



PART TIME LABORATORY TECHNICIAN

Candidate Information





INTRODUCTION

One of the first schools to take girls' education seriously.

Durham High School is a leading Independent Day School for girls aged 3 - 18. We were one of the first schools in the North East of England to take girls' education seriously and we are proud to continue that tradition today; we seek to develop the potential of every girl in all areas of life.

The school was founded in 1884 by the Church Schools' Company and in 1910 the school's governing body took over and formed an independent school. In the 1960s, Durham High School moved to its first purpose-built premises on the edge of the city adjacent to the new Durham University colleges. This began a period of building and expansion which continues to the present day.

Recent developments include a wonderful Nursery, a Science, ICT and Library block and most recently a new building incorporating classrooms for Mathematics and Geography with a purpose-built Performing Arts Suite and Music practice rooms.

Reputation and results

Durham High School is consistently the best in County Durham for academic results and pastoral support. Classes are small and the pastoral care of pupils is given a very high priority. Our pupils consistently achieve some of the best results in the area at both GCSE and A Level.

In 2023, 71% of pupils achieved grades A-B at A Level, which was significantly higher than national average of 52.7%. A third of all grades were A*-A, which is higher than both the North East average of 22% and the national average of 26.5%.*

At GCSE, the proportion of top grades (9-7) was 59%, which is significantly higher than regional and national averages.

Scholarships and bursaries

We are keen to widen access as much as possible, with means-tested bursaries, including some free places, to enable as many girls as possible to attend the school from a wide area.

There are also academic scholarships available at 11+ and 16+ together with scholarships in Music, Performing Arts and Sport.

Durham High School creates opportunities, recognises that glass ceilings do still exist but does its level best to support girls to find their own path through.

Good Schools Guide



Extra Curricular

There is a tremendous extra-curricular programme, with huge enthusiasm for a wide-ranging number of sports including hockey, netball and tennis, as well as aerobics and cricket. Our teams regularly compete, and succeed, at the highest levels of sport.

The musical life of the school is also extensive and of a very high standard. A large proportion of girls take lessons in an instrument and/or voice. There are four choirs, orchestras, a number of bands and an outstanding Drama Department, which stages a number of plays every year. This includes the School's annual production which is performed at Durham's Gala Theatre.

The opportunity to serve both the immediate and wider community is an important part of school life. Other extra-curricular activities include: a Duke of Edinburgh's award scheme with large numbers of girls taking part, including achieving Gold Awards; Young Enterprise; Debating; Art and Photography; and numerous trips and visits abroad.

Covid and beyond

Durham High School continued to thrive throughout the Covid-19 pandemic. Despite two periods of school closure, our staff and pupils embarked on an extraordinary journey, adapting to new technology and a new way of learning very quickly, which has meant our pupils have received a full curriculum offering and no need for any catch up.

In addition, with thanks to the virtues of the virtual, from House events to School Council meetings, art exhibitions to sporting challenges, Leavers Service to Sixth Form Bake Off, from assemblies to virtual concerts: Even though for large parts of the last two and a half years our community has been physically apart, we truly believe we have never been closer.

Christian Ethos

We expect all staff to be sympathetic to and supportive of the Christian ethos of the school and to model Christian values. Our school is inclusive and we welcome girls of all faiths and none. Religious faiths are valued and respected and we have a significant number of pupils who practise faiths other than Christian.

The girls at Durham High School were amongst the most enthusiastic and motivated we have met.

