



Chemistry Technician (Maternity Cover)

Candidate Information Booklet

HEREFORDCS.COM

01432 363500

Aims, Ethos & Vision

We provide boys and girls aged 3 to 18 with an excellent standard of teaching and individual care, offering them a broad range of opportunities to develop every aspect of their potential. The Hereford Cathedral School culture produces well-balanced, confident and considerate young adults ready for the wider world.

We seek:

- To meet pupils' academic and personal needs and to promote the acquisition of moral values.
- To provide an environment in which pupils feel valued and learn to work co-operatively in a community.
- To provide a balanced, appropriate and challenging curriculum and a wide range of extra-curricular opportunities.
- To encourage pupils to achieve their academic potential and to foster a climate in which teaching and learning of high quality are given central priority.
- To ensure a high degree, within and outside the formal pastoral structure, of personal care, support and guidance.
- To respond to pupils' aspirations and to be attentive to those of parents, and to their views.

As part of an ancient Cathedral foundation, and as a Choir School, which has the privilege of a Cathedral as its chapel, we are a Christian School in the Anglican tradition, although we welcome and value those of other denominations and faiths. Each pupil is encouraged to consider seriously and openly the Christian tradition within which the School is founded.

We place great value on maintaining close, constructive communication with parents and seek to establish the education of each pupil as a joint endeavour. While the academic development of each pupil is a central objective of both the school and the parent body, we seek, through example and ethos, to prepare our pupils for life beyond school by developing certain qualities and values. These include: self-discipline, diligence, acceptance of responsibility and challenge, regard for proper authority, honesty, courtesy, fairness, trustworthiness, loyalty, and sensitivity to the needs and views of others, courage, and the capacity to look to the future.

Our aim is to fulfil our charitable status through service to the local community by support for Cathedral choristers, charitable fundraising, the loan of buildings and other services to the community. Through competitive fee levels and the award of choristerships, scholarships, and bursaries, the pupil body reflects a wide cross-section of the local population.

A Brief History

Hereford Cathedral School is amongst the oldest schools in the United Kingdom and is thought to have been founded as a song school attached to Hereford Cathedral in Anglo-Saxon times. The first written reference of the School dates back to Bishop Gilbert's letter of 26th December 1384 appointing Richard of Cornwall as Headmaster.

The Junior School (formerly Hereford Cathedral Preparatory School) is also equally rich in history and was founded in 1898, moving to its current location in 1925.



Life at the School

We are very much a family school, catering for pupils from age 3 to 18. Many of our pupils have siblings at the school, and in some cases their parents were here too. Pupils and parents are very loyal and supportive of 'their' school. We have a reputation for outstanding pastoral care and as a result pupils are remarkably tolerant and understanding of one another. It is important to us that every child is valued within our community. Good academic results are not enough: we seek to provide young people with the necessary skills and self-confidence to become well rounded, balanced adults who will make a positive contribution to those around them.



As a Cathedral School we expect pupils and staff to be sympathetic to our Christian ethos, although we welcome and value those of other faiths too.

"Pupils show excellent levels of self-understanding and spirituality for their age"
Quotes taken from ISI Integrated Inspection Report 2020

Academic Results

A-LEVEL

Our students achieve outstanding A-level results with grades over the past five years well above the national average.

18% of all grades at A*

47% of all grades at A* to A

74% of all grades at A* to B

91% of all grades at A* to C

GCSE

GCSE results over the past five years have also been exceptional.

31% grades 9-8 (A*)

55 % grades 9-7 (A* to A)

77% grades 9-6 (A* to B)

96% grades 9-4 (A* to C)

"Pupils notice when somebody needs help and are swift to offer support".
Quotes taken from ISI Integrated Inspection Report 2020

The Chemistry Department

Hereford Cathedral School pupils are intelligent, good-humoured and conscientious.

The Chemistry Department, which consists of three full time members of teaching staff (Chemistry specialists) and a full time experienced technician, is very successful and well-resourced. There are three large, modern laboratories.

