

# RECRUITMENT PACK - Science Technician (Part time )



## Beaumont School

Enjoy & Excel

# ENJOY & EXCEL

We pride ourselves on the quality of the staff we have at Beaumont, allowing our students to Enjoy & Excel, both within and beyond the classroom.

**62.4**

**ATTAINMENT 8**

**73%**

**OF STUDENTS  
ACHIEVED  
GRADES 9-4  
IN ENGLISH &  
MATHS**

**B**

**AVERAGE A  
LEVEL GRADE**





# PROVIDING OUTSTANDING EDUCATION

Beaumont is a truly outstanding school which achieves the very highest levels of academic success across a broad and balanced curriculum, supported by excellent pastoral care. We are an 11-18, mixed, community school with Academy status, located on the east side of St Albans, with specialisms in Languages, Mathematics and Computing. The school provides an outstanding education where all students are encouraged to succeed and are given a wide range of learning and enrichment opportunities in which to 'enjoy and excel'.

At Beaumont we firmly believe that happy students achieve more and that's reflected in our philosophy of 'Enjoy and Excel'.

Our school is a real community with an experienced and passionate staff who want the very best for our students.

We're proud of the academic excellence we achieve, and aim for all students, regardless of ability, to be able to make excellent progress, and encourage all our students to take advantage of the wealth of extra curricula activities available, enhanced by our outstanding facilities.

We're equally committed to our staff thriving, so career progression and staff wellbeing are high on our objectives. We have high staff retention rates: I trained here myself back in 1990. There is capacity for career development including CPD, internal promotions and links to the Chartered Teaching Programme.

Beaumont prides itself on being a friendly, caring and supportive environment. We have amazing students and staff, and a strong culture based upon respect.

We very much look forward to receiving your application.

Martin Atkinson  
HEADTEACHER



# Staff Wellbeing

Our Staff Charter details the workload support we offer staff click [HERE](#) to find out more



## Staff Wellbeing committee

Opportunity to join the staff wellbeing committee to share ideas and help us support staff with their wellbeing.



## Clear Calendar & Timetables

All school events are calendared for the year ahead, with clearly identified & distributed deadlines for data. Teaching timetables are published well ahead of the end of year.



## Buddy for all New Staff

All new staff are assigned a buddy once recruited to support them both on the lead up to joining, and across their first year.



## Minimal Out of Hours Email

A school wide focus on minimising email communication during evenings & weekends, making use of Gmail 'scheduled send'.



## Great Supportive Team

We are proud to have created a great team that supports each other to succeed and balance family life with work.



## Annual Flu Jab

An annual flu jab for all staff, available each winter, free of charge.



## Cycle to Work Scheme

We have a salary sacrificed cycle to work scheme starting in September 2020.



## Discounts with Beaumont Evening Classes

Opportunity to join classes such as French, German, Italian, as well as cake decorating, therapeutic Art & Woodwork and Textiles.

## Focused CPD and Career Opportunities

We encourage all our staff to engage in reflective and relevant CPD regularly and promote opportunities to progress.



## Skills training packages for all

Unlimited access to Isteck, TES training packages covering excel, word, google and topics such as time management and mental health training.



## Regular staff clubs and events

Regular staff clubs such as Menopause group, book club and use of the library, netball and football club as well as whole school events are available.



## Discounts and Wellbeing services

Edenred discounts scheme offering fantastic discounts on a wide range of products / services.



## Use of Fitness Suite

The fitness suite with cardio machines, weight machines and free weights is available to use.



## Dedicated staff areas

Staff rooms and workspaces including an outdoor area for staff only.



## Staff fund

Staff contribute a small amount to cover gifts to staff for life events (births, weddings etc).



## Complimentary Refreshment

At break and complimentary food provided on INSET days and evening events such as consultation evenings, STE.



## Staff Perks

Employee Assistance Programme (Free 24/7 counselling, legal & information line to help employees deal with personal problems that might adversely impact their work performance, health and wellbeing).



It is our intention to continue all of these items for the foreseeable future, unless prevented by financial constraints.

Enjoy & Excel

# THE SCIENCE DEPARTMENT

**The Science Department is the largest in the school and benefits from experienced and newer members of teaching and technical staff. Science is a very well resourced department. The department has a high profile within the school and achieves outstanding results. Large numbers of students choose to study the sciences at A Level.**

**The department consists of seven full-time teachers, ten part-time teachers and five technicians. We currently have four permanent members of staff who trained with us as graduates, testament to the supportive, friendly nature of the team.**

This is an exciting time to join our team as we have recently moved into a new Science Block with 12 modern laboratories and three preparation rooms, as well as a teachers' workroom. The department is well resourced for practical teaching, with resources recently enhanced through a grant from the Wolfson Foundation.

We offer a broad enrichment and extra-curricular programme for students, including a Year 7 Science Club, 'Teen Tech' competition, CREST Awards and trips to museums. Students are also encouraged to take part in various competitions such as Olympiads and the Cambridge Chemistry Challenge.

