



HEAD TECHNICIAN (BIOLOGY)

— INFORMATION PACK —



WELCOME

The community of Oundle, in which staff, pupils and the town have coexisted for over 450 years, is quite unique.

Walk around and you will sense both tradition and innovation at every turn, from our remarkable buildings and facilities to the daily interactions that take place within our classrooms. Our teachers live and work in a community from which they draw inspiration constantly. This is a privilege in and of itself. The fact that our teachers do this in the company of our extraordinary pupils, with their endless enthusiasm and thirst for learning both inside and outside the classroom, is what makes Oundle truly special.

Academic rigour lies at the heart of our curriculum. So too does the passion that our teachers have for their subjects. But we do not stand still. Our ability and willingness to change has long been the defining measure of our success, and it is through embracing new facilities, techniques and technologies that we seek constantly to develop our academic curriculum. Our teachers nurture the natural curiosity and ability of Oundelians. We afford them the necessary time, resources and expertise to ensure that each and every pupil is immersed in creative and productive work across the breadth of the curriculum. We acknowledge, pursue and reward academic excellence at every opportunity, be that in the classroom, in our academic societies or in intellectual endeavours beyond the confines of our School.

It is this approach which instils a love of scholarship – a life of learning – in all our pupils and staff, helping to forge an intellectually curious community that collectively seeks to understand better, and ultimately to serve, the complex world we inhabit.

Please do read on and begin to experience Oundle for yourself. A warm welcome awaits.



Schools flourish because of the way in which you treat people. That is not just true of schools, it is true of society and of communities. We value our pupils as able children who love school. What I would say to anyone who is thinking about applying for a teaching role here matches this. If you enjoy the full breadth of school life, if you love your own academic discipline and if you really enjoy the company of teenagers, why wouldn't you work at Oundle? This is not a place where Oxford and Cambridge graduates only dare apply or those with a background in independent schools. This is a living, breathing school with a very diverse pupil and staff body. The teachers who genuinely flourish here are those who are drawn vocationally to teaching and who are aspirational for themselves as well as for their pupils.

Sarah Kerr-Dineen, Head

Hear more from Sarah here:



“TEACHERS HAVE SO MUCH TIME FOR YOU AND TAKE AN ACTIVE INTEREST IN MAKING SURE THAT YOU'RE STRETCHING YOURSELF. YOU ARE GIVEN SO MANY OPPORTUNITIES AT OUNDLE AND IF YOU MAKE THE MOST OF THEM, YOU WILL JUST FLY.”

Current Oundelian



WORKING AT OUNDLE

There are 800 people who work at Oundle, of whom 150 are teachers. Keeping that body of people together and feeling part of the same enterprise is absolutely vital.

A WONDERFUL PLACE TO LIVE

If you are considering relocating, you will find Oundle to be a beautiful and thriving historic market town in the heart of Northamptonshire, with Peterborough just 15 minutes away and offering a direct 45 minute rail service to London Kings' Cross. Cambridge is under an hour's drive and Norfolk's tranquil beaches easily under two while all major UK airports are within easy reach.

Renowned for its Georgian streets and impressive limestone buildings, Oundle has a spirited cultural and sporting life, with a wide range of sports clubs, independent shops, coffee houses, pubs and eateries. Encircled by the river Nene, the town is blessed with beautiful countryside and many picturesque villages nearby.

SALARY AND BENEFITS

Life at Oundle is immensely rewarding and staff are at the heart of our whole School community. We greatly value the contribution that each and every colleague makes and we are committed to ensuring the best possible working environment, including a generous employee benefits package and an emphasis on staff wellbeing.

In addition to a generous pay scale, benefits include:

- Enrolment in our competitive and flexible defined contribution pension scheme
- Heavily subsidised membership of the Oundle School Sports Centre for you and your immediate family
- Participation in both Electric Vehicle and Cycle to Work salary sacrifice schemes
- Access to a Bupa Wellbeing Health Expenses Plan
- A Life Assurance scheme
- An employee assistance programme offering a wide range of specialist support and advice
- Free and discounted Stahl Theatre and Music concert tickets.

