

# Richard Hale School



Application Pack

Biology Technician

January 2025



# Richard Hale School

**Role: Biology Technician**

**Start date: January 2025**

Thank you for your interest in the post of Biology Technician. The Application Pack consists of the following documents and an application form can be found on our website <https://www.richardhale.herts.sch.uk/vacancies/> under Support Staff Application Form.

- Job Description
- Information about the school

Please note:

- **Closing date: 9 am Wednesday 27<sup>th</sup> November, 2024.** Please note that we reserve the right to close this vacancy early should sufficient applications be received so early application is essential.
- **Electronic version of the application form**  
The application form can be found on our website <https://www.richardhale.herts.sch.uk/vacancies/> under Support Staff Application Form and Support Staff Guidance notes are provided to assist you.
- **References**  
Please ensure that you provide **email addresses** for all your referees as we will request references by email. A **mobile number** for them would also be useful.
- **If you have any queries regarding this post**  
For general enquiries about the recruitment process, please contact Mrs Homan, HR Manager on [sho@richardhale.co.uk](mailto:sho@richardhale.co.uk) or Dr Louise Morris (Assistant Headteacher) [ms@richardhale.co.uk](mailto:ms@richardhale.co.uk). We welcome visits from applicants prior to application.
- **How to apply and where to send your completed form**  
Please complete the application form and return it to the school as soon as possible, together with a letter of application, on no more than two sides of A4, which outlines the skills and abilities you could bring to the post. Please forward these by email to Mrs Homan at [sho@richardhale.co.uk](mailto:sho@richardhale.co.uk). Please accept our apologies as we may not be able to notify all candidates of the outcome of their application.
- **Criminal Declaration Form**  
All applicants invited to interview will be required to complete a Criminal Declaration Form prior to interview.

*The school is committed to safeguarding children and young people. All post holders are subject to a satisfactory enhanced DBS check (Disclosure & Barring Service).*

We look forward to reading your application, and thank you for your interest in our school.



# Richard Hale School

## **Biology Technician Required for January 2025**

We have a vacancy for a full time Biology Technician. The postholder will be responsible for coordinating the use of practical resources for the Biology department. Previous experience of working as a technician would be beneficial and a minimum of GCSE Biology at grade A\*-C (9-5) is required. A higher qualification in Biology would be an advantage but not essential as full training will be given. Sciences are taught separately in all three key stages and the subject is popular and successful at Advanced Level.

The position is for 37 hours per week, term time plus 1 week, Mon-Fri (8am start). The salary range for the position will be £28,624-£31,067 (FTE), plus outer fringe.

The school is committed to safeguarding children and young people. All post holders are subject to a satisfactory enhanced DBS check (Disclosure & Barring Service).



# Richard Hale School

## Information about the School

Richard Hale School, called after its original wealthy benefactor, has stood on its present site since 1930. It was founded as Hertford Grammar School in 1617 on a site behind All Saints' Church nearer the town centre and changed its name in 1974 when it became a comprehensive school. A door from the original school can be seen in the main foyer when you enter the school giving that sense of history that we are very proud of.



Richard Hale is an 11 - 18 year old boys' comprehensive school with a six-form entry in Year 7. The school has 1200 students with 180 in each year group and over 300 in the sixth form which is mixed. We are heavily oversubscribed with 500 applications for 180 places.

Year 7 students are drawn from approximately 50 primary schools with admissions based on the post coding of traditional parishes. The intake comes from a large area of East Hertfordshire, particularly Hertford, Ware and the surrounding villages. The Sixth Form has continued to grow since becoming co-educational in 2005. It is now one of the largest in the area, attracting boys and girls from further afield than the immediate locality.

The school's buildings have been improved extensively over the years. Facilities include a Sixth Form Centre with tutorial rooms and a large study room. We have improved the facilities on site with a refurbished Engineering block. During 2017 a 3G all-weather football pitch was added to provide improved sport facilities for the students and in September 2022, we opened our brand-new Sports Hall, which includes a fully equipped gym. We play Rugby games at Hertford Rugby Club; this provides a real experience for the students playing in front of a good crowd and under floodlight during the winter evenings. We run a complete set of Saturday morning fixtures in rugby, football, and cricket over the year.



