

For September 2025

CANDIDATE INFORMATION

# Laboratory Technician (Part Time)





Our mission is to develop academically successful, community minded, self-confident and well rounded individuals who are well prepared for their futures.

Westbrook Hay is a thriving co-educational independent day school. Pupils enjoy a broad curriculum, achieve excellent results and have the all-important confidence to succeed.

The school roll is currently at a record high of around 380 pupils and in September 2023 announced that it is growing its Senior Section of the school from Year 8 to Year 11 and will begin offering GCSEs.

Our ethos is to be a welcoming, inclusive community that provides the best for, and expects the best from us all.

The school is well known locally for its warm and welcoming atmosphere. This is something we cherish and, even though we are potentially going to grow slightly in size, we do not want to lose this ethos.

We believe our ethos separates us from larger competitor schools in our locality. This ethos is generated by the staff and their relationships with the pupils and parents. It has been regularly described as 'friendly and professional'.

We are seeking a new Laboratory Technician who can assist us with achieving our mission and thrive under this ethos, helping to lead the Science provision and first GCSE cohort through this exciting phase of development.





# Our History



Westbrook Hay School, founded in 1892 by Augustus Orlebar in Bedford, has evolved over 130 years, relocating and renaming itself multiple times. Originally a small establishment with just two pupils, it grew under successive leaderships and moved to its current location at Westbrook Hay in 1963. It transitioned from a boarding school for boys to accepting day pupils and girls in the late 1970s.

Located between Berkhamsted and Hemel Hempstead in Hertfordshire, the school's beautiful location boasts 26 acres of parkland overlooking the Bourne Valley. For example, the school has a purpose-built Pre-Prep and is planning a new specialist STEAM (Science, Technology, Engineering, Art and Mathematics) building to cater for GCSEs. The Performing Arts Centre was added in 2016 and boasts impressive facilities for dance, drama and music. Specialist facilities also include a Science Laboratory, DT Workshop, Sports Hall, Swimming Pool, an ICT Suite and an Art Studio.

Under various heads the school has expanded and modernised, while continuing to prepare students for prestigious senior schools such as Bedford, Berkhamsted, Haileybury, Millfield, Stowe and St Albans. The school now moves into a new phase of development becoming an all-through school to 16.





A photograph of five students in red school uniforms walking up a wooden staircase. The students are smiling and looking towards the camera. The staircase has a dark wood handrail and balustrade. On the wall to the left, there are four framed artworks: a sailboat, a tree, a colorful abstract design, and a landscape. A green 'Fire exit' sign is visible on the wall above the staircase.

# Long Term School Strategy

In September 2023, Westbrook Hay announced that it is growing its Senior Section from Year 8 to Year 11 to begin offering GCSEs.

The decision was made in reaction to the changing local market, from a position of financial strength and due to demand from current and prospective parents.

This process has started extremely well with record numbers of pupils joining into Year 7 and new starters into Year 8. The first Year 9 cohort will be in place for September 2025.



# School Structure

The school is growing to form three main sections



**Pre-Prep:** for pupils from Nursery to Year 2, this section of the school is two form entry and consists of approximately 140 boys and girls.



**Prep:** for pupils from Year 3 to Year 6, this section of the school is two or three form entry and consists of approximately 190 boys and girls.

**Seniors:** currently just Lower Seniors, Years 7 and 8, this section of the school consists of approximately 60 boys and girls. Under our long term strategy we will be adding Upper Seniors, Years 9 to 11, with the aim of having around 40 pupils in each year group.





# Academics at Westbrook Hay

At Westbrook Hay we are dedicated to nurturing each pupil's uniqueness. This spans from their formative years and continues into their GCSE years where we take pride in providing an environment where well-rounded individuals can flourish and succeed.

Academic life at Westbrook Hay encourages effective, life-long learning habits, through a broad and engaging curriculum. Key to our academic success is the fact that every pupil is well-known in our close-knit community. Classes are small and our teachers ensure that they do all they can to support pupils with their learning on an individual basis.

## GCSE Programme

In their time at Westbrook Hay, pupils are given the opportunity to fully explore a wide curriculum, which promotes academic rigour and curiosity. Within our GCSE Programme, our goal is to offer a diverse array of options that allows each pupil to leverage their strengths, while enjoying a broad range of experiences. English, Maths, Science and the Humanities (Geography, History and RS) form the core of our GCSE curriculum, with each pupil

encouraged to take a total of nine GCSEs.

While GCSE results are important, we understand that academic success holds different meanings for different people. In a world where external pressures on young minds are prevalent, Westbrook Hay provides a supportive and nurturing atmosphere in which to take GCSEs.

## Pre-Senior Bacculaureate

In Years 7 and 8 our pupils undertake their Pre-Senior Bacculaureate (PSB). As a PSB school, Westbrook Hay pupils follow an assessment model that has at its heart the development of the right attitudes, behaviours, skills and values required for children to flourish in an ever-changing world.

The six core skills of collaboration, communication, independence, leadership, reviewing & improving and thinking & learning are developed through termly enrichment days. These new world skills will equip the children for the future. As they develop and eventually go to the workplace, they will be able to think critically and communicate effectively with people from a range of different cultures.

## Learning Support

Our flourishing Learning Support Department monitors and puts in place support for pupils who have an identified learning difficulty or specific need. Within the department, pupils will gain on-going and practical support which will vary and change as they grow through their time at the school.