LAXTON JUNIOR SCHOOL

Founded in 1973, Laxton Junior School (LJS) is an integral part of Oundle School, educating children between the ages of 4 – 11. With around 260 pupils, it is a school small enough for everyone to know and look out for each other, but big enough to have great reach across all aspects of the curriculum and beyond.

The vast majority of pupils progress to Oundle and there are strong links between the two schools, including across sport, curriculum subjects and after school clubs. LJS is located with several acres of beautiful green land in the town, benefiting from its own sport pitches while making the most of Oundle's outstanding facilities, including the Sports Centre and SciTec.

www.laxtonjunior.co.uk



**Laxton
Junior School**

OUNDLE



**Oundle School
SPORTS
CENTRE**

OUNDLE SPORTS CENTRE

Our state-of-the-art Sports Centre, which opened in 2020, offers a wide range of classes, fitness facilities and activities on a commercial basis, as well as numerous courses, children's holiday clubs and organised parties. Public access in term time is programmed around the sporting requirements of both Oundle and Laxton Junior School, with both Schools allocated exclusive access to the Sports Centre at key times.

Facilities include a 50m swimming pool, an 8 court hall, a 70 station fitness suite, a dedicated dance studio, three further multipurpose studios and a café. It is the gateway to all School sports and is located next to the original sports centre which, amongst other things, has indoor cricket nets and an indoor climbing wall.

www.oundlesportscentre.co.uk





SCIENCE AT OUNDLE




The Science Department is part of the School’s wider STEM Campus which encompasses both the SciTec complex and Patrick Engineering Centre.


The Science Department is situated within the School’s multi-million pound SciTec complex and houses excellent facilities including a wind tunnel, scanning electron microscope. There are, also, dedicated Project Rooms for each individual Science. Practical work is central to the way that Science is taught and the Science Department has excellent resources for research and practical work, including advanced glassware, molecular biology equipment and data-logging equipment. Each of the Biology, Chemistry and Physics departments has a staff of eight

to ten fulltime teachers supported by three technicians and is serviced by its own Prep Room.

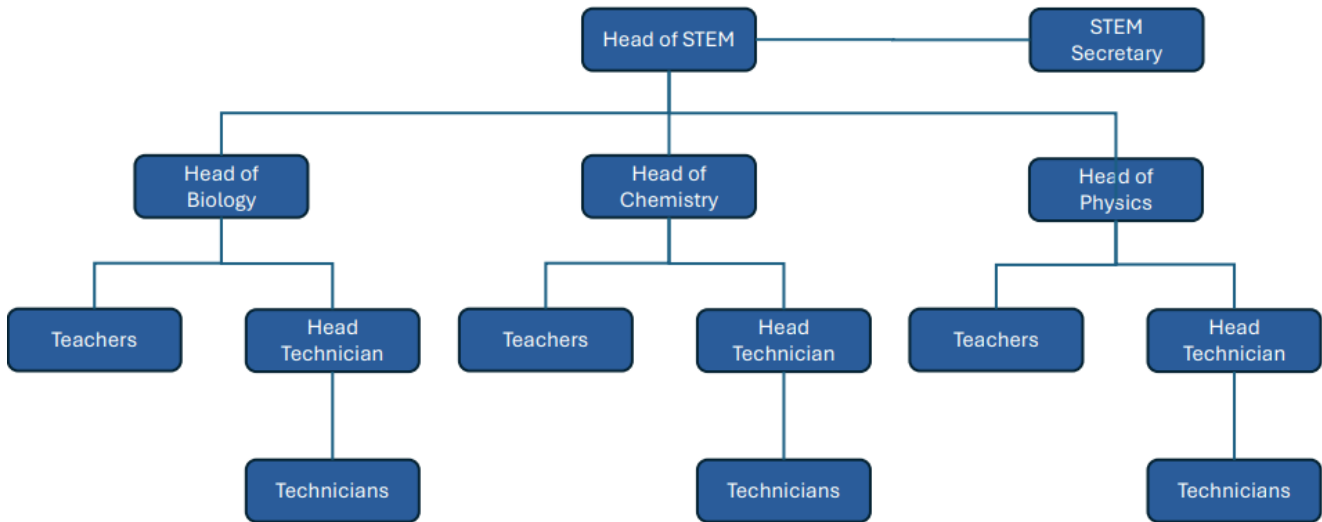
Opened in 2006, the SciTec building replaced the existing Palmer Building and allowed the School to appropriately adapt to the ever-changing world of science. Being further extended in 2016 to encompass the Mathematics Department, SciTec is seen as the core of the School’s STEM teaching.