The emphasis within the Department is very much on a collegiate approach, with all members of the Department contributing to the development of programmes of study and offering support beyond the classroom. Whilst in a small team there is inevitably some individual responsibility in terms of the delivery of particular courses, this is always done in an atmosphere of mutual support. The Department believes in the importance of creating stimulating, imaginative teaching spaces which encourage an interest and enthusiasm for our subject.

Chemistry is taught in all years, from the age of 11 to 18, and is an extremely popular subject.

In Year 7, all pupils follow a combined science course comprising aspects of all three sciences. In Year 8 and Year 9 pupils are taught the three separate sciences by subject specialists. Pupils follow a general Chemistry science course in Year 8. In Year 9 we start the GCSE Chemistry course, following the AQA specification. Over 50% of pupils study the sciences separately, leading to the award of three GCSE qualifications. In recent years the remaining students have followed a Dual Award Science course (Trilogy), resulting in the award of two GCSE qualifications. Invariably our Chemistry GCSE results are excellent, with 88% of all candidates achieving 9/7 (or A*/A) grades in the last five years.

Chemistry is one of our most popular A-level options. In the Sixth Form typically between a quarter and a half of students study the subject. We currently follow the AQA GCE Chemistry course. Our Chemistry A-Level results are excellent and over the last ten years more than 80% of grades achieved have been at A*- B grade.

The department is proud of its reputation of offering additional support to students, with many extra lessons and one-to-one tutorials taking place outside of the timetable, especially in the run up to public exams. It is expected that the successful candidate will wish to continue to offer this support.

Outside of lessons, all students are actively encouraged to attend clubs, conferences and lectures to stimulate interest in the subject. The Department celebrates National Science Week (in the Spring Term), with outreach activities involving local state primary and secondary schools.

"Sporting success is seen as important but participation is also perceived as a means of increasing pupils' confidence and strengthening relationships. Successful teams fielded in rugby, cricket, hockey, netball, rounders and tennis."

The Good Schools Guide Review 2013 of Hereford Cathedral School

A beautiful city, culture and a taste of tranquil countryside

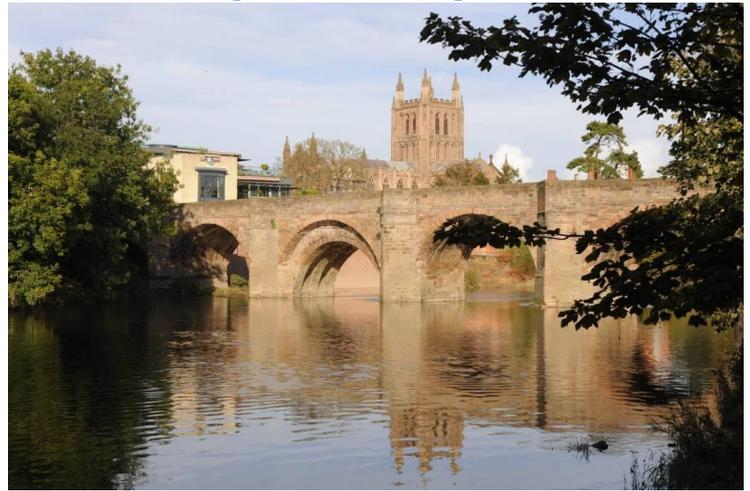
As a school we are fortunate to enjoy a position at the very heart of a fine cathedral city, at the centre of one of England's least spoiled counties.

Hereford and the county beyond - with a range of housing to suit all tastes and price brackets, and ready access to beautiful countryside - affords an enviable quality of life. The River Wye flows past our doorstep through the city down to the Forest of Dean, while the Brecon Beacons, the Malvern Hills, Hay-on-Wye, with its internationally-acclaimed literary festival, and Ludlow, famous for its food festival, are all within easy commuting distance.

Hereford itself also offers a wide-range of independent eateries, great places to eat and drink; a new Odeon and a great shopping centre. Commuting is easy with great transport links to London, Birmingham and Cardiff.

