



DURHAM HIGH SCHOOL
Independent Day School
Church of England Foundation
GSA – Girls aged 3-18
www.dhsfg.org.uk

**INFORMATION FOR THE POSITION OF
PART TIME LABORATORY TECHNICIAN (TEMPORARY)**

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1 September 2022

Durham High School
A Company Limited by Guarantee. Registered in England and Wales No. 6257502
Registered Office: Farewell Hall, South Road, Durham DH1 3TB. Registered Charity No.
1119995
Headmistress: Simone Niblock

AIMS OF THE SCHOOL

- To create a friendly, caring community based on Christian principles where every individual is valued
- To endeavour to develop the potential of every girl
- To encourage academic excellence and a life-long love of learning

QUOTE FROM THE GOOD SCHOOLS' GUIDE

'Top flight single sex school (the only all girls' school in Durham) with all the trimmings.
"A fantastic school - I recommend it to everyone I know" enthused a parent.'



Durham High School

INFORMATION ABOUT THE SCHOOL

Durham High School is a leading Independent Day School for girls aged 3 - 18. We were one of the first schools in the North East of England to take girls' education seriously and we are proud to continue that tradition today; we seek to develop the potential of every girl in all areas of life.

The school was founded in 1884 by the Church Schools' Company and in 1910 the school's governing body took over and formed an independent school. In the 1960s, Durham High School moved to its first purpose-built premises on the edge of the city adjacent to the new Durham University colleges. This began a period of building and expansion which continues to the present day. Recent developments include a wonderful Nursery, a Science, ICT and Library block and most recently a new building incorporating classrooms for Mathematics and Geography with a purpose-built Performing Arts Suite and Music practice rooms.

Durham High School enjoys a very good reputation locally both for its academic results and for its excellent pastoral support. Classes are small and the pastoral care of pupils is given a very high priority. Our pupils consistently achieve fantastic results for both GCSE and A level. In 2021, 69.5% of GCSE entries achieved grade 9-7. At A-Level 68.2% of the entries achieved A* or A. Pupils invariably obtain a place at the University of their choice, including Oxford and Cambridge, and other Russell Group universities.

We are keen to widen access as much as possible, with a number of means-tested bursaries, including some free places, to enable as many girls as possible to attend the school from a wide area. There are also academic scholarships available at 11+ and 16+ together with scholarships in Music, Performing Arts and Sport.

There is an extensive extra-curricular programme, with huge enthusiasm for a wide-ranging number of sports including hockey, netball and tennis, as well as aerobics and cricket. The musical life of the school is also extensive and of a very high standard. A large proportion of girls take lessons in an instrument and/or voice. There are four choirs, orchestras, a number of bands and an outstanding Drama Department, which stages a number of plays every year. This includes the School's annual production which is performed at Durham's Gala Theatre.

The opportunity to serve both the immediate and wider community is an important part of school life. Other extra-curricular activities include: a Duke of Edinburgh's award scheme with large numbers of girls taking part, including achieving Gold Awards; Young Enterprise; Debating; Art and Photography; and numerous trips and visits abroad.

Durham High School has continued to thrive throughout the Covid-19 pandemic. Despite two periods of school closure, our staff and pupils embarked on an extraordinary journey, adapting to new technology and a new way of learning very quickly, which has meant our pupils have received a full curriculum offering and no need for any catch up.

In addition, with thanks to the virtues of the virtual, from House events to School Council meetings, art exhibitions to sporting challenges, Leavers Service to Sixth Form Bake Off, from assemblies to virtual concerts: Even though for large parts of the last two years our community has been physically apart, we truly believe we have never been closer.

Applicants are encouraged to familiarise themselves further by viewing the website at www.dhsfg.org.uk to obtain a sense of the school.

Ethos and Christian Values

All staff are expected to be sympathetic to and supportive of the Christian ethos of the school and to model Christian values.

Our school is inclusive and distinctive. As such, we welcome girls of all faiths and none. Religious faiths are valued and respected and we have a significant number of pupils who practise faiths other than Christian.

REGULATORY COMPLIANCE INSPECTION REPORT NOVEMBER 2018

Principal findings

Durham High School succeeded in fulfilling every standard examined during the Regulatory Compliance Inspection carried out by the Independent Schools Inspectorate (ISI). Please find a link to the report on our website here:

[2019 Regulatory Compliance Inspection Report](#)

It is important to note that the format of RCI reports is such that each standard is simply 'met' or 'not met': there is no evaluative judgement in the report beyond this.

Format of the inspection and the report

Inspectors visited the School on Wednesday 28 and Thursday 29 November 2018 and immersed themselves fully in DHS school life. They observed lessons; analysed the curriculum; conducted interviews with pupils; and held informal discussions with staff. They attended assemblies and form periods and observed a variety of extra-curricular activities.

DHS passed the Inspection in every one of the eight compliance requirements. These included the standards of the quality of education provided; the suitability of the staff and those in contact with the pupils; the welfare of the girls; and the moral, social and cultural development of all our girls. We met every requirement, as did the standards relating to the premises and the provision of information to parents, Inspectors and the Department of Education.

In relation to the quality of leadership and management of the School, leaders fulfil all responsibilities effectively to ensure that standards are consistently met, and they actively promote the wellbeing of the pupils.

