



HOLYPORT COLLEGE



LEAD SCIENCE TECHNICIAN Candidate Information

WELCOME

Welcome to Holyport College. I hope, as you read on and learn more about this very special school, you will become more and more excited about joining the Holyport team and the opportunities that provides.

If appointed, you will be joining an excellent, welcoming team. This post offers an exciting opportunity to help to support a creative and dynamic science department and lead a small team of Science technicians.

Holyport College was the country's first state boarding free school, opening in 2014. It is a distinctive, fully subscribed secondary school with over 600 pupils, over 200 of which are boarders. It has a comprehensive intake at Year 7. It actively promotes social mobility and has an outstanding record of supporting the most vulnerable. Many of the pupils progress to our high-performing Sixth Form. The College is a vibrant, ambitious and inclusive community where young people thrive. They follow an aspirational academic curriculum alongside an exceptional co-curricular offering that is equally valued by the College and made possible by the extended school day. You would be joining a remarkable staff team who all care deeply about the College.

Holyport College has a unique strategic and very close working partnership with its nearby sponsor, Eton College. With the help of a strong boarding ethos, it has managed to create a "joyous place to learn" which offers students the best of both state and independent education.

The Science department is led by our Head of Science, Natalie Davis, and the post holder will work in collaboration with all members of the department.

If this is a school and a role that excites you and you believe you have the requisite skills, experience and dynamism, we would be delighted to hear from you.

Alastair Ingall
Headteacher



HISTORY AND OVERVIEW

Holyport College (pronounced Hollyport) is a state boarding and day school for boys and girls aged 11–18 located in Berkshire. It was the first state boarding free school in the UK, and it is currently full to capacity, catering for just over 600 pupils, more than 200 of whom board. The doors opened to its first students in September 2014, with the Sixth Form provision beginning in September 2017.

Years 7–11 are non-selective, but the Sixth Form, with over 200 pupils, is academically selective. Holyport College is a state school but, like some other state boarding schools, has a long school day for everybody, finishing at 5.00pm. The extended day affords the opportunity to offer a huge range of co-curricular activities to suit all tastes, with participation in the programme compulsory for all students. Whilst the College has certain elements which are deliberately modelled on a traditional private boarding school, the aim is to emulate the best of both the state and independent sectors. In terms of funding, approx. 50% comes from state, and approx. 50% comes from boarding fees.

Holyport College is exceptionally proud of its close partnership with Eton College which aims to become the gold standard by which other state and independent school collaborations are judged. Through this partnership, the lives and education of every student at Holyport College are significantly enriched on a regular basis. Eton College, founded by Henry VI in 1440, is situated just a few miles away from Holyport, near Windsor. Whilst Holyport College may be a relatively new school, it is fortunate to be able to draw on Eton's heritage and experience. The partnership has allowed Holyport to forge links at a number of levels, including governance, the sharing of facilities, the creation of enrichment opportunities, the establishment of an educational research and innovation centre at Holyport and through positive staff and student interactions. That said, Holyport College is not Eton College. It has a unique and strong personality of its own which is distinctive, exciting and a little bit quirky.

Holyport continues to develop and improve at a remarkable pace and recent initiatives include:

- ♦ the introduction of iPads for every student (September 2024).
- ♦ the opening of three new Eton Fives courts, (October 2024).
- ♦ The development of a new Performing Arts Centre, planning application granted (November 2024).
- ♦ The imminent launch of The Holyport College Foundation, incorporated in November 2023, which is intended to raise funds for grants, items, services and facilities for the College and its pupils.

The College is located on Ascot Road in Holyport, a suburban village in the parish of Bray, about two miles south of Maidenhead town centre in leafy Berkshire. The village has a doctor's surgery, a newsagent, a grocery, a butcher, a small café and a hairdresser, as well as the post office and four pubs.

It is well connected: located 4 minutes from the M4 (junction 8/9) and 7 minutes from Maidenhead railway station (Elizabeth line and GWR).



BOARDING

Holyport feels like a fully integrated boarding and day school, not – like many schools – a day school with a few boarders. Day and boarding pupils are treated alike (with all day pupils staying late and doing most of the same activities as boarders). It also helps that all pupils are assigned to a House – boys' boarding Houses are joined by girl day pupils and vice versa. About half of our boarders are in school all weekend, when there are plenty of activities to keep them busy.



There are almost equal numbers of boy and girl boarders. Some are relatively local, others are from further afield, including overseas. They are housed directly above the classrooms, with the biggest dormitories housing up to six younger pupils, whilst Sixth Form boarders share double rooms. Boarders have access to a kitchen on their corridor, and Sixth Form students also have their own living room on their corridor. The College has a dedicated, onsite medical centre staffed by a full-time nurse.

