



WORKING AT HILLVIEW SCHOOL

# JOIN OUR TEAM

For Appointment of:  
*Science Technician*



# WELCOME

Based in Tonbridge, Kent, Hillview School for Girls is an 11 to 18 girls' all-ability school with a thriving, mixed Sixth Form. We chose to become an academy in August 2011 and are one of the highest-achieving non-selective girls' School in Kent. Our dynamic Performing and Visual Arts specialisms have a profound impact upon learning and contribute to the purposeful, friendly and stimulating atmosphere that permeates the school. We foster self-esteem and high aspirations.

By encouraging a 'can-do' culture, our students become astute, ambitious and independent. Visitors often comment about how articulate and enthusiastic our students are. We believe in the pure potential of every child within the school, to develop, mature and thrive, leaving education fully ready for the world of employment. We place a high emphasis on education beyond grades, actively exploring a wide range of opportunities to develop the awareness and engagement of our students in the world around them.

Hillview is a fully inclusive school where independence is developed through an innovative education and inspirational opportunities.

Our vision is that: students unlock their pure potential to drive their future and thrive in society.

The pure potential belief is integral to everything that we do in school and the outcomes we expect for our students. The skills and beliefs at the heart of the pure potential graphic pull together the Performing Arts values, the desirable attributes of a future employee and awareness of the world. Hillview believes in success and achievement beyond grades and highly values the breadth of character and experience that enables our alumni to stand out from the crowd and secure a successful role in the ever-changing modern world. Through our inclusive Hillview society, we actively develop and promote the independent learner and thinker, encouraging students to try, make mistakes and learn for themselves.

We help students develop a range of transferable skills from teamwork, leadership and independence through to communication, self-expression and time management. Our strong pastoral system ensures that behaviour is excellent and there is a relaxed but purposeful atmosphere throughout the school here young people can thrive and feel supported.

We have a vibrant, mixed Sixth Form that provides a variety of pathways for students to extend their learning, gain work experience with one of our many industry partners and prepare for university or work.

We were selected by Tatler Magazine as 'One of The Best State Secondary Schools In 2017'.

Further details of the school, including breakdown of performance figures, can be accessed through: [www.hillview.kent.sch.uk](http://www.hillview.kent.sch.uk)

Applicants are warmly invited to visit the school before applying.



THE 2ND  
HIGHEST  
PERFORMING  
NON-  
GRAMMAR  
SCHOOL IN  
KENT

# SCIENCE DEPARTMENT

The Science Department at Hillview School for Girls has operated as part of an Academy since 2011. The department has Science labs and teaching classrooms situated in two buildings and consists of 6 laboratories, 3 teaching classrooms, 1 preparation rooms, stores and science staff offices. All laboratories are fully equipped with interactive TV's.

## Staffing

The Department's staff includes the equivalent of 10 full-time teachers, all graduate specialists. They are supported by two full-time technicians. The current department structure comprises of a Head of Department and a Second in Department.

The Department is involved in initial teacher training where staff from the Department deliver some of the theoretical aspects of the training as well as the day-to-day practical mentoring of the trainees.

## Courses

Hillview School for Girls has a 2 week timetable that consists of 25 periods per week and each period is 1 hour in duration. In Key Stage 3, Year 7 and Year 8 classes have 6 periods of Science and we follow the AQA 'Big Ideas' framework. The Key Stage 3 course is delivered over 2 years and it provides a solid foundation for GCSE sciences. There is a heavy emphasis on practical work and discovery as well as developing investigative skills. As part of Hillview's Accelerated Curriculum, Key Stage 4 students start their study in AQA Biology, AQA Chemistry and AQA Physics courses in Year 9. In Year 9 all pupils study all 3 Sciences and have the option of either taking all 3 Separate Sciences or taking the Combined GCSE course for their further study into Years 10 and 11. In Year 9, 10 and 11 students studying the Combined course have 8 periods per fortnight; split between the two GCSEs over the three year course. Separate Sciences have 13 hours per fortnight, split between the three Sciences over Years 10 and 11.

Sciences are an increasingly popular choice in the Sixth Form. We are looking to keep developing this interest with our KS4 students. We currently offer GCE Biology, GCE Chemistry and BTEC Applied Science. Year 12 and 13 GCE students have 10 hours of study per fortnight with an additional fortnightly assessment hour which is supervised directed study time, while BTEC students have 1 hour less.