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WHY WORK AT DURHAM HIGH SCHOOL

- *Durham High School is a fabulous family of staff and girls who strive for excellence in all we do.*
- *We are a group of highly qualified and enthusiastic teaching and support staff for who nurturing and developing girls is at the forefront of everything we do. The school comprises of Pre-Prep, Prep and Senior teaching staff, and a dedicated team of support staff including our Administration Team, Facilities Team, transport drivers and cleaners.*
- *You would be part of a community where girls are eager to learn, they are receptive, well behaved and engaged. Our staff enjoy teaching in small classes in well equipped spaces and a supportive environment.*
- *Our teaching groups are smaller than the maintained sector, typically beginning with Pre-Prep and Prep classes of between 10 pupils and 20 pupils, increasing to around a maximum of 24 pupils per class in Years 7-11. Depending on the subject, classes can average between 5 -14 at Sixth Form.*
- *Teachers and support staff are paid on the DHS pay scale and our school holidays are longer than those in the state sector, with a week in October, three weeks at Christmas and Easter, a week in February and May, and up to eight weeks in the Summer.*
- *A free school lunch each day is offered to all staff during term-time and staff rooms have complimentary tea, coffee and biscuits.*
- *Teaching staff are enrolled in the Durham High School Pension Scheme (Defined Contribution Scheme).*
- *Access to our onsite confidential counselling service*
- *Durham High School operates a fee reduction package of 50% for children of staff members.*
- *All staff have access to training opportunities for personal and professional development.*



ISI INSPECTION REPORT

Durham High School was judged 'Excellent' across all areas by the latest inspection carried out by the Independent Schools Inspectorate (ISI) in October 2022.

The school succeeded in fulfilling every standard examined during the Regulatory Compliance Inspection, where each standard is simply 'met' or 'not met': there is no evaluative judgement in the report beyond this.

This inspection includes the standards of the quality of education; the suitability of staff and those in contact with our pupils; the welfare of our young people and their moral, social and cultural development. We also met every requirement relating to the premises and the provision of information.

The key findings in the Educational Quality Inspection were:

The quality of the pupils' academic and other achievements is excellent.

- Pupils make excellent progress and achieve highly in both academic and other areas.*
- Pupils' knowledge, skills and understanding are excellent across all areas of learning.*
- Pupils of all ages are excellent communicators who listen well and express themselves articulately both orally and in writing.*

- Pupils demonstrate excellent study skills. Their attitudes to learning are outstanding and underpin the high levels of achievement throughout the school.*

The quality of the pupils' personal development is excellent.

- Pupils display an extremely strong moral awareness and have a clear understanding of right and wrong.*
- Pupils show outstanding levels of respect; they value diversity and demonstrate sensitivity and tolerance towards others.*
- Pupils' social development is excellent; they collaborate extremely well in lessons and extracurricular activities.*
- Pupils make an excellent contribution to the life of the school, the local community and the world beyond.*

The Pupils at Durham High School are enthusiastic and ambitious learners, with a genuine desire to succeed..

ISI Inspection Report, October 2022





THE ROLE

The Laboratory Technician provides skilled practical support across all Key Stages and in all areas of the science curriculum. The Laboratory Technician will report to the Laboratory Manager.

The post is part time, and is term time only plus 12 days to be taken during school holidays. The core hours of work will be Wednesday to Friday 8.30am to 4.30pm, with 30 minutes for lunch. During term time a free school lunch may be taken in the Dining Hall.

This is a one year fixed term post, in the first instance.

There are occasions when it is expected that the postholder will be available to work outside normal hours, e.g. Open Days, Transition Evenings, Extra-Curricular events, though this will be discussed with the successful applicant.

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THE ROLE OF SCIENCE TECHNICIAN

Key duties include:

- * Preparation and setting up of equipment and chemicals for demonstrations and class practicals for all three science subjects.
- * Clearing away after demonstrations and class practicals including cleaning of lab benches and fume cupboards.
- * Provision of technical advice to teachers, technicians and pupils as required.
- * Trialling practical experiments prior to lessons.
- * Researching alternative practical methods for experiments that have been unsuccessful or need updating due to new health and safety advice.
- * Obtaining materials from local suppliers when needed.
- * Keeping up to date with health and safety and updating documentation following advice on the Cleapss website.
- * Carrying out COSHH and risk assessments when required.
- * Use of technician practical notes combined with advice on Hazcards to safely treat and dispose of surplus chemicals and products from practical experiments.
- * Checking glassware for damage and carrying out glass repairs when needed.
- * Caring for the plants and animals within the science department.
- * Carrying out stock inventories of both equipment and chemicals and maintaining relevant stock records.
- * Contributing to the design, development and maintenance of specialist resources, projects and displays.
- * Liaising with staff outside of the science department in order to provide the best possible support.
- * Maintenance, cleaning, testing and repair of specialist equipment where required.
- * Providing technical support during extra-curricular activities, open days, Prep department science days, transition evenings etc.

