



St Albans High School  
for Girls

# APPLICANT INFORMATION PACK



## Science Technician (Biology)

Required for  
January 2021

Closing date for applications:  
9am  
Tuesday 17 November 2020

Interviews to be held remotely:  
Tuesday 24 November /  
Thursday 26 November 2020



## Welcome to STAHS!

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We are very proud of our delightfully warm, vibrant and ambitious community in the heart of Hertfordshire. We believe we offer the best of both worlds for our pupils and staff – the relaxed, unpretentiousness of a home counties city school with the excitement and opportunity of London right on our doorstep.

St Albans High School (we call it STAHS) is a thriving independent day school for girls aged 4 to 18. We are selective at all points of intake, and we are consistently ranked amongst the top 30 independent schools in the UK.

Our Prep School is home to 350 girls from Reception to Year 6 and is based in the leafy village of Wheathampstead just five miles from St Albans. With 18 acres of field and woodland, every child has the opportunity to get muddy in the outdoors, to play, to develop her passion for learning and to have fun.

Our Senior School includes 770 girls from Year 7 through Year 13 and is situated centrally in the historic city of St Albans, only 25 minutes by train from Kings Cross/London St Pancras.

We pride ourselves on providing our pupils with unrivalled opportunities and experiences. Please do see the [Head's Welcome](#) on the STAHS website to find out why STAHS is such a special place.

Mrs Amber Waite BSc Rutgers MSc Oxon  
The Head



## The School

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STAHS opened in a converted hospital on Holywell Hill, St Albans in 1889, one of many similar schools which were being established for the education of girls towards the end of the nineteenth century. The School transferred to its current site on Townsend Avenue in the heart of the city in 1908, with the Prep School subsequently moving to the village of Wheathampstead in 2003. STAHS maintains close links with the diocese of St Albans through the Bishop and the Dean, the latter being an ex officio governor of the School. We are affiliated to the Church of England, and we welcome girls and staff of all faiths or none.

The school roll is very healthy, with most year groups at or near capacity. We are always developing our facilities to ensure that we provide a modern and accessible working environment for our entire community. Our newest building project, completed in early 2020, includes a state-of-the-art Sixth Form Centre and workspace, a modern Dining Hall, a new library and a number of new classrooms, small group workspaces and breakout areas for collaborative study.

We regularly review our academic offer and have most recently introduced Computing GCSE and A Level and Psychology A Level to further enhance our already impressive choice of courses. Our co-curricular offer is equally impressive, with a wide variety of academic, sporting, musical, artistic and creative activities for pupils to enjoy.

Our relatively small size offers our pupils a real sense of community that celebrates individual talents, backgrounds and experience within a caring, warm and nurturing environment. Our pupils and staff are proud of their school and of each other, and this culture of mutual respect and support forms the very core of our identity.

As a member of staff, whether in a teaching or support role, you will be encouraged to develop your skills and experience through our extensive professional development programme. You will also be a member of a friendly and welcoming school community, and benefit from employment at a school that prioritises staff welfare.

# An insight into our community

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# The Department

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The Science Department is a dynamic and high achieving department and consists of ten full-time and three part-time members of staff. There are four laboratory technicians. The school has a suite of twelve modern laboratories which are fully equipped and the Biology Science Technician will have a preparation room and office, providing a suite of purpose-built accommodation for Science teaching.

Science is taught as separate subjects in Year 8 - 11, and Year 7 are taught a modular science course. In Year 9, girls choose to study either the three separate sciences or Double Award Science following the Edexcel IGCSE courses.

Numbers of girls pursuing Science in the Sixth Form are very high. For example, this year, we have three Advanced Level Biology groups, three Chemistry and two Physics groups in each of Years 12 and 13.

## The Role

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The Science Technician will report to the Senior Technician and under their guidance and supervision will co-ordinate the use of practical resources and facilities. The new post holder will provide practical assistance and advice to the Science Department and Technical team to support the achievement of outstanding outcomes for our pupils.

This is a permanent position, offered on a full time basis, 37 hours per week, term time plus 3 weeks (38 weeks total). This must include all school term weeks (35 weeks) and several days after the end of each term and prior to the beginning of each term, which will be agreed with the Head of Department and Senior Technician.