## Extracurricular activities

Each KS has its own homework club/drop-in sessions available to pupils to consolidate or receive help across all subjects. The Department is looking to expand the enrichment opportunities offered across the department. Key Stage 3 students can currently attend a very popular Science Club and have enrichment trips to Herstmonceux and Wakehurst. We run an Eco-School club where we are working towards the Eco-Schools Green Flag Award, and STEM opportunities are offered across the school. KS5 Students also have visits during the year from University guest speakers and attend public lectures that focus on new advances in scientific research.

# JOB DESCRIPTION

Job Title: Science Technician

Location: Tonbridge, Kent

Duration: Full Time

Full time equivalent salary starting salary £25,893 gross per annum (pro rata to £22,505)

(Hillview Range 6 Point 10 £25,893-£27,172 fte)

Hours of work: 37hrs per week, term-time only plus Inset days.

Start Date: February 2025

## Key Purpose

To work with the Senior Science Technician in co-ordinating the use of and development of practical resources and facilities, including the provision of guidance and support in meeting the practical requirements of the science curriculum.

## Key Tasks and Responsibilities

- Collection of equipment and chemicals from storage and their organisation.
- Preparing experiment, assembling apparatus and equipment for demonstrations and class use as requested.
- Returning the apparatus and equipment at the end of use.
- Checking and maintaining materials and equipment, before and after use, for quality and damage.
- Care of plants and animals kept by the department.
- Collection of stationary materials used by dept.
- Arranging for photocopying of exam papers, tests, lab rules etc. as required.
- General cleaning duties to ensure the laboratories and equipment meet health and safety requirement.
- Be a trained First Aider (training will be available).
- Carry out any other reasonable requested made by the Senior Science Technician or the Director for Science.
- Assist with the distribution and collection of ICT equipment and books.
- Carry out risk assessments for technician activities.
- Keep up to date with current procedures and practices through continuing professional development.
- Keep up to date with health and safety requirements and developments in practical science.
- The provision of technical advice on health and safety issues to teachers and students.
- The safe treatment and disposal of used materials, including hazardous substances and responding to actual or potential hazards.

- Check fume cupboards, pressure vessels and first aid kits; carrying out appropriate safety checks, etc.
- The healthy and safe storage and accessibility of equipment and materials.
- Attending department meetings.
- Preparing standard solutions, etc, purifying chemicals and treating waste.
- Carry out trial runs on practicals to get sets of data prior to lessons when required (particularly for the new GCSE and A-level required practicals)
- Help to prepare and set up for open evening/days and attending those open events to assist with practical experiments.

### Person Specification

#### Essential Skills and Qualifications

- A sound standard of education
- Some knowledge of computer systems
- Excellent oral and written communication skills
- Ability to work to tight deadlines under pressure
- Ability to manage and prioritise own workload with initiative, imagination and flexibility
- Strong organisational skills.
- Flexible approach to working around pupils.

#### Desirable Experience

- Some chemical handling experience
- Awareness of Health and Safety within a science laboratory
- Ability to carry-out basic repairs to electrical and mechanical systems
- Experience of working with young people

#### Essential Personal Attributes

- Ability to work under pressure whilst maintaining efficiency and accuracy
- Flexibility on workloads and willingness to work as a member of a team
- A commitment to high standards
- An understanding of the importance of confidentiality
- A commitment to the aims of Equal Opportunities and Diversity

### NOTES

- 1 The responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
- 2 This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent carrying them out, and no part of it may be so construed.
- 3 This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once each year, and it may be subject to modification or amendment at any time after consultation with the holder of the post.



# THE APPLICATION PROCESS

A completed application form should be sent, by post or by email, to Mrs. A. Dennett (HR Manager)

[dennetta@hillview.kent.sch.uk](mailto:dennetta@hillview.kent.sch.uk)

Closing date for applications: Wednesday 22 January 2025

Interview date: To be confirmed



Pure Potential

- Curiosity
- Unity Creativity
- Empathy Respect
- Self-belief Aspiration
- Courage Communication
- Commitment Resilience
- Excellence Employability
- Reflection Responsibility

INSPIRATION  
INNOVATION  
INDEPENDENCE  
INCLUSIVITY





# CONTACT US

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