Pupils flourish and develop high levels of self-confidence through the positive encouragement they receive from class teachers and other staff who provide individual support”

ISI Inspection Report, October 2022



THE PERSON

The ideal candidate for the role of Laboratory Technician will possess the following attributes:

Essential

- *Technical experience, a relevant technician qualification or A-level/AS level (or equivalent) in Biology, Chemistry or Physics;*
- *High levels of accuracy and attention to detail;*
- *Good organisational and time management skills;*
- *The ability to prioritise work and meet deadlines;*
- *Good communication skills;*
- *Good listening, questioning and reasoning skills;*
- *The ability to work calmly under pressure;*
- *Good IT skills;*
- *A flexible approach to working hours to ensure that all needs are met;*
- *An interest in all three science subjects;*
- *Motivated and flexible team player;*
- *The ability to maintain a sense of humour*

Desirable

- *Experience of working in a busy environment;*
- *Experience of working in a school;*
- *Knowledge of relevant health and safety documents e.g. COSHH, risk assessments etc.*
- *A First Aid at Work certificate or be prepared to undertake one if needed;*
- *An eye for preparing creative display material;*
- *Experience of problem solving*



SCIENCE DEPARTMENT

Facilities

The Science Department facilities are outstanding, there are two laboratories for each of the three sciences with an office for each Head of Department, a large preparation room, greenhouse and staff room. The laboratories are on the first floor of the Hurworth building with the library and IT facilities on the ground floor. Each Biology lab has two fume cupboards.

All the laboratories are well equipped with data projectors and IT facilities and there is a class set of laptop computers available for use. The Department receives brilliant technical support from a Laboratory Manager and team of technicians.

Extracurricular Activities

All staff contribute to at least one extracurricular activity which may or may not be related to their

specialism. The Science department organises STEM clubs, trips and participates in competitions across all Key Stages. For example, in 2023 a Year 8 group project was selected as the North East Regional Winner of the 'Step into the NHS' competition, a L6 group were shortlisted into the top 10 nationally for the Institute of Civil Engineers 'CityZen' video competition and Year 9 enjoyed a trip to the Yorkshire Wildlife Park during Science week.

All teachers help to link curriculum learning with careers and promote extracurricular learning opportunities. An extracurricular club 'Science Sparks' has been run for enthusiastic Year 6 pupils from a variety of partnership primary schools, and our own Prep Girls.



APPLICATION PROCESS

Please complete the application form, available from the School's website, and submit this with a covering letter outlining your reasons for applying and what you feel you can bring to the post. This should be addressed for the attention of the Headmistress and sent by email to enquiries@dhsfg.org.uk.

Closing date for applications:
Monday 3 June 2024

Interviews will be held on:
Friday 7 June 2024

The successful candidate will be expected to take up the appointment from September 2024.

Durham High School
Farewell Hall
South Road
Durham
DH1 3TB

Tel: 0191 384 3226
www.dhsfg.org.uk

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Terms and Conditions

Hours

The post is part time, and is term time only plus 12 days to be taking during school holidays. The core hours of work will be Wednesday to Friday 8.30am–4.30pm, with 30 minutes for lunch.

Salary

Salary will be payable according to the Durham High School Salary Scale.

Benefits

Durham High School operates a fee reduction package for children of staff members, subject to meeting the school's admissions criteria.

All staff receive free school lunches during term time, including a wide selection of hot and cold menus every day.

Training opportunities for personal and professional development.

DBS and searches

Durham High School is committed to safeguarding and promoting the welfare of children. The successful applicant will be subject to an enhanced DBS disclosure.

In addition, as part of the shortlisting process, Durham High School will carry out an online search on the shortlisted candidates as part of its due diligence.