



# HALSTEAD ST ANDREW'S SCHOOL

## Science Laboratory Technician

Term time (Flexible working)

Start date: ASAP





Church Hill House

# Science Laboratory Technician

## Line manager

Head of Science

## The role

HSA School will expand into a Senior School, providing GCSE, with a first Year 9 starting in September 2026. Preparations for this are happening now, and the right candidate will ideally have experience in GCSE Science practical requirements.

We are looking for a Science Laboratory Technician to help assist the Head of Science in delivering lessons. The role is flexible, and the right candidate will show initiative and an ability to organise their own time.

## Duties and responsibilities

The precise duties will be determined by the Head and Head of Science and will be in line with these specifications:

- To provide technical support to teaching staff in the Science Department and to ensure efficient running of the two laboratories and preparation area.
- To liaise with science teaching staff on their needs for resources for each lesson.
- To prepare solutions and stains for the use in the labs.
- To set out equipment and materials for practical lessons.
- To ensure the safe disposal of used chemicals after a lesson.
- To clean all glassware and ensure the lab is ready for the next lesson.
- To provide practical support in lessons as required.
- To maintain an efficient system for the use and allocation of materials and equipment, setting a priority system where necessary.
- To be responsible for accurate labelling of all chemicals and maintain a safe chemical handling and disposal system.
- To ensure all chemicals are stored in a locked cupboard and the keys stored securely.

- Assist with the security of labs and equipment.
- To maintain up to date stock and compile a list of chemicals and equipment to be ordered.
- To maintain a safe working environment for students and adults (including cleaning staff).
- To ensure lab rules are visible and up to date.
- To print and trim worksheets for lessons.
- To put up suitable science displays in line with the topics on all departmental boards.
- To attend and participate in Science Department meetings.

## Working conditions and remuneration

The Science Laboratory Technician will be based at our Church Hill House site.

The role is term-time with the opportunity to work flexibly, based on approximately four hours a day, Monday – Friday, including Inset Days.

Salary will be competitive based upon qualifications and experience.

## Benefits

A first-rate benefits package includes:

- A contributory staff pension scheme
- Death in service benefit
- Free school meals (term-time only)
- Fee remission for eligible children attending the school
- Free car parking

## Application process

Applications to be on the School Staff Application form together with a covering letter.

This must be completed in full and include the names, addresses and telephone numbers of TWO referees one of whom, if appropriate, should be your current employer.

Interviews may take place as applications that are selected are received.

Applications should be submitted electronically to [hr@hsaschool.co.uk](mailto:hr@hsaschool.co.uk). Closing date is 12pm on 13 February

2025. We reserve the right to interview and appoint before the closing date.

The Science Laboratory Technician will be required to follow school policies and the staff code of conduct.

Please note, this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Head or line manager.

This job description may be amended at any time in consultation with the postholder.