The working hours will be Monday – Thursday 8.30am – 4.30pm, Friday 8.30am – 4.00pm with a 30 minute unpaid lunch break. The core hours will include the start of the day and clearing time at the end of the teaching day. Flexibility will be required and specific working hours to be agreed annually, in order to fulfil the requirements of the role.

The start date for this position will be January 2021.

# Responsibilities

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The key responsibilities for this post are detailed below;

## **Servicing of practicals in Biology and Science**

- Preparation of apparatus for practical lessons, examinations and demonstrations as required. Trialling experiments to ensure successful results in classes and development of new procedures.
- Setting out of apparatus in the laboratories.
- Clearing away, washing up and returning apparatus to the appropriate place, in a timely fashion.
- Liaising with other technicians to check availability of equipment and assist others in times of heavy workloads.

## **Health and Safety awareness**

- Ensure and promote the maintenance of a healthy and safe working environment through actively contributing to the assessment, monitoring and review of both health and safety procedures and information resources.
- Keep up to date with current procedures and practices within the role of Biology Technician and whole school initiatives through continuing professional development.
- Provide technical advice and support on health and safety issues to teaching and technical staff.
- Ensure the safe treatment and disposal of used materials including hazardous substances and responding to actual or potential hazards, to include microbiological techniques and safety.
- Maintain safe storage and accessibility of equipment and materials.

## **Stock Control**

- To support the Senior Technician in ensuring the availability of suitable materials and equipment, helping to compile orders and liaising or negotiating with suppliers and finance departments. This will include sourcing, costing and suggesting economic alternatives to maintain stock levels. Keeping up-to-date records of stock on the school IT network.
- Checking stock, ordering.
- Keeping stock records.
- Maintaining resources.
- To set up and care for plant and animal collections.

## **Maintenance**

- Under the guidance of the Senior Technician, ensure that both routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment is carried out to the required standard in preparation for successful practical outcomes.

In addition to the above, the post holder will carry out any other professional duties as reasonably required by the Head of Department, Bursar or Head.

# Person Specification

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The successful candidate will be required to fulfil all of the duties, as outlined in the job description. In addition to this, the candidate should possess the following competencies which are essential to this position:

## Qualifications & Experience

- Science specific qualification to A Level or equivalent is desirable but not essential.
- Experience of working in a similar role in an education setting would be desirable but not essential.
- Experience of working in a laboratory would be desirable but not essential.

## Skills & Knowledge

- Good knowledge of Biology
- Excellent communication skills both written and verbal.
- Excellent administrative and organisational skills.
- Ability to multi-task in a calm manner during busy periods.
- Ability to maintain and calibrate technical equipment.
- Resourceful in approach.
- Good team-working skills and patience.
- Excellent IT skills and willingness to learn new technologies.

## Personal Qualities

- Positive and approachable.
- Proactive approach to continued professional development.
- Responsible attitude and conscientious approach to Health & Safety.
- Methodical, accurate and ability to work safely.
- Ability to build effective working relationships.

## Philosophy and Ethos

- A commitment to safeguarding and promoting the welfare of children and young people.
- Ability to form and maintain appropriate relationships and personal boundaries with children.
- A commitment to the ethos and strategic direction of the school.
- Strong support for the School's mission and values.
- Be a good role model.

# The Package

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## Salary

- Salary £24,867.50 (FTE) per annum. Actual salary £20,706.98 per annum based on 37 hours per week, term time only plus 3 weeks (38 weeks in total, plus 5.3 weeks holiday)

## Pension

- Generous Pension Scheme

## Benefits

- Tuition fee remission for children of the employee\*
- Continued Professional Development Opportunities (CPD)
- Free daily hot lunches and beverages supplied during term time
- Free use of sports facilities, including gym\*
- Death in service benefit
- Annual flu immunisation

\* *Conditions apply*



# Application Process

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## How to Apply

STAHS is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

STAHS recruits staff that understand and share our commitment to safeguarding and the provision of a happy, nurturing and supportive environment for all members of our community. We act to ensure that no job applicant is treated unfairly by reason of a protected characteristic as defined within the Equalities Act 2010.