A city renowned for its wonderful music, Hereford was also home to the composer Elgar for a significant period in his life. The cathedral and school play host to the Three Choirs Festival every three years, and everyday choral music of the very highest standard can be enjoyed at Evensong. For those with a more eclectic taste, the county is home to a host of talented musicians who regularly perform at venues and festivals across the region. It is little wonder that many people who have visited Hereford on holiday choose to settle in the area permanently.

www.visitherefordshire.co.uk



"Pupils demonstrate good study skills as they move through the school. They have good concentration and persistence"

Quotes taken from ISI Integrated Inspection Report 2020

The Role: Chemistry Technician (Maternity Cover)

February 2022

Location: Hereford

Description: 35 hours per week - 8.30am to 4.00pm. Part time working may be considered.
Term time (36 weeks per year)

Salary: Starting at FTE £19,247. This equates to £14,760 for work pattern detailed above.

Hereford Cathedral School seeks to appoint a Science Technician (Chemistry) to cover Maternity leave from February 2022. We are looking for a skilled technician to assist the Head of Chemistry and teachers in the organisation, preparation and maintenance of resources and equipment for the chemistry department.

Our Science technicians:

- Work primarily to the individual sciences but collegiately to help the Science department as required.
- Provide all the required technical support to enable laboratories to function effectively whilst adhering to correct procedure and Health and Safety (H&S) guidelines.
- Supervise stock control, order of materials and oversee the department materials and budget in consultation with Head of Chemistry.

We are looking for someone with good knowledge of the subject and the ability to form excellent working relationships. A willingness to support and ability to remain calm under pressure are essential criteria for this post.

Application forms can be downloaded from our website www.herefordcs.com and sent with a covering letter to Mrs Cath Knowles , HR Office, Hereford Cathedral School, Old Deanery, The Cathedral Close, Hereford HR1 2NG or email to c.knowles@herefordcs.com

The closing date for applications is **22nd November 2021**

The School is committed to safeguarding and promoting the welfare of children and young people and expects all members of staff and volunteers to share this commitment. Appointments are subject to DBS clearance, satisfactory employment references and pre-employment checks.

Registered in Cardiff No 2081261 (Limited by Guarantee)
Registered Charity No 518889

We reserve the right to withdraw this advertisement at any time



Job Description: Chemistry Technician

Post Title	Chemistry Technician Based at The Old Deanery, Cathedral Close, Hereford HR1 2NG
Salary Point(s)	12-16 Starting at FTE £19,247. This equates to £16,044 for work pattern detailed below.
Hours/Weeks	35 hours per week - 8.30am to 4.00pm. Part time working may be considered. (including unpaid lunch break) Term time (36 weeks per year)

Purpose of this Job Description:

Hereford Cathedral School considers this document as a "snapshot" of the job and the tasks listed are not an exhaustive list. It aims to provide a clear guide at the time of writing to all that is involved about the requirements of the job. It will also be used to communicate expectations about performance and will be used to monitor effective performance.

The Organisation

Hereford Cathedral School is one of the UK's leading independent co-educational day and boarding schools. Providing boys and girls aged 3 to 18 with an excellent standard of teaching and individual care, offering them a broad range of opportunities to develop every aspect of their potential. The Hereford Cathedral School culture produces well-balanced, confident and considerate young adults ready for the wider world. We also benefit from one of the finest settings, adjacent to the beautiful Cathedral. We enjoy an air of tranquillity within a stone's throw of the thriving city centre.

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.

Further information from <http://www.herefordcs.com>

Reporting Lines:

The post holder is line managed by the Head of Chemistry (who is also Head of Science) .

The Technician works with all members of the wider Science Department, including the Physics and Biology technicians and pupils from Year 7 (age 11) to Sixth Form (age 18). Plus PGCE students and NQTs.

Accountabilities:

- Provides all the required technical support to enable to Chemistry laboratories to function effectively whilst adhering to correct procedure and Health and Safety (H&S) guidelines.
- Supervise stock control, the ordering of materials and oversee the department materials budget and petty cash in consultation with Head of Science.