Underpinning all the work done within the school is a steadfast commitment to develop our students into thoughtful, respectful, and focused individuals who are able to make a positive contribution to the community and wider world.



We are a Good School as Ofsted confirmed in our Ofsted Inspection from 2019. The feedback and report reflect the many strengths of the school. The report is available on the website, but the following quotes really show what the school is like, “Pupils are proud to tell their friends that they attend the school. Parents typically say, ‘My son loves coming to school. We are proud that our son is a Richard Hale pupil,’ and “Staff and pupils explained to inspectors that they feel like they are part of a large, supportive family.”

### **The school curriculum and extra-curricular activities**

Our curriculum is traditional in principle, but also provides innovation where possible. Some key characteristics:

- We teach KS4 over three years so we can develop skills and enrich the students’ learning experience alongside the increased content the new qualifications require.
- Approximately 70% of students take a modern foreign language and individual sciences at GCSE, placing the school in the top 20 percentile for these subjects.
- Our Design and Technology provision includes Engineering, which is very popular at KS4.
- We have a garage on site allowing the students to experience motor engineering, this is alongside the other D&T disciplines.
- We offer a broad and balanced curriculum which provides a range of opportunities for our students catering for all interests and aspirations.
- Students in the Sixth Form have access to two learning pathways, academic or vocational. The Advanced Level offer is extensive with 21 subjects taught on site. BTEC Business, Science and Sport provide students with a more focused vocational curriculum.



At KS5 we teach a linear syllabus with students sitting examinations at the end of the two-year course. Our destination data is strong with all our students achieving offers for university, many of these from the Russell Group, or successful entry into apprenticeships or employment.

Student achievement is high with 83% achieving 9 to 4 in English and Maths in 2024 and 66% achieving 9 to 5 in these subjects. The progress of students is an area which has been a focus over the last few years, and we are delighted that our progress score will be above average again this year and well above average for boys. The school's performance indicators are all significantly above the national average in every measure, but particularly for boys.

Our aim is to create a learning environment in which all students can develop their learning, intellectual and personal abilities, both inside and outside the classroom. To this end we provide an extensive extra-curricular programme, with the school excelling in sport, music, drama, science and engineering competitions. Our Duke of Edinburgh's Award programme is strong with large numbers of students taking bronze, silver and gold awards. The school's ethos is one of encouraging the participation of students in the wider school community through a diverse range of opportunities at all levels.



Much of the school activity is centred on the House system. Each pupil is allocated to one of the six houses (Cowper, Croft, Hale, Kinman, Page, Wallace) and throughout their school lives enjoy and compete in many activities, mainly organised by themselves and supported by the Heads of House. These range from sport, music and drama competitions to chess and other types of activity.

Further information on the school and its history and achievements can be found on our website at [www.richardhale.herts.sch.uk](http://www.richardhale.herts.sch.uk)



# Richard Hale School

## Information about the Department

The Science Department is located in nine laboratories, fully equipped for experimental work across all Key Stages. There is office space for all staff and three prep rooms run by three science technicians.

Separate sciences are taught by 13 teachers in the department from KS4 onwards. Our KS3 curriculum has been condensed into two years, allowing time for KS4 students to study science GCSEs over three years. The majority of our students study separate sciences but we also deliver the trilogy combined science course. Students follow the AQA specification in all three sciences.

Over half of our KS5 exam entries are in Science and Maths, and we teach science A-Levels in Biology, Chemistry and Physics, with four classes in each of these subjects across the sixth form. At GCSE, students follow the AQA specifications. We also run the BTEC Level 3 Extended Diploma in Applied Science course over two years, which gives students a qualification equivalent to three A-levels, and includes units in Biology, Chemistry and Physics.

Our aim throughout our students' education is to provide them with an excellent understanding, appreciation and enjoyment of science. This is further supported by our extra-curricular science programme, which includes junior and senior STEM clubs run by teachers and assisted by sixth formers, plus astronomy lunchtime lessons. Students can gain CREST Awards, and we enter regional and national competitions, having competed at the national Big Bang at Birmingham NEC several times. We also have strong links with industry and universities, including GlaxoSmithKline and Cambridge University where students undertake visits, work experience and master classes. Many of our students go on to study or work in scientific fields when they leave Richard Hale, and we encourage and support them to do so.

