



King's High School



THE SUNDAY TIMES  
**SCHOOLS  
GUIDE  
2019**  
WEST MIDLANDS  
INDEPENDENT  
SECONDARY  
SCHOOL  
OF THE YEAR

SHORTLISTED  
INDEPENDENT  
SCHOOLS OF  
THE YEAR 2020  
Education Media Group

TATLER  
SCHOOLS GUIDE 2020  
King's High  
School

## Information for Applicants

**Science Technician (31 Hours) – Temporary (with the possibility of a permanent position)**  
As soon as possible

## A Message from the Head



I am delighted that you are taking the time to find out more about joining King's High – a remarkable school and a very special community.

I hope that this brochure conveys a sense of the inspiring and dynamic culture at our school and across our Foundation.

King's High is a very special community, where we strive for excellence and to make a difference in our world. Our community strength lies in our relationships – between staff, pupils, parents, across our Foundation family of schools, our alumnae and partnerships with our local community.

King's High is an exceptionally vibrant environment in which to work with a forward-looking, innovative ethos. Our expert staff show exceptional commitment to our students both in the classroom and in their wider endeavours.

I very much hope that you will be inspired by what you discover about us and that you will wish to be a part of this exciting community; I look forward to receiving your application.

**Dr Burley**  
**Head Master**



# The School

Founded in 1879, King's High School provides independent, single sex, day education for approximately 780 girls aged 11 to 18. The school is renowned for its friendly and welcoming atmosphere and its strong reputation as a centre for educational innovation. It is founded on a distinguished academic tradition tailored to the individual needs of our students. We pride ourselves on the outstanding academic performance and broader creative and co-curricular passions of our pupils.

We value friendship, social responsibility, intellectual curiosity and creative thinking. Students are encouraged to follow their interests and excel in subjects they enjoy. Our aim is for our pupils to grow into happy, confident and compassionate young women with the ability to reason, analyse, learn independently and exercise strong judgement and leadership.

As we celebrated our 140th Year, the school moved into its stunning new home on the Foundation campus in September 2019, joining Warwick School and Warwick Preparatory School.

King's High School has recently been crowned Senior School of the Year at the Independent Schools Association (ISA) Awards 2021-2022. The School also won the Excellence and Innovation in Performing Arts Award and was Highly Commended for Sport and Fine Arts.

We are proud to be a Tatler School and were named a 'School of the Future' in the Tatler Schools Guide 2022.

School Sport Magazine recently ranked King's High amongst the very top UK Independent Girls' Sporting Schools in the UK.

[www.kingshighwarwick.co.uk](http://www.kingshighwarwick.co.uk)



Warwick Independent Schools Foundation comprises two schools: King's High with Warwick Preparatory School, and Warwick School. The Foundation is unique in the Midlands, offering co-education for our pupils aged 3 to 7, and single-sex education from age 7 onwards. This offers the best of both worlds for our pupils: teaching specifically tailored to their needs with extensive opportunities to collaborate outside the classroom.

## The Role



The role of Science Technician at King's High is vital for the successful and efficient delivery of the Science curriculum throughout the school.

We are looking to appoint a positive, reliable and knowledgeable individual who can support the staff and students in the department with their experimental work, whilst being a strong team player within a large and very successful academic department.

The successful candidate will be friendly, positive, articulate, and well-organised, capable of working to deadlines and multi-tasking effectively. They will need an excellent awareness of the health and safety regulations and implications of the work of a busy Science Department.

The role is 31 hours a week (Monday – Thursday) term-time only (plus INSET) days.

# Job Description

## Reporting to the Head of Science, the post holder is required:

1. Organises the efficient operation of all the laboratories daily.
2. Undertakes the day-to-day maintenance of laboratory equipment. Keeps the laboratories tidy and storage units clean and orderly. Washes up all glassware daily. Before each term begins prepares the laboratories for use.
3. Handles, stores and disposes of chemicals, radioactive materials and general apparatus in accordance with COSHH and other Health and Safety regulations ensuring that a suitable risk assessment has been carried out.
4. Undertakes or assists with all routine Health and Safety checks required within the science department including PAT testing.
5. Provides and sets out resources for science lessons and activities.
6. Assists members of staff with classes and accompanies educational trips and visits when asked. Oversees girls doing practical investigations out of lesson time provided a suitable risk assessment has been performed.
7. Monitors all stock, including an annual stock-take and input of equipment and chemicals on the computer database system.
8. Orders equipment and chemicals in consultation with the Head of Science. Checks orders when delivered, records all invoices and contacts suppliers when necessary.
9. Keeps a check on the department's accounts within its annual budget including the spending of petty cash in consultation with the Head of Science.
10. Uses judgment and initiative day by day and plans for future work including curriculum development, experimental design, and apparatus construction.
11. Develops the use of datalogging and ICT within the science curriculum and produces experimental instructions for classes.
12. Where appropriately qualified, assesses pupils' minor accidents and takes to School Nurse when necessary.
13. Attends, when required, Science departmental meetings, individual departmental meetings (some of which may be after school) and regular meetings with the Head of Science.
14. Performs various administrative duties within the science department.
15. Safeguarding:
  - a. To adhere to the School Policy on safeguarding and undertake training as required;
  - b. To ensure the safeguarding and well-being of children and young people at the school, in accordance with School policies

# Further Details

**The Employer** is the Warwick Independent Schools Foundation.

## Salary

This is a part time position of 31 hours per week and temporary until 07.07.22. Salary is pro rata of Point 16 – Point 19 with an actual salary of £13,713 (P16) - £14,704 (P19), term time only plus inset days.