Responsibilities:

- Putting out equipment for class practical work and demonstrations; cleaning and returning it to storage.
- Working with the department teaching staff to develop new practical work and demonstrations. This task can often involve independent research.
- Trialling practicals to produce reliable and precise data, in readiness for lesson use and for those to be carried out in practical assessments. Supplying trialled results to teaching staff and exam board if necessary
- Advising teaching staff during A Level and GCSE practical assessments regarding procedural issues, organisation and layout of equipment for forthcoming practical's
- Organising the efficient and safe storage of apparatus and chemicals including labelling and use of hazard symbols
- Maintaining equipment in good working order, either by repairing it or arranging a specialist repair
- Responsible for the periodic safety checks of equipment in the laboratory
- Complying with H&S regulations as advised by professional bodies and by Head of Department
- Ordering of routine equipment and supplies, checking deliveries and invoices for payment
- Maintaining records and expenditure of departmental budget and for advising the Head of Department if the allocated budget is likely to be overspent

Safeguarding and Protection of Children and Young Persons

In accordance with the Children's Act 1989, on appointment post holders will be required to commit to their responsibilities with regards to safeguarding. In addition offers of appointment will be subject to an Enhanced criminal record check from the Disclosure and Barring Service (DBS).

These checks will highlight cautions, reprimands and final warnings as well as any convictions. The post holder must not have any spent or unspent convictions that would prevent working with children.

Health and Safety:

As an employee you are expected:

- to take reasonable care of your own health and safety
- to take reasonable care not to put other people - fellow employees and members of the public - at risk by what you do or don't do in the course of your work
- to co-operate with your employer, making sure you get proper training and you understand and follow the company's health and safety policies
- not to interfere with or misuse anything that's been provided for your health, safety or welfare
- to report any injuries, strains or illnesses you suffer as a result of doing your job
- to tell your employer if something happens that might affect your ability to work (e.g. becoming pregnant or suffering an injury)
- if you drive or operate machinery, to tell your employer if you take medication that makes you drowsy

Particular H&S issues for this post are:

- Dealing with biohazards, spillages, broken glass, concentrated acids and alkalis, glass bending
- Need for vigilance at all times when pupils are present
- To record and maintain accurate records of data required for the Control of Substances Hazardous to Health (COSHH) regulations and risk assessments for the safe use of any equipment or materials
- Physically fit to be able to move heavy equipment.
- Use of standard office equipment

	Person Specification	
	Essential Criteria	Desirable Criteria
Qualification	Completed a broad education including GCSE grade C and above in English Language and Maths (or equivalent) Science GCSEs Needs to be IT literate	Chemistry/science A levels or higher.
Experience and Knowledge	Knowledge of laboratory health and safety issues	Experience of working within an education environment Previous relevant experience of working in a laboratory Experience of maintaining and monitoring budgets
Skills/Abilities	Good level of knowledge and understanding of Chemistry/Science and different areas within the subject Ability to maintain a range of tools and equipment Good ICT skills – confident in the use of Word, Excel, email and internet	

	<p>The ability to articulate and communicate clearly in a professional manner</p> <p>Effective organisational and time management skills</p> <p>Able to remain calm under pressure, work to deadlines and manage competing priorities.</p> <p>Strong interpersonal skills, including the ability to relate well to children and adults on all levels</p>	
Aptitude	<p>Naturally self-motivated and able to use initiative to ensure tasks are completed</p> <p>Naturally demonstrates a 'can do' helpful attitude</p>	
Circumstances	<p>Able to work flexibly and adjust working hours from time to time to assist with public examination plus support for wider school functions as required</p>	
Safeguarding Children, Young People and Vulnerable Adults	<p>Understands their role in the context of safeguarding children, young people and vulnerable adults</p> <p>Ability to form and maintain appropriate relationships and personal boundaries with children and young people</p>	
Equal Opportunities	<p>Understanding of the requirements of Equality and Diversity</p>	