We have experienced a high level of success with our Sixth Form students, many of whom go on to study the sciences at university. We regularly send students on to medical and veterinary school and have frequent success in Oxbridge applications.

## Curriculum

Our KS3 curriculum is based around OUP's Activate Science course, which we are constantly developing to best suit the needs of our students.

The GCSE course starts in Year 9, where we group students according to attainment. We follow the AQA specification. A cohort of approximately ninety students studies Triple Science in both Years 10 and 11 and this option is allocated 50% more lesson time. All other students study the AQA Trilogy GCSE course. KS4 teaching is done through double lessons, lasting 1½ hours, and carried out by subject specialists. All GCSE exams are taken at the end of Year 11.

In the Sixth Form we offer AQA Chemistry, OCR Biology and OCR Physics. Science is a very popular A Level choice, with results being consistently outstanding, and many students graduate from Beaumont to pursue scientific, engineering and medical courses at leading universities.

Department results are strong at all levels, with excellent value added scores across the disciplines and ability range; we consistently outperform benchmarked schools.



# JOB DESCRIPTION

<b>Job Title:</b>	Science Technician (H4)
<b>Responsible to:</b>	Senior Science Technician
<b>Commitment:</b>	8.75 hours a week (worked across Wednesday / Thursday - we can be flexible on shift pattern hours worked)
<b>Salary range:</b>	Start date 23 February 2026 FTE £25,583 Actual salary £5,059 plus fringe of £144

## Overall responsibility

- To provide practical equipment and materials to lessons in support of teaching in the Science Department

## Task

- To ensure all practical, assessment and examination requirements of the Science Department are met by assembling all equipment and materials required for lessons, assessments and exams.
- To ensure all equipment is in the laboratories at the start of the lesson, assessment or exam and return to suitable storage as soon as is reasonably practicable after the end of the lesson, assessment or exam.
- To ensure dispensing, preparation and correctly labelled materials, using hazard cards where appropriate, for use in practical classes.
- To ensure the safe disposal of all unused/ excess biological materials and chemicals and clean equipment and glassware ready for re-use
- Liaising with Science staff to implement changing practical requirements connected with new examination syllabi, improve existing experiments and develop new ideas and alternatives to suggested apparatus.
- With the teaching staff, ensuring all practical assessment and examination requirements are pre-tested and standardized in order that results with the Board's criteria are met
- To monitor and maintain adequate stocks of consumable items ensuring that all incoming materials are stored in a correct and safe way in specific area.
- To maintain an inventory of all equipment within your specific area.

- To devise, construct and repair equipment (within the ability of the technician) and with the prior approval of a qualified member of the teaching staff.
- To be responsible for the tidiness and organisation of all technical and preparation areas to ensure an efficient and safe working environment that complies with Health and Safety regulations within your specific area.
- To contribute, as the need or opportunity arises, to other tasks relating to the smooth running of the school.

This job description may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All post holders are subject to a satisfactory enhanced DBS check

## Health, safety and discipline

- Promote the safety and well-being of students.
- Maintain good order and discipline among students.

# PERSON SPECIFICATION

	<b>Essential</b>	<b>Method of Assessment</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>GCSE in Science, English and Maths</li> <li>'A' Level or above in one of the Science subjects (Biology, Chemistry or Physics) desirable</li> </ul>	<ul style="list-style-type: none"> <li>Application Form</li> <li>Certificates</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Laboratory experience desirable</li> </ul>	<ul style="list-style-type: none"> <li>Application Form</li> <li>References</li> </ul>
<b>Knowledge and understanding (desirable)</b>	<ul style="list-style-type: none"> <li>Training or experience in Health and Safety of Lab Preparation</li> <li>CLEAPPS training on Health and Safety / disposal of chemicals desirable.</li> <li>Knowledge of exam practicals KS4 and 5</li> </ul>	<ul style="list-style-type: none"> <li>Application Form</li> <li>References</li> <li>Interview</li> </ul>
<b>Skills and abilities</b>	<ul style="list-style-type: none"> <li>Good practical, communication and organisational skills, to have an understanding of and a commitment to child welfare and safety</li> <li>IT skills in Microsoft and Google software desirable</li> </ul>	<ul style="list-style-type: none"> <li>Application Form</li> <li>Interview</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>Ability to work on own initiative and within a team, punctual and reliable.</li> <li>Tidy, accurate and able to work to deadlines</li> </ul>	<ul style="list-style-type: none"> <li>Application Form</li> <li>References</li> <li>Interview</li> </ul>

## APPLICATION PROCESS

Beaumont fosters a culture that is inclusive, as well as diverse and where our people can be themselves. As such, we have a valuable community of governors, staff, pupils, parents and alumni from a wide variety of backgrounds.

We welcome applications from all, with our primary goal being to recruit exceptional staff, who will provide exceptional learning to our students.