**To apply for this position, please download and fully complete the application form on the Vacancies page of our website;**

[www.stahs.org.uk/vacancies](http://www.stahs.org.uk/vacancies)

You may also wish to include a covering letter. Please note CVs alone will not be accepted.

The school is currently restricting visitors to the school site during the COVID-19 pandemic and therefore we request that you email your completed application form to our Human Resources Department at; [recruitment@stahs.org.uk](mailto:recruitment@stahs.org.uk) If for any reason you are unable to email your application and wish to deliver or post a hard copy of your application to us please contact our HR team to make arrangements to do this in the first instance, in order that we can ensure your application reaches us safely.

Prior to applying please read the Application Form Guidance notes contained within this Information Pack. Details of our Recruitment Process are below. All questions regarding the STAHS Application and Recruitment Process must be directed to the School's Human Resources Department on [recruitment@stahs.org.uk](mailto:recruitment@stahs.org.uk).

**Closing date: 9am Tuesday 17 November 2020**

**Interviews will be held remotely via Zoom: Tuesday 24 November / Thursday 26 November 2020**





## Application Form Guidance

Applications will only be accepted from candidates completing the STAHS Application Form in full. CVs will not be accepted in substitution for completed Application Forms. Application Forms can be completed electronically or in hardcopy. If completed in hardcopy, they should be emailed or posted to the school for the attention of the Human Resources Department.

As jobs within the School involve substantial opportunity for access to children, it is important that you provide true and accurate information on the Application Form. Upfront disclosure of a criminal record may not debar you from appointment as we will consider the nature of the offence, how long ago and at what age it was committed, as well as any other relevant factors.

Please submit information in confidence enclosing details in a separate sealed envelope which will be seen and then destroyed by the Head or the Bursar. If you would like to discuss this beforehand, please telephone in confidence to the Head or the Bursar for advice. Please disclose any unspent convictions, cautions, reprimands or warnings.

Note that the amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account.

Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website.

The successful applicant will be required to complete a Disclosure Form from the Disclosure and Barring Service ("DBS") for the post. Additionally, successful applicants should be aware that they are required to notify the School immediately if there are any reasons why they should not be working with children. This includes any staff who are disqualified from childcare or registration.

The Childcare (Disqualification) Regulations 2009 apply to those providing early years childcare or later years childcare, including before school and after school clubs, to children who have not attained the age of 8 AND to those who are directly concerned in the management of that childcare.

STAHS takes its responsibility to safeguard children very seriously and any staff member and/or successful candidate who is aware of anything that may affect their suitability to work with children must notify the School immediately. This will include notification of any convictions, cautions, court orders, reprimands or warnings they may receive.

Staff and/or successful candidates who are disqualified from childcare or registration may apply to Ofsted for a waiver of disqualification. Such individuals may not be employed in the areas from which they are disqualified, or involved in the management of those settings, unless and until such waiver is confirmed. Please speak to the Head of Bursar for more details.

Failure to declare any convictions (that are not subject to DBS filtering) may disqualify you for appointment or result in summary dismissal if the discrepancy comes to light subsequently.

STAHS has a legal duty under section 26 of the Counter-Terrorism and Security Act 2015 to have 'due regard to the need to prevent people from being drawn into terrorism'. This is known as the Prevent duty. Schools are required to assess the risk of children being drawn into terrorism, including support for extremist ideas that are part of terrorist ideology. Accordingly, as part of the recruitment process, when an offer is made the offer will be subject to a Prevent duty risk assessment.

If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure.

If you are not currently working with children but have done so in the past, that previous employer will be asked about those issues.

Where neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with children. Where you have no previous employment history, we may request character references which may include references from your school or university.

You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if you have been appointed, and a possible referral to the police and/or DBS.

# Recruitment Process

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## Invitation to Interview

Applicants will be short-listed according to the relevance and applicability of their professional attributes and personal qualities to the role. Short-listed applicants will then be invited to attend a formal interview at which their relevant skills and experience will be discussed in more detail.