With more than one-third of students living on site, boarding is very much at the heart of the College community and strongly reflects its values and ethos. Holyport's modern boarding model seeks to replicate the family atmosphere of a home, where relationships are familiar in nature and the environment relaxed and stable.



THE ROLE

Holyport College seeks a dedicated and enthusiastic individual to work within the Science Department in the country's first state day and boarding free school. Enthusiasm, enjoyment of practical tasks and a willingness to help and support and key requirements. Experience in a laboratory or Science role is essential.

Within current Health and Safety statutes and procedural guidelines, prepare and set out equipment to enable teaching staff to undertake routine scientific demonstrations and class experimental work, and manage the acquisition, maintenance, safe storage and disposal of equipment and chemicals required in connection with delivery of the College's science curriculum.



"Holyport College is a joyous place to learn. Pupils are well cared for in a cheerful and warm environment where difference is welcomed. ... Pupils enjoy positive and friendly relationships with staff who know them well."
OFSTED INSPECTION REPORT 2023

"Since coming into post, the head of boarding has overseen significant changes ... in the four boarding houses. These changes have ensured that the leader of each boarding house, known as housemasters, have greater capacity to focus on the well-being of the boarders"
OFSTED INSPECTION REPORT FOR BOARDING 2022

JOB DESCRIPTION

KEY RESPONSIBILITIES

CURRICULUM SUPPORT

- Work with science technicians to ensure they are confident in the set up and organisation of school practicals
- Ensure appropriate stock and apparatus is ready for each academic year to support the range of required practicals completed across all key stages
- Clean and store apparatus after use
- Collect equipment and materials from storage and organise these for class use
- Assist with the preparation of work sheets and other teaching material as required
- Carry out reprographic duties as required
- Prepare equipment and materials for lessons both for demonstration and class use
- Prepare chemical solutions.
- Set up equipment and apparatus, as required, for demonstration purposes and to enable individual pupils or groups of pupils to undertake required practical work
- Construct and repair equipment. D.I.Y. skills an advantage
- Mount displays of materials, visual aids and pupils' work
- Ensure that all apparatus is properly maintained at all times so that it can be used effectively
- Carry out basic maintenance jobs within department
- Assist in providing advice to pupils on the correct and safe use of equipment and the inherent dangers in failing to observe proper procedures
- Assist with class practical work and in recording the outcome of pupils' practical work

HEALTH AND SAFETY:

- Ensure that all health and safety legislation and procedural guidelines are adhered in respect of the work of the Science Technicians
- Consistently stay up-to-date with the most current COSHH & CLEAPSS regulations, passing on knowledge and information to teachers and science technicians
- Ensure that chemicals are safely and securely stored in accordance with specific instructions and recommended guidelines
- Ensure that dates of expiry for stock on all batches of chemicals are recorded and regularly reviewed and that appropriate action is taken in dealing with chemicals held in stock for excessive periods
- Be responsible for maintaining stocks of chemicals in a safe and secure environment at a level which is appropriate to the needs of the science department
- Advise science teachers and science technicians on safety matters and potential problems with equipment
- Coordinate with the estates team to arrange compulsory PAT testing on all electrical apparatus
- Ensure that all mains services and apparatus are maintained in proper working order and that electrical components are regularly checked to ensure safety

JOB DESCRIPTION

- Ensure that laboratories are locked at all times when appropriate staff are not present
- Check materials and equipment, before and after use by a class, for quantity and damage
- Maintain laboratories to ensure a clean, safe and orderly environment
- Install, test and calibrate both existing and new equipment
- Organise repairs or specific maintenance of equipment through communication with the estates team and external companies
- Check regularly on the supply of mains services to equipment such as Bunsen burners, fume cupboards, ventilator units etc.
- Maintain an inventory of materials and equipment and associated stock taking duties
- Where animals, insects etc. are kept to ensure that the proper standards of hygiene and feeding are observed at all times
- Maintain overall supervision of the laboratories and prep rooms and prevent any unauthorised access
- Undertake the safe disposal of chemical and biological waste
- Deal with accidents and chemical spills in a safe manner
- Be responsible for reporting health and safety issues that require further attention