OUR CURRICULUM BOOKLETS

GCSE Options 

Sixth Form 

AVERAGE CLASS SIZES	
GCSE	A level
19	11



THE ROLE: HEAD TECHNICIAN

TO START SEPTEMBER 2025

The Head Technician is responsible for the daily operations of the Prep Room, ensuring a cohesive and safe working environment is maintained for technicians, teaching staff and visitors alike. The Prep Room is the ‘hub’ of each of the science departments playing an essential part in the support of the teaching of each science. Working closely with the relevant Head of Department, the Lead Technician will lead in the preparation of resources and equipment that will be used when the school is in session. They will ensure that the Prep Room and teaching laboratories are resourced, organised and developed to meet the performance standards required by each department as well as to be responsible for the oversight and management of stock taking and associated record keeping, including maintenance of suitable stock levels and an up to date inventory of all equipment.

ABOUT THE ROLE

Due to the nature of the teaching structure at Oundle, this is a full-time role that requires an deep understanding of the functioning of a prep room within a science department. However, we encourage applications from individuals who, beyond the specified duties and responsibilities, possess skills or wider interests they wish to contribute to support or enhance the wider life of the School. Working within the STEM team, the role holder will report to the Head of Department (Line Manager) of the relevant science.

Hours: You will be expected to work the hours required to complete the job effectively; on average this will be 40 hours per week. The normal working week is Monday to Saturday. All meal breaks are unpaid and non-working hours. Weeks: 36.4 working weeks per annum which includes 3.4 working weeks outside of the School’s academic year. Your holiday entitlement is added to your contractual working weeks, meaning you are paid for 40.77 weeks per year.

MANAGEMENT

- To carry out staff objective setting and appraisals for direct reports and measure their progress against accountabilities and targets
- To manage cover required for Science Technician absence within the department
- To assist in the induction of new members of teaching and Science Technician staff, or the ongoing training of the Science Technicians where reasonably practicable.

ADMINISTRATIVE

- To be responsible for safe storage of equipment and chemicals, accurate labelling within storage areas and treatment and disposal of used materials, including hazardous and non-hazardous chemical and biological waste as deemed necessary
- To take a lead role in the introduction of new equipment and practical work as deemed appropriate by the Head of Department
- To take responsibility for advising, or seeking advice (if appropriate) on the safe operation, servicing (where appropriately trained), and repair (where appropriately trained) of all equipment within the department, including organising the routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment
- To liaise with, and offer guidance to teachers regarding use of equipment and potential clashes of equipment and resources
- Attend appropriate training courses as required
- Work with the School’s Health and Safety Officer to oversee the Health and Safety of the technical support, including safety arrangements in laboratories (as can be reasonably expected), Prep Room, and stores. This may include monitoring and reviewing working procedures and information resources and guiding and assisting in the preparation of risk assessments
- Undertake training to be a designated first-aider if deemed necessary by the School’s Health and Safety Officer
- To advise the Head of Department of any lab defects and to liaise with the STEM Secretary, if appropriate, to manage the repairs in an appropriate timeframe, subject to external suppliers timeframes
- To identify areas within the technical support that could be improved and, in consultation with the Head of Department, develop and implement these strategies
- To be able to carry out all the duties and responsibilities as would be expected of a Science Technician
- To attend department meetings as requested by the Head of Department.

PERSON SPECIFICATION

QUALIFICATIONS

ESSENTIAL:

- HND, OND or equivalent (e.g. relevant A level), or equivalent experience in the relevant science
- GCSE Grades 9-6 (or A*-C) in Science.