## Staff Benefits

- Staff Fee remission at our Warwick Campus
- Complimentary lunch and refreshments
- Free car parking
- Use of the Sports Complex for staff
- A strong, supportive staff community

## Pension

The Foundation operates the NEST pension scheme

## Child Protection

The School's Child Protection Policy is included in this pack. An interview will include questions about safeguarding children. The appointment will depend on satisfactory DBS clearance.

The Warwick Independent Schools Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any concerns should be reported in accordance with the Foundation's Child Protection policy.

## Safeguarding

All staff are required to:

1. Adhere to the School Policy on safeguarding and undertake training as required;
2. Ensure the safeguarding and well-being of children and young people at the school, in accordance with School policies.

## Appointment Method

Interview and workshop session

## Appointment Timetable

### 14 March by 12 noon

Deadline for submission of applications (on the standard application form)

### ASAP thereafter

Notification of outcome to short-listed candidates

## The Application Form

This must be completed in full before the application can be considered. Any discrepancies or anomalies in the information provided or issues arising from references will be discussed at the interview.

If you have any queries about the completion of the form, please contact Mrs Sarah Norton (Head's PA) [s.norton@kingshighwarwick.co.uk](mailto:s.norton@kingshighwarwick.co.uk)

## Enclosures

- Application Form
- Job Description
- Equal Opportunities Policy
- King's High School Child Protection Policy
- Recruitment of Ex-Offenders Statement

# Person Specification

	Essential	Desirable	Method of assessment
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Numerate</li> <li>A good standard of English</li> </ul>	<ul style="list-style-type: none"> <li>Further or Higher education qualifications in a science</li> </ul>	Contents of the Application Form  Copies of qualifications
<b>Experience</b>	<ul style="list-style-type: none"> <li>Previous experience in a science laboratory</li> <li>Experience with handling chemicals</li> </ul>	<ul style="list-style-type: none"> <li>School science technical experience</li> <li>Previous experience of working with students of this age</li> </ul>	Contents of the Application Form  Interview  Professional references
<b>Skills</b>	<ul style="list-style-type: none"> <li>Confident with handling glassware, chemicals, biological specimens and electrical equipment</li> <li>Ability to manage and maintain an accurate stock record</li> <li>Ability to work as an individual and as part of a team</li> <li>Ability to make decisions, acting on own initiative, dealing with problems as they arise</li> <li>Well organised and able to manage one's time efficiently</li> <li>Ability to deal with staff, students, visitors and the general public with good communication skills and a professional manner</li> <li>Ability to communicate clearly and positively with young people</li> <li></li> </ul>		Contents of the Application Form  Interview  Professional references
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>Confident efficient use of chemicals, biological specimens and electrical equipment</li> <li>Proficiency in basic ICT e.g. Microsoft Office</li> </ul>	<ul style="list-style-type: none"> <li>An up-to-date awareness of Health and Safety issues</li> <li>Making solutions of a specified concentration</li> </ul>	Contents of the Application Form  Interview
<b>Personal</b>	A wholly professional attitude to include:	<ul style="list-style-type: none"> <li>A willingness to contribute to co-</li> </ul>	Contents of the

<b>competencies and qualities</b>	<ul style="list-style-type: none"> <li>• An enthusiasm for science education for young people</li> <li>• Commitment to high standards</li> <li>• Support for school aims and policies especially in areas of health and safety and child protection</li> <li>• Ability to prioritise</li> <li>• Tact, discretion and loyalty</li> <li>• Friendly and helpful manner</li> <li>• Reliability and punctuality</li> <li>• Commitment to own professional development</li> <li>• Ability to be positive and enthusiastic</li> <li>• Ability to cope with pressure/workload</li> <li>• Vision/imagination</li> <li>• Initiative</li> <li>• Confidence</li> <li>• Dependability</li> <li>• Proficiency in ICT</li> <li>• Soundness of Judgement</li> <li>• Time management,</li> <li>• Ability to make decisions</li> <li>• Ability to prioritise</li> <li>• Ability to organise self</li> <li>• Ability to listen</li> <li>• Ability to work in a team</li> </ul>	curricular activities, school life and events	application form  Interview  Professional references
<b>Safeguarding Children, Young People and Vulnerable Adults</b>	<ul style="list-style-type: none"> <li>• A commitment to the safeguarding and well-being of children and young people at the school, in accordance with school's policies</li> <li>• A willingness to adhere to the school's policy on safeguarding and to undertake training as required</li> </ul>		Contents of the Application Form Interview Professional references Successful DBS Clearance
<b>Equal Opportunities</b>	<ul style="list-style-type: none"> <li>• Understanding of the requirements of Equality and Diversity</li> </ul>		



King's High School  
Warwick Preparatory School

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