GENERAL

- With support from Head of Science, line manage the science technicians ensuring performance management and appraisals are carried out as required
- Encourage learning and CPD of science technicians to support upskill within the department
- Support the Radiation Officer in the Science Department (teaching member of staff) to ensure correct procedures are observed at all times
- Liaise with staff in finance to manage budget and purchases for the department
- Run audits on classroom textbooks and organise ordering of new stock or redistribution of books across laboratories
- To participate in staff development sessions where appropriate

OTHER

- To undertake training and development relevant to the post
- As duties permit, to participate in the College's co-curricular programme of activities working directly with small groups of pupils where the post holder has skills or experience that can meaningfully add value to the experience of pupils
- To undertake any other duties as reasonably directed by the Headteacher - it is essential that the post holder is flexible

PERSON SPECIFICATION

QUALIFICATION CRITERIA

- Right to work in UK
- Educated to at least Science GCSE Level or the equivalent is preferred
- Educated to Level 3, including Maths and English GCSE at grade C or above

EXPERIENCE

- Experience of working in a school is preferred
- Experience of working in a laboratory environment is essential
- Experience of setting up chemistry equipment is desirable

SKILLS AND ATTRIBUTES

- Strong practical skills
- Strong leadership skills
- Genuine passion and a belief in the potential of every pupil
- Flexible, highly organised and able to multi-task and prioritise work to meet deadlines
- Helpful, approachable and positive nature and ability to stay calm and diplomatic under pressure
- Able to take ownership of tasks and work with minimal supervision
- Have exacting standards and a keen eye for detail
- Keen to learn and further develop own skills
- Exercises sound judgment, especially relating to confidentiality and discretion
- Excellent interpersonal skills with pupils and adults

SPECIFIC SKILLS

- Good numeracy and literacy
- Willing and able to learn and operate new IT systems and databases
- Good administrative and organisational skills



REMUNERATION AND BENEFITS

Hours for this role are 20-24 hours per week—working hours can be adapted to suit the post holder. The salary for the role is £30,269 FTE (actual salary will be pro rata) and you will be enrolled in the Local Government defined benefit Pension Scheme.

The College's full time hours are 8.30am to 5pm Monday to Thursday, 8.30am to 3.45pm on Friday.

Holyport College is committed to staff wellbeing and to ensuring that all colleagues can maintain an appropriate work/life balance. Our staff are listened to and valued.

The College has two additional weeks holiday per year compared to the average state school: our October half term is two weeks long and our Christmas holiday is three weeks. There are opportunities for international travel: no member of staff will be asked to do this if they don't want to however we have regular trips to Iceland, the Alps, Spain, France, Italy and the USA.

The post will be offered subject to the necessary pre-employment checks including medical fitness and enhanced DBS checks.



“The extended day – 8.30am to 5pm for all pupils, boarding and day – is the School’s secret sauce... The long afternoon allows time for a phenomenal co-curricular programme with offerings ranging from mindful colouring to real tennis, Young Enterprise to ballet.”
GOOD SCHOOLS GUIDE

APPLICATION PROCESS

Interested candidates are welcome to contact the College to arrange an informal discussion about the role by emailing careers@holypportcollege.org.uk.

Closing date: 9.00am on Wednesday 24th September. Early applications are encouraged and we reserve the right to appoint before the deadline. Interviews will be scheduled for week later that week..

Applications should be submitted by email to careers@holypportcollege.org.uk and must include:

- ♦ A fully completed support staff application form which can be downloaded from The College website [here](#)
- ♦ Completed References & Monitoring and Equal Opportunities forms, also available on the College website

The process is as follows:

- ♦ When you submit your application, you will receive an email of acknowledgment from The College confirming that we have received it. If you have not received an acknowledgment within two working days of your application, please email us at careers@holypportcollege.org.uk or call [01628 640 157](tel:01628640157)
- ♦ Shortlist interviews will take place at the College shortly after the closing date when candidates will be given a tour of the College.

DISCLOSURE AND BARRING SERVICES

All applicants must be prepared to undergo screening to confirm their suitability to work with children and young people.

SOCIAL MEDIA

The College will undertake appropriate social media checks for all candidates invited to interview.

EQUAL OPPORTUNITIES

Holyport College welcomes applications from all sectors of the community.

In compliance with the Department for Education's safer recruitment guidance, the College will contact referees if you have been shortlisted for an interview.

Holyport College reserves the right to check the accuracy of statements made as part of an application process. Those submitting an application are deemed to have given consent to such checks being made.

All staff take part in the College's performance management process and must abide by the Code of Conduct for Staff and Volunteers at Holyport College.

This role is exempt from the Rehabilitation of Offenders Act 1974 so candidates must disclose information about spent, as well as unspent convictions.

