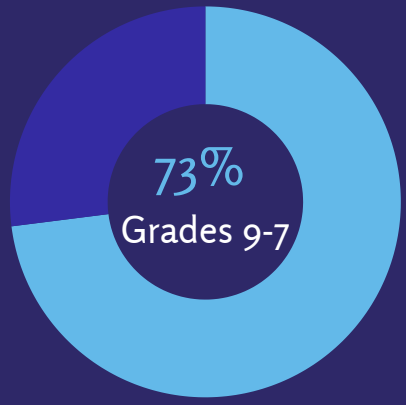




2025 GCSE Results

35%
Grades 9

56%
Grades 9-8



+ 0.84

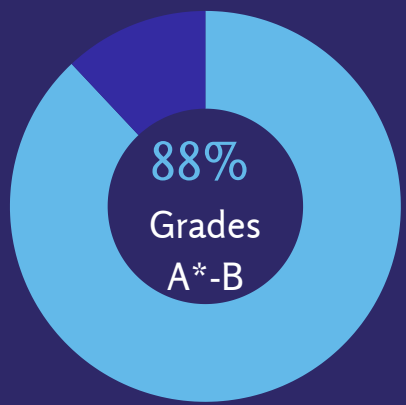
Immanuel students GCSE results outperformed their independent schools peers by an average of almost one grade per subject entry.



2025 A-Level Results

24%
Grades A*

64%
Grades A*-A



83%

of our Sixth Form leavers went to their first choice destination for onward study



