



Science Technician (Chemistry)

Oundle School was established in 1556 and is one of the country's leading co-educational boarding and day schools. The School has 840 boarding and 300 day pupils, with a further 260 day pupils aged 4 – 11 attending Laxton Junior School. The School has a turnover in the region of £40m and a staff of 600. The School prides itself on being associated with the best in modern independent school education. This would not be possible without the invaluable contribution made by the dedication, hard work and professionalism of the support staff functions.

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

About the role

The purpose of the role is to assist with the day to day running of the technical support and prep rooms, to offer and fully support the teaching of the relevant subject (Chemistry).

About the department

The Science Department is situated within the School's multi-million pound Sci-Tec complex. Working within the STEM team, the role holder will report to the Lead Technician (Chemistry).

Role specification

The main duties and responsibilities of the role are listed below. Please note these are not exhaustive, but highlight the main tasks.

- **Responsibilities Preparation & Setup:** Prepare, check, and issue apparatus and materials (hazardous and non-hazardous) for lessons, outreach, partnership, and enrichment activities in a timely manner.
- **Support for Practical Work:** Assist teachers and pupils with experiments, demonstrations, and projects, including setting up and providing resources.
- **Development & Maintenance:** Trial and improve practical procedures; construct, modify, and maintain apparatus and equipment under guidance. Carry out simple maintenance tasks

and service equipment where appropriately trained and be willing to attend training to develop necessary skills if not

- **Stock & Procurement:** Liaise with suppliers, maintain stock of equipment and consumables, assist with stock-taking and record-keeping, and collect/purchase materials as needed.
- **Delivery & Collection:** Transport equipment to and from labs, clear away materials, clean benches, and check for damage or misuse.
- **Calibration & Compliance:** Calibrate equipment as directed and ensure all issued equipment complies with Health and Safety guidelines.
- **Health & Safety:** Act in accordance with CLEAPSS and Oundle School's Health and Safety policy; advise on safe operation of apparatus; execute emergency procedures; undertake first-aid training if required.
- **Training & Development:** Attend relevant courses and training as agreed with the Head Technician.
- **Planning & Communication:** Anticipate equipment needs, manage time effectively, liaise with teachers, and report issues promptly.
- **Teamwork & Flexibility:** Work collaboratively with technical staff and teachers, act as an alternative key holder, and cover Head Technician duties when necessary.
- **Additional Duties:** Report damage or risks to Maintenance, defrost and clean fridges/freezers annually, work during school holidays if agreed.
- **Practical experience:** Be expected to work with a wide variety of practical equipment and techniques
- Act at all times consistently with Oundle School's Safeguarding Policy, associated procedures and standards of behaviour and in line with Keeping Children Safe in Education (KCSIE) Part 1 and Annex B.
- Support the School's Prevent Strategy as outlined in the Prevent Policy in the Staff Handbook, ensuring that visitor and other relevant protocols are observed.
- Demonstrate an appreciation for the importance of diversity, through your actions and behaviours, with the School's Equality, Diversity and Inclusion Strategy.
- Ensure compliance with the School's Health and Safety policy and requirements.
- Carry out any other duties commensurate with the post as may be reasonably required by your Line Manager.

These tasks are not intended to be exhaustive.

Subject Specific Requirements

Chemistry

- To prepare laboratory solutions and equipment and dispose of hazardous chemicals under the guidance of the Head Technician
 - Check laboratory cupboards and drawers with glassware and equipment ensuring that stocks are correct and in good order, replenishing, repairing, or reporting to the Head Technician as necessary
- Annually clean and service the Department's Bunsen Burners

Equal Opportunities

Oundle School and Laxton Junior School are proud to be equal opportunities employers. We welcome applications from all and value diversity throughout the School community. The School is committed to the elimination of unconscious bias, promoting an ethos of inclusion, respect for others and celebrating diversity in all its forms throughout the School community.

The recruitment process will be conducted in line with our Recruitment and Checks Policy and in such a way as to result in the selection of the most suitable person for the role in terms of relevant experience, abilities and qualifications, as well as to meet the School's compliance requirements.

The School will make reasonable adjustments to assist in the application and interviewing process of any disability identified by potential applicants, please make contact with the HR team in the first instance c/o opportunities@oundleschool.org.uk or ring 01832 277193.

Person Specification

The selection of candidates for short-listing will be based on this specification. Candidates should bear this in mind when preparing their application and completing the application form.

Qualifications	Essential	Desirable
HND or OND or equivalent (e.g. relevant A level), or equivalent experience	✓	
First Aid qualification or ability to complete within 6 months of starting	✓	
Health and Safety qualification (must be prepared to undergo training on site)		✓
GCSE Grades 9-6 (or A*-C) in Science		✓
Competencies, Skills & Experience	Essential	Desirable
Basic administration and record keeping experience	✓	
Previous experience in similar role		✓
IT competent in Microsoft Word and Excel and other selected Microsoft applications	✓	
Experience of working with/coaching young people		✓
Personal qualities	Essential	
Planning and organisational skills	✓	
Flexible approach	✓	
Adaptable in terms of acquiring new skills	✓	
Good communication with adults and pupils	✓	
Shows initiative	✓	
Remains calm under pressure	✓	

All roles at the School are classed as 'regulated activity' as per the Keeping Children Safe in Education guidance, therefore a good understanding of safeguarding procedures is essential.

Every job description in the organisation will be subject to a review on an annual basis at the time of the annual appraisal meeting and may be reviewed as a result of a change in strategic direction or operational requirements.

It is the shared responsibility of the role holder and their line manager to ensure that job descriptions are kept up to date.

Employment Information

The role is subject to a six-month probationary period. On completion, you will be expected to participate in the School's appraisal system.

All members of staff are appointed to the School as a whole and may reasonably be asked to undertake similar or related duties in a department or team other than that to which they were originally appointed, or for any subsidiary company.

The School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff to share this commitment. All staff appointed to the School are required to be checked through the Disclosure and Barring Service, and to provide evidence of identity, evidence of their entitlement to work in the United Kingdom, and evidence of qualifications deemed essential to the role, or declared on their application form.

- **Start date:** 3 September 2026, subject to notice period and completion of pre-employment checks.
- **Contract:** Permanent
- **Working weeks:** This role is term time working 36.4 weeks, paid for 41.33 (To include entitlement to holiday pay).
- **Hours of work:** 40 hours per week. Hours to be discussed at interview. All meal breaks are non-working hours and unpaid.
- **Salary:** £25,789 pro rata, £32,789 FTE. You will be paid each month through the year.
- **Holidays:** 4.93 weeks of paid holiday in each complete holiday year, plus seven public holidays. This is pro-rata for part-time staff. All holidays must be taken during Oundle School holiday periods, not during Term time or periods when you are required to work your remaining contracted hours.

To apply, please visit our Recruitment website at: www.oundleschool.org.uk/vacancies

Closing date for applications is Friday 19th June 2026, 9am.
Interviews will take place week commencing 22nd June 2026.

If you have any questions about the role, please contact:

Human Resources, Oundle School, The Bursary, Church Street, Oundle, Peterborough, PE8 4EE

Email: opportunities@oundleschool.org.uk / Tel: 01832 277193