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See school website for full Inspection Report

THE SCIENCE DEPARTMENT

Science is taught as three separate subjects from Year 7. In Years 7 and 8 the students have three 65 minute periods of each Science subject per fortnight and are taught in mixed ability tutor groups. The National Curriculum programmes of study are followed at Key Stage 3 in Years 7 and 8, based around the AQA KS3 schemes of work. The AQA specification for GCSE Science is followed in Year 9, as the students commence their Key Stage 4 studies.

At the end of Year 9, students opt to either, follow the AQA specification for separate sciences leading to three awards at GCSE or the AQA specification for Combined Science: Trilogy, leading to two awards at GCSE. While numbers vary slightly from year to year, approximately half of students normally opt for the separate sciences. There are usually two groups for the separate sciences, determined by the students' other options, and two groups for the Combined Science: Trilogy. Almost all students are entered for the higher tier of the examination.

The Department is very successful at recruiting for A-level both with our own internal students and others from outside who join the Sixth Form.

Facilities

The Science Department designed and moved into new purpose built laboratories in 2003 and the facilities are still in pristine condition. There are two laboratories for each of the three sciences with an office for each Head of Department, a large preparation room, greenhouse and staff room. The laboratories are on the first floor of the building with the library and IT facilities on the ground floor. All the laboratories are well equipped and the School has ensured that the Department is appropriately resourced. The Department is well supported by a dedicated Laboratory Manager and the team of technicians.

The Department

The Head of Science (who is also Head of Chemistry) and the Heads of Physics and Biology work closely together and hold fortnightly meetings to discuss issues relating to the teaching of the sciences throughout the School. The Head of Science and the Laboratory Manager also work very closely together and meet weekly to discuss issues relating to the technical support of the Department as well as marketing opportunities, events and extracurricular commitments.

LABORATORY TECHNICIAN

The Laboratory Technician provides skilled practical support across all Key Stages and in all areas of the science curriculum. The Laboratory Technician will report to the Laboratory Manager.

KEY RESPONSIBILITIES

- Preparation and setting up of equipment and chemicals for demonstrations and class practicals for all three science subjects.
- Clearing away after demonstrations and class practicals including cleaning of lab benches and fume cupboards.
- Provision of technical advice to teachers, technicians and pupils as required.
- Trialling practical experiments prior to lessons.
- Researching alternative practical methods for experiments that have been unsuccessful or need updating due to new health and safety advice.
- Obtaining materials from local suppliers when needed.
- Keeping up to date with health and safety and updating documentation following advice on the Cleapss website.
- Carrying out COSHH and risk assessments when required.
- Use of technician practical notes combined with advice on Hazcards to safely treat and dispose of surplus chemicals and products from practical experiments.
- Checking glassware for damage and carrying out glass repairs when needed.
- Caring for the plants and animals within the science department.
- Carrying out stock inventories of both equipment and chemicals and maintain relevant stock records.
- Contributing to the design, development and maintenance of specialist resources, projects and displays.
- Liaising with staff outside of the science department if needed in order to provide the best possible support.
- Maintenance, cleaning, testing and repair of specialist equipment where required.
- Providing technical support during extra-curricular activities, open days, Junior House science days, transition evenings etc.

PERSON SPECIFICATION

The ideal candidate for the role of Laboratory Technician will possess the following attributes:

Essential

- Technical experience, a relevant technician qualification or A-level/AS level (or equivalent) in Biology, Chemistry or Physics;
- High levels of accuracy and attention to detail;
- Good organisational and time management skills;
- The ability to prioritise work and meet deadlines;
- Good communication skills;
- Good listening, questioning and reasoning skills;
- The ability to work calmly under pressure;
- Good IT skills;
- A flexible approach to working hours to ensure that all needs are met;
- An interest in all three science subjects;
- Motivated and flexible team player;
- The ability to maintain a sense of humour

Desirable

- Experience of working in a busy environment;
- Experience of working in a school;
- Knowledge of relevant health and safety documents e.g. COSHH, risk assessments etc.
- A First Aid at Work certificate or be prepared to undertake one if needed;
- An eye for preparing creative display material;
- Experience of problem solving

FURTHER INFORMATION

The post is three days per week (with some flexibility possible), and is term time only plus 12 days to be taken during school holidays. The post is to cover for the current Laboratory Technician, who has been promoted to Laboratory Manager to cover a period of Maternity Leave. The core hours of work will be Monday to Friday 8.30am to 4.30pm, with 30 minutes for lunch. During term time a free school lunch may be taken in the Dining Hall.

There are occasions when it is expected that the postholder will be available to work outside normal hours, e.g. Open Days, Transition Evenings, Extra-Curricular events, though this will be discussed with the successful applicant.

The salary will be on the DHS Administration scale and is dependent on skills and experience.

The School will comply with its legal obligations in relation to the provision of access to a pension scheme.

METHOD OF APPLICATION

Please complete the application form (available from the School's website) and submit this with a covering letter outlining your reasons for applying and what you feel you can bring to the post. This should be addressed for the attention of the Headmistress and sent by e-mail to enquiries@dhsfg.org.uk

Closing date for applications: Monday 4 July 2022
Interviews will be held shortly after the closing date.

The successful candidate will be expected to take up the appointment from 1 September 2022.

DBS

Durham High School is committed to safeguarding and promoting the welfare of children. The successful applicant will be subject to an enhanced DBS disclosure.

SCHOOL CONTACT DETAILS

Durham High School
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South Road
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DH1 3TB

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