All formal interviews will have a panel of at least two people chaired by a member of Senior Staff, one of which will hold accredited Safer Recruitment training status. The interviewers involved will be required to state any prior personal relationship or knowledge of any of the candidates and a judgement will be made by the Head or Bursar as to whether or not an interviewer should therefore withdraw from the panel.

Should the Head or Bursar have a conflict of interest, the non-conflicted party shall decide whether the conflicted party should withdraw from the panel.

The interview will be conducted remotely (due to COVID-19 pandemic) and the areas which it will explore will include suitability to work with children.

All candidates invited to interview must bring documents confirming any educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas etc).

Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained by you from the awarding body.

All candidates invited to interview must also bring with them:

- A passport, current driving licence including a photograph or a full birth certificate;
- A utility bill or financial statement issued within the last three months showing the candidate's current name and address;
- Where appropriate any documentation evidencing a change of name;
- Where the candidate is not a citizen of a country within the European Economic Area or Switzerland, proof of entitlement to work and reside in the UK.

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient. If you do not have the required documentation please contact our Human Resources Department on [recruitment@stahs.org.uk](mailto:recruitment@stahs.org.uk) and a full list of valid ID will be provided.

Candidates with a disability who are invited to interview should inform the School of any necessary reasonable adjustments or arrangements to assist them in attending the interview.

## Conditional Offer of Appointment: Pre-Appointment Checks

Any offer to a successful candidate will be conditional upon:

1. Receipt of at least two satisfactory references (if these have not already been received);
2. Verification of identity and qualifications including, where appropriate, evidence of the right to work in the UK;
3. Satisfactory completion of Prevent training, Child Protection training and KCSIE questions before joining the school;
4. A satisfactory enhanced DBS check and if appropriate, a check of the Barred List maintained by the DBS;
5. For a candidate to be employed as a teacher, a check that that the candidate is not subject to a prohibition order issued by the Secretary of State;
6. For a candidate who has lived or worked outside the UK a check using the NCTL Teacher Services System that a candidate is not subject to any teacher sanction or restriction;
7. Verification of professional qualifications;
8. Verification of successful completion of a statutory induction period (for teaching posts - applies to those who obtained QTS after 7 May 1999) where relevant;
9. Where the successful candidate has worked or been resident overseas within the last five years, such checks and confirmations as the School may consider appropriate so that any relevant events that occurred outside the UK can be considered;
10. Satisfactory medical fitness;
11. Receipt of a signed Staff Suitability Declaration form showing that you are not disqualified from providing childcare under the Childcare (Disqualification) Regulations 2009; and
12. If you are undertaking a leadership role, evidence that you have not been prohibited from participating in the management of independent schools.

It is the School's practice that a successful candidate must complete a pre-employment health questionnaire. The information contained in the questionnaire will then be held by the School in strictest confidence. This information will be reviewed against the Job Description and the Person Specification for the particular role, together with details of any other physical or mental requirements of the role i.e. proposed workload, extra-curricular activities, layout of the School.

STAHS is aware of its duties under the Equality Act 2010. No job offer will be withdrawn without first consulting with the applicant, considering medical evidence and considering reasonable adjustments.

## References

We will seek the references referred to above for shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications, before interview.

If you do not wish us to take up references in advance of the interview, please notify us at the time of submitting your application.

All referees will be asked if the candidate is suitable to work with children.

The School will compare any information provided by the referee with that provided by the candidate on the application form.

Any inconsistencies will be discussed with the candidate.

## Criminal Records Policy

The School will refer to the Department for Education document, 'Keeping Children Safe in Education' and any amended version in carrying out the necessary required DBS checks.

The School complies with the provisions of the DBS Code of Practice, a copy of which may be obtained on request.

## Feedback

Due to the volume of applications received, we are unable to provide feedback on an individual basis except for candidates who have been interviewed.

## Retention and Security of Records

The School will comply with its obligations regarding the retention and security of records in accordance with the DBS Code of Practice and its obligations under its Data Protection Policy. Copies of DBS certificates will not be retained for longer than 6 months.

St Albans High School for Girls, Townsend Avenue, St Albans,  
Hertfordshire AL1 3SJ

[www.stahs.org.uk/working-with-us](http://www.stahs.org.uk/working-with-us)

