



PUTNEY  
HIGH SCHOOL

GDST  
GIRLS' DAY SCHOOL TRUST



Brief for the position of **KS4 Science Technician**



# Contents

The School  
The Department  
The Role  
How to Apply

# Putney High School

With a focus on outstanding teaching and learning, wellbeing and opportunity, Putney High School is consistently recognised as one of the top schools in London and the UK. Having been graded as 'Exceptional' for pupil achievement and 'Excellent' in all categories after the most recent ISI inspection (the full report can be found [here](#)), the school continues to invest in its future, to ensure that the education Putney offers is not only the best it can be, but truly forward thinking.

Putney High School is a spirited, ambitious and innovative environment, and our students leave not only with a top set of results, but with the confidence and the resourcefulness to make their mark in whatever they choose to pursue. Putney is energetic, fun, supportive and above all, down-to-earth. Girls develop real-world skills like oracy and entrepreneurship along with the kind of creative, quick-thinking and human touch that will give them the edge in a modern world.

Overall, we are:

**A spirited and vibrant school**  
**Inquisitive, intellectually curious and love learning**  
**Ambitious, bold and striving for excellence**  
**Innovative and open minded**  
**A collaborative and democratic community**  
**Which acts with integrity, kindness and a sense of moral purpose**  
**Down to earth**

Proud of its 126 year history, the school is forward thinking in its approach and is always investing in the future. A new Science, Music, Drama and Debating Centre is scheduled to open in winter 2020, a building that connects STEM subjects with the Arts. The centre has been made possible, in part, thanks to the generosity of the school's community which has also supported the creation of a state-of-the-art Sixth Form Centre and Performing Arts Centre.

Putney High School is part of the Girls' Day School Trust, a charitable trust and leading group of independent girls' schools, with over 4000 staff and 20,000 students in 23 schools. As part of the GDST network, schools benefit from central fees collection, as well as HR, procurement, IT and legal advice. There is also a large central estates department supporting and advising schools on building projects and maintenance. Members of staff at all levels receive training, share best practice and participate in formal and informal networks across the schools.

# The Science Department

Science at Putney is about the will to find out. We aim to open up the minds of the girls to an understanding of the value, relevance and importance of scientific endeavour in the world around them. Experimentation is at the heart of our approach and we take full advantage of the excellent laboratories, resources and facilities we have here.

All Students in years 7 and 8 study a natural sciences course with topics combined from Biology, Chemistry and Physics and with an emphasis on the scientific method and experimental techniques. In year 9 students begin separate international GCSE courses in the three sciences, and more than half of our students go on to study a STEM subject at A level. We offer extensive co curricular opportunities to students to support their learning in lessons. All students in years 7 and 8 are invited to our weekly STEM club, and a number of year 8 students are selected to complete in the annual Salter's Chemistry challenge where we are proud to have been runners up and winners in recent years. Students from years 9 to 13 are welcome to attend our thriving Medicine, Dentistry and Veterinary Science Society, and we offer weekly hot topic talks on all three sciences to Sixth Form students. An increasing number of students achieve medals in Olympiads in Biology, Chemistry and Physics including our highest ever number of gold medals in 2019.

We run a range of educational visits beyond the school: year 7 visit Kew Gardens, year 8 visit Marwell Zoo, year 9 visit the science museum, year 10 attend lectures at a range of academic institutions in Central London and our sixth form Biology students attend a residential field trip in Pembrokeshire culminating in a boat trip to the Puffin colony on Skomer Island. In recent years there have been residential trips in the holidays to Switzerland and the United States to visit the large hadron collider at CERN and NASA at Kennedy Space Centre.

We seek to develop our students' ability to communicate their understanding of science to their peers. Each year, a number of sixth form students are selected to lead a weekly junior science club to students in year 5 and an advanced STEM careers club in year 10 considering pursuing sciences to A level and beyond. We are building strong partnerships with local primary schools to allow an increasing number of students to lead workshops, with a rocket workshop a particular recent highlight.

The department currently consists of 11 science teachers. The management structure consists of a Head of Science, separate Heads of Biology, Chemistry and Physics, a Key Stage 3 Science Coordinator and a STEM Coordinator. We are well supported by separate specialist technicians in Biology, Chemistry and Physics and Key Stage 3 and 4 technicians. Our Biology technician also holds the post of Senior Technician and is responsible for coordinating the provisions of practicals. Both the teachers and technicians work very much as a team, with each member having particular responsibilities and sharing experience and ideas for the working of the department.

At present the senior school science lessons have been moved into temporary accommodation consisting of purpose built and fully resourced laboratories designed to meet the needs of our students in these popular and critical academic subjects. The existing Senior School science block is currently being demolished and a new Science, Music Drama and Debating centre is due to open in Winter 2020. The Science department will include:

- Nine state of the art classrooms, all bright, naturally lit and acoustically designed
- Flexible spaces to allow teaching to be tailored to specific subjects, topics and teaching groups
- Cutting edge practical equipment including mobile, 360° glass demonstration fume, cupboards and full services in all laboratories
- Dedicated Sixth Form Laboratories for each of Biology, Chemistry and Physics



The new Science, Music, Drama and Debating Centre is scheduled to open in Winter 2020.