DESIRABLE:

- First Aid qualification or ability to complete within 6 months of starting
- Health and Safety qualification (must be prepared to undergo training on site).

COMPETENCIES, SKILLS AND EXPERIENCE

ESSENTIAL:

- Basic administration and record keeping experience
- Previous experience in similar role
- ICT competent in Microsoft Word and Excel and other selected Microsoft applications.

DESIRABLE:

- Experience of working with/coaching young people
- Experience of developing systems.

PERSONAL QUALITIES

ESSENTIAL:

- Excellent planning and organisational skills
- Abilities to liaise and build effective relationships with staff
- Self-motivated with the ability to work independently
- Flexible and responsive with the ability to deal with change
- Commitment to delivering a high quality service.

DESIRABLE:

- Ability to communicate with and inspire young people.

SUBJECT SPECIFIC

Biology

- To oversee the management of the animal collection during school holidays.

Chemistry

- To act as a key holder for the science chemical stores
- To construct specialist glassware as deemed reasonable by the Head of Department

Physics

- To be responsible for the operation and demonstration of advanced equipment to include, but not be limited to, electron microscopes, wind tunnel, and seismograph
- To manage the storage and usage of radioactive substances (after suitable training) if deemed necessary by the Head of Department.

STANDARD RESPONSIBILITIES

- Act at all times consistently with Oundle School requirements relating their Safeguarding policy and related procedures and standards of behaviour as required by Keeping Children Safe in Education Part 1 and Annex B
- Ensure compliance with the School’s Health and Safety policy and requirements and to ensure that teaching staff and technicians act in accordance with the most up to date Health and Safety guidelines

- Carry out any other duties commensurate with the post as may be reasonably required by your Line Manager.

YOUR APPLICATION

If you are an outstanding individual, passionate about your respective field and excited by our philosophy as a School, we would love to hear from you.

- To discuss any of the specifics of the role or the application process, please contact Jonathan Peverley, Head of STEM at jhp@oundleschool.org.uk.



Closing date: Tuesday 30 April 2025, 9am

Interview date: Thursday 8 May 2025

HOW TO APPLY

Please complete this [application form](#) and this [supplement form](#), before submitting using the contact details below.

Please note that only fully completed application forms with supplements will be considered. CVs and covering letters are not included in the short-listing process.

SHORT-LISTING

We assess all applications based on the information provided on the application form and will short-list candidates who best fulfil the criteria for the role and the person specification. Subject to the number of applications, short-listing may take place before the deadline for applications has passed. If you have not heard from us within two weeks of the closing date, you can assume that your application is not being progressed on this occasion.

Completed application forms should be returned to:

Post: Human Resources, The Bursary, Church Street, Oundle PE8 4EE.

Email: opportunities@oundleschool.org.uk

Tel: 01832 277193

SAFEGUARDING AND CHILD PROTECTION

We are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to appropriate safeguarding checks including an enhanced disclosure check by the Disclosure and Barring Service. All staff are required to provide evidence of identity, entitlement to work in the United Kingdom, and of qualifications declared on their application form.

FIND OUT MORE

Ahead of filling out an application, we highly recommend getting a feel for what we stand for as a School. Do feel free to explore our website at your leisure, but to help direct you, this further suggested content will hopefully give you a greater insight into Oundle and the wonderful community of people who live and work here.

Meet the Head

Hear from [Sarah Kerr-Dineen](#) about what brought her to Oundle and what makes her proud to be Head.



Our Philosophy

This is who we are as a School, what we do, what we value and where we are going. The full brochure is sent to all prospective parents.



Our publications

We have a number of publications, including *The Review*, which reports against our strategic objectives and *Oundle Opportunities* which illustrates the breadth of our co-curricular offering. Our GCSE and A level options booklets can be viewed [here](#) too.



We are committed to minimising our impact on, and improving the quality of, the environment both now and in the future. Since 2021 we have worked in partnership with iE, Investors in the Environment, to structure our efforts and track our progress towards something which is recognisably better than where we started. In the summer of 2022 we achieved the Bronze level of accreditation and we are now working towards Silver.



Website
www.oundleschool.org.uk



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