## Safeguarding

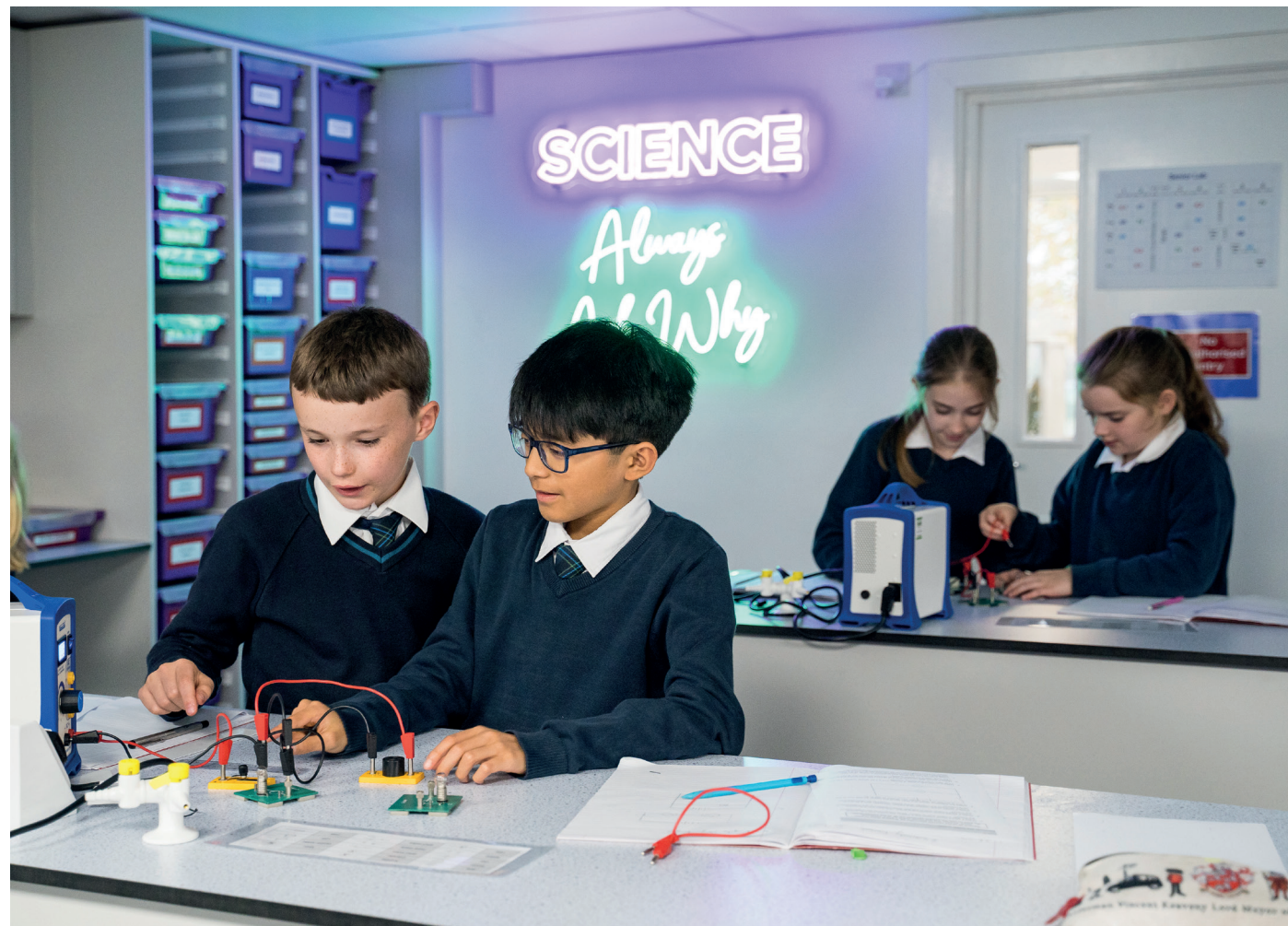
The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

As a provider of employment and education, we value the diversity of our staff and students. We are committed to providing a fair, equitable and mutually supportive learning and working environment for our students and







## About Halstead St Andrew's

**Halstead St Andrew's is an independent, all-through school located in Woking, Surrey. We are more than just a school – we are a community dedicated to empowering every child to become a confident, compassionate, and curious learner.**

We are proud to be a family-oriented school, dedicated to creating a caring, secure, and nurturing environment where pupils thrive as happy and confident learners. Our values-driven and opportunity-rich ethos provides an inspiring educational experience that fosters the holistic development of every pupil while instilling a lifelong love of learning.

Halstead St Andrew's is set over two sites; our Nursery and Pre-Prep at our Woodham Rise site. Woodham Rise is a stimulating, age-appropriate environment for our youngest pupils. Our teachers and wider school team ensure the children enjoy a happy and secure learning environment.

From Year 3, pupils move to Church Hill House. Here they enjoy continuing outstanding teaching and the facilities of our well-appointed site and extensive playing fields. They then, when we extend our offering in 2026, will have the opportunity to stay with us through to GCSE.

The success of Halstead St Andrew's School is built upon our values of endeavour, positivity, creativity, respect and kindness. These values form the foundation of everything that we do and enable pupils to reach their potential in all areas and it is our pledge to equip pupils with the skills necessary to navigate an ever-changing world.







## HALSTEAD ST ANDREW'S SCHOOL

Pre-Prep  
Woodham Rise  
Woking  
Surrey  
GU21 4EE

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E: [officewr@hsaschool.co.uk](mailto:officewr@hsaschool.co.uk)

Prep and Senior  
Church Hill House, Wilson Way Horsell,  
Woking  
Surrey  
GU21 4QW

T: 01483 760943  
E: [officechh@hsaschool.co.uk](mailto:officechh@hsaschool.co.uk)

“For parents wanting the personal touch,  
this school delivers.”

*Good Schools Guide*



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[www.hsaschool.co.uk](http://www.hsaschool.co.uk)