# Role

## KS4 Science Technician

### Job purpose:

To provide an efficient support service for the Science Teaching Staff

### Grade:

Grade 3 on the GDST Support Staff Scale  
£11,827 - £13,701 pro-rata  
(£22,095 - £25,596 FTE)

### Hours:

23 hours per week  
Term time only + 10 days



# Job Description

## Main Responsibilities

Amongst other things, you will be responsible for:

- Sourcing Biological and Chemistry materials for practicals such as specimens for dissection and other perishable goods;
- General ordering of chemicals required for Biology on the Complete online system
- Preparing Key Stage 4 Biology and Chemistry practicals and clearing away all equipment and materials afterwards;
- Assisting the Biology and Chemistry technicians with the clear up of Key Stage 4 and Key Stage 5 practicals as requested
- Assisting Science teaching staff with the technical execution of experiments where necessary;
- Keeping the Prep Rooms and Science labs tidy and all equipment clean and in good working order;
- Ensuring that all equipment and materials are safely and securely stored;
- Ensuring that any animal and/or plants entrusted to your care are well tended in term time and proper arrangements made for them during holiday periods;
- Ensuring that all Health & Safety requirements are observed eg: ensuring that chemicals required for practicals are replenished, stored and disposed of safely;
- Preparing materials for various events and activities such as Open Days, Choices Evenings and Science Clubs;
- Undertaking such other specific duties appropriate to the general purpose of a technician post which may from time to time be reasonably assigned by the Head, Senior Technician or Head of Science;
- Training as a First Aider and keeping the qualification up to date;
- Attending a weekly technicians meeting where duties, forthcoming school events, management or resources and health and safety issues are discussed;
- Although you may have particular responsibility for Key Stage 4 Biology and Chemistry, flexibility is necessary and expected. The Science Technicians work very much as a team.

## All Staff are expected to:

- Work towards and support the school vision and the current school objectives outlined in the School Development Plan.
- Support and contribute to the school's responsibility for safeguarding students.
- Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors.
- Work with the GDST's Diversity policy to promote equality of opportunity for all students and staff, both current and prospective.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
- Engage actively in the performance review process.
- Adhere to policies as set out in the GDST Council Regulations, notes, of Guidance and GDST circulars.
- Undertake other reasonable duties related to the job purpose required from time to time.

This job description should be seen as enabling rather than restrictive and will be subject to regular review.

# Person Specification

## Essential:

- Strong Biological and Chemistry knowledge
- Experience with a range of practical apparatus and equipment
- Accuracy and attention to detail
- Excellent organisation and time management skills with the ability to prioritise and react to competing demands
- Excellent interpersonal skills and the ability to work well with people on all levels throughout the school
- A willingness to adapt to and learn new systems
- Initiative for problem solving
- Excellent ICT Skills

## Desirable

- Familiarity with CLEAPPS guidelines for practicals
- Experience of working in a school environment



# How to apply

## Application:

Please apply sending a covering letter addressed to Mrs Suzie Longstaff, Headteacher of Putney High School, and completed application form to [recruitment@put.gdst.net](mailto:recruitment@put.gdst.net).

CVs are not accepted without a fully completed application form.

The closing date is : **Thursday 5th September 2019 by 12.00 midday**

Interviews will take place: **Week commencing: 9th September 2019**

Required: **September 2019**

Candidates who are invited to interview will be required to bring an original identification document (e.g. passport) and if applicable proof of eligibility to work/ reside in the UK as well as documents confirming educational and professional qualifications. A confirmation of your address within the last three months is also required.

Putney High School and the GDST are committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

## Additional information:

Any candidate wishing to seek additional information should contact:

Helen Batchelor, HR Manager

Email: [recruitment@put.gdst.net](mailto:recruitment@put.gdst.net)

Tel: 020 8788 4886





# PUTNEY HIGH SCHOOL

GDST

## Senior School

## Junior School



### Key:

- |  |   |   |
|--|---|---|
| 1 Future Site of Science, Music, Drama and Debating Centre | 7 Homefield: Art and Music and SEN                                      | 12 Galbraith: English, Geography, Maths, Modern Foreign Languages |
| 2 Performing Arts Centre / Cafeteria                       | 8 Sports Hall   | 13 Junior School  |
| 3 Cromwell: Headmistress' Office, Main Reception           | 9 Classics, Sports Hall Viewing Gallery, FOPHS Fitness Centre           | 14 Putney Green   |
| 4 Senior Library   | 10 Lockley: Resistant Materials, Drama Studio, Language Lab, ICT Suites | 15 Amphitheatre   |
| 5 Sixth Form Centre  | 11 Bluebell Stage   | 16 Adventure Playground   |
| 6 Long Corridor: History, RS & Textiles                    |   | 17 Wellbeing Pod  |
|  |   | 18 Astro Science Centre (Temporary Site)                          |

Putney Hill



PUTNEY  
HIGH SCHOOL

[www.putneyhigh.gdst.net](http://www.putneyhigh.gdst.net)