As a Science College, we also provide a community programme consisting of outreach to a family of local primary schools. This involves our teachers visiting schools to teach and enrich their curriculum and KS1-2 pupils coming to Richard Hale for practical science activities.

### **Departmental Organisation as of September 2024:**

Director of Science:	Dr Louise Morris
Head of Biology:	Mrs Beverley Moseley
Acting Head of Chemistry:	Mr Nick Wood
Head of Physics:	Mr Don Wemyss-Cook



# Richard Hale School

## Job Description: Biology Technician

### Job Title

Biology Technician

### Job Purpose

To be responsible to the Head of Department for the co-ordination, use and development of practical resources and facilities. To provide guidance and support in meeting the practical requirements of the science curriculum and liaise with teaching and support staff outside the department.

### Main Areas of Responsibility

- Organise and deliver resources and laboratory equipment for lessons across KS3, KS4 and KS5 as per teacher's request via a managed booking system.
- Assist the Head of Department in planning the GCSE, GCE A Level required practicals
- Support the science and STEM clubs with resources
- Assist the department in arranging cover for absent colleagues.
- Assist the Head of Department in maintaining and updating current scheme of work.
- Ensure and promote the maintenance of a healthy and safe environment.
- Assist the Head of Department with the day-to-day organisation and development of trainee staff to ensure that essential performance standards are achieved.
- Contribute to the design, development and maintenance of specialist resources.
- Provide guidance and support in meeting the practical requirements of the science curriculum, including liaising with teaching staff and support staff outside the department.
- Be responsible for setting up and monitoring systems used in the management and control of practical resources.
- Undertake the role within the Biology department on routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment to the required standard, maintaining the appearance of the laboratories.
- Carry out regular stock checking of equipment and managing the process of ordering new and replacement equipment for the department as required.

### Knowledge and Experience

- An interest in Biology
- Ability to work as part of a team
- Sound knowledge of IT software; especially Word, Excel, Access and PowerPoint.
- Ability to design, manufacture and repair mechanical and electrical equipment (desirable)
- Awareness of Cleapss hazard guidelines and risk assessment (desirable as training can be provided)



**Salary and hours**

The position will be paid on H6 14-19 (salary range £28,624-£31,067 FTE plus outer fringe) and is from 8.00am – 4.00pm each day (3.30pm finish one day), with a 30 minute lunch break.

**Supervision**

You will be based in the Biology Department and will be required to move around school liaising with other staff eg Reprographics, other science technicians, site staff. Minimum direct supervision; organise own workload and priorities on a day-to-day basis using own initiative and knowledge of the work.

**Responsible to:** Head of Biology

**Working Time:** 37 hours per week/Term Time plus one week



# Richard Hale School

## Person Specification

<b>Professional experience</b>	<b>Essential</b>	<b>Desirable</b>
Experience of working with young people (preferably of secondary school age)		<b>Y</b>
Experience of working in a laboratory		<b>Y</b>
Experience of working as part of a team	<b>Y</b>	

<b>Knowledge, skills and attributes</b>	<b>Essential</b>	<b>Desirable</b>
Ability to organise and manage time effectively and prioritise workload	<b>Y</b>	
Strong organisational skills	<b>Y</b>	
Knowledge of the science curriculum at GCSE , BTEC and A Level		<b>Y</b>
Up to date, thorough knowledge of Health and Safety requirements in school laboratory and prep room		<b>Y</b>
Competent ICT skills in the use of spreadsheets, word processing, graphics packages, etc	<b>Y</b>	
Ability to keep accurate records e.g. orders, financial	<b>Y</b>	
Effective communication with a variety of audiences, both orally and in writing	<b>Y</b>	
An understanding of safeguarding procedures and willingness to work with the DSLs to promote safeguarding across all year groups.		<b>Y</b>
Is calm, patient and reflective	<b>Y</b>	
Is positive and enthusiastic	<b>Y</b>	