**To apply for this position, please complete the application form within MyNewTerm.** We are not able to accept CV's.

All questions regarding our application process can be directed to Human Resources at [hr@beaumont.school](mailto:hr@beaumont.school)

We are keen to give candidates a good insight to our school environment during their interview. **As such, the application process for this role will include:**

- Tour of the school – student led
- Interview (with Human Resources, leaders from the department and / or Senior Leadership team)
- Role specific task
- Meet the team

Applications will be reviewed upon receipt and interviews arranged accordingly; early applications are therefore encouraged.

We reserve the right to withdraw the advertisement early and once a suitable candidate is found.

# SAFER RECRUITMENT INFORMATION FOR CANDIDATES

This information is aimed at helping you to understand what is required should you be invited to interview. We do request that you bring to any interview all of the relevant Pre-Employment Vetting documentation. This will allow us to take copies and commence our safer recruitment checks quickly, in the event that you are successful. For candidates that are not successful, this confidential information would be disposed of securely.

## Safeguarding Children and Young People

Beaumont School is committed to safeguarding and promoting the welfare of children and/or young people.

We have robust processes and procedures in place to reduce risk and continuously promote a positive culture of safeguarding across our workforce. The post you are applying for is subject to our safer recruitment process and we would ask you to review our [related policy](#) ahead of any interview.

## Pre-Employment Vetting

As part of our safer recruitment process, Beaumont School operates a strict pre-employment vetting procedure. All applicants will be required to undergo the checks outlined below:

- **Declaration of previous convictions**

All posts at Beaumont School are exempt from the Rehabilitation of Offenders Act 1974, however some specific spent convictions and cautions are now 'protected' and need not be disclosed. All other police cautions or convictions for a criminal offence must be disclosed. Guidance can be found on the [DBS website here](#) where you can review the 'criminal record filtering rules'. As part of our recruitment process you will be asked to complete a staff declaration for disclosure of Criminal Offences.

- **Disclosure and Barring Service Check**

Successful applicants seeking to work with children and / or young people will be required to undergo an Enhanced DBS check; including Children Barred list checks. This will need to be completed and the original certificate seen by us, prior to your employment commencing.

To enable us to initiate a DBS check, please bring to the interview your appropriate Identification and Proof of Address documentation as per the guidance [here](#).

If you are subscribed to the DBS update service, please bring along your existing DBS certificate and we will ask you to sign a permission slip for us to complete an update check.

Where an applicant is not normally resident in the United Kingdom, or has been resident outside of the United Kingdom for more than 6 months within the last 5 years, an additional police check will be requested with the appropriate country of residence.

- **Qualifications / Registration with a Professional Body**

If the post applied for requires a specific qualification and/or registration with a professional body, you will be required to bring the original certificate(s) along to the interview. If the original certificate is unavailable, a certified copy of the document must be provided by the issuing establishment.

- **Social Media Checks**

We may undertake social media checks as part of our recruitment process.

- **References**

Candidates are required to provide a minimum of two referees, one of whom must be your most recent employer and should be able to confirm your suitability to work with children and/or young people. If you have undertaken voluntary work with children and/or young people you may use the voluntary employer as a referee.

- **Eligibility to work in the UK**

We have a legal obligation to check that all potential employees are eligible to work in the UK.

Right to work in the UK will be validated through sight, at interview, of original documents that are on the list of [acceptable documents prescribed by the home office](#).

- **Medical Assessment**

All offers of appointment will be subject to you being deemed 'fit' to work with children and/or young people by our Occupational Health provider. We are a diverse employer and welcome applications from people who have a disability.

- **Training**

In advance of commencing, all new joiners will need to complete remote training on Safeguarding and Prevent. You will be sent logons in order to complete this. If you have worked in an educational establishment previously, we will accept existing valid certificates of this training (please bring these with you to interview).

# AT BEAUMONT

## ***What our staff and students have to say about our school...***

When I decided to change my career and become a teacher, I didn't really know what to expect. From my first day at Beaumont I felt welcome and that staff and students alike wanted me to succeed. Beaumont students are friendly, well behaved and want to do well. The feeling of community and pride that I sensed when I first arrived has only grown stronger as I have become a part of that community. The day to day support and encouragement I receive from my department has been a major factor in my succeeding as a new teacher. The senior leadership team is incredibly supportive, accessible and passionate about providing an environment where students can thrive. The mutual and respectful relationships that exist between staff and students make me proud to be a part of the Beaumont community. I have no regrets about becoming a teacher



**Ian Laws**

Beaumont school is a great place to work and for career development. There are lots of opportunities for training throughout the year. I initially applied as a part time SEN administrator but was offered some additional hours as a teaching assistant. I've had training for my admin role and it has developed since 2015 but I also now have the opportunity to take small groups of students for learning support lessons. The staff at Beaumont are very friendly and welcoming. The staffroom is also a warm and welcoming area and it's nice to see lots of different people in there. There are also lots of social gatherings throughout the year where staff from all departments can get to know each other and have a nice time. I have developed strong friendships with people in all different areas of the school. The ESS team are an important part of the functioning of the school and every person is a valued member of this community. I have always felt supported and appreciated in my role within this team and this is evident in the fact that this has been the longest that I have worked in the same organisation.



**Salma Khanum**



## CONTACT US



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