The Head of Learning Support monitors the progress of pupils, ensuring that lessons are appropriately differentiated and that the pupils' needs are met within the classroom. A continuous cycle of monitoring and feedback means that pupils with a range of learning needs are fully supported and make excellent progress at Westbrook Hay.



# Overview of the Role

We are seeking a candidate who has the dedication, enthusiasm and passion to support the Science department into the next phase of development. This is a part time role, the successful candidate will work 0.6 of a full time contract and this can be discussed further at interview. The first Year 9 will be in place for September 2025. In subsequent years the school will continue to grow to Year 11 for September 2027. We are looking for someone who can plan for and develop with this exciting expansion.



## Science Department

The Laboratory Technician will support the teaching of Science primarily in the Senior school. Science is an integral part of Westbrook Hay's curriculum. We want our pupils to be scientifically curious and to have a passion for understanding how the world works. The subject is taught through Topic Lessons in Pre-Prep and then as a core part of the Prep curriculum from Year 3 onwards, with pupils starting to have lessons in our Science Laboratory from Year 6.

Pupils in the Prep (Years 3-6) and in Years 7-9 pupils broadly follow the national curriculum but there is the freedom to explore other topics that may be beneficial to their learning. When choosing their GCSEs, pupils will have the opportunity to study a combination of the three disciplines (Biology, Chemistry and Physics), choosing to study all three or opting to study their favourite one or two.

Science is taught by Class Teachers up to Year 4 and is delivered by a specialist Prep Science Teacher to Year 5. The Laboratory Technician will be line-managed by the head of Science, with whom they will work closely alongside.





# Job Description



## Key Responsibilities

The purpose of this job description is to outline the main responsibilities of The Laboratory Technician. It is not restrictive and includes any other reasonable requests that may arise. The safety and well-being of the children in School is paramount at all times. The Laboratory Technician is responsible for promoting and safeguarding the welfare of children for whom they are responsible, or with whom they come into contact. The Laboratory Technician will adhere to and ensure compliance with the School's Child Protection Policy at all times. If in the course of carrying out their duties, the Laboratory Technician becomes aware of any actual or potential risks to the safety or welfare of children in the School, it is their responsibility to report any concerns to the school's Designated Senior Lead for Child Protection or the Head.

The Laboratory Technician will be line-managed by the Head of Science.





### Key Responsibilities

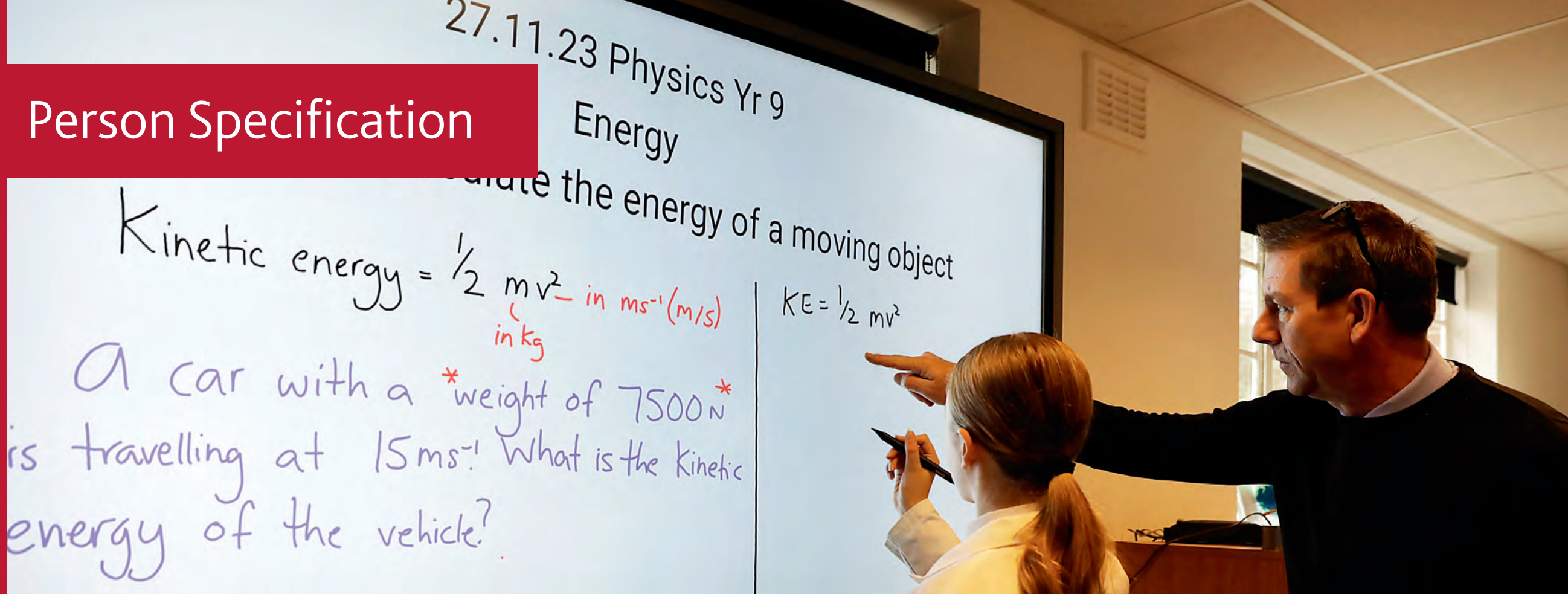
- Preparation of resources including making up solutions and assembling apparatus for class use/demonstrations including experiments across all Science subjects
- Taking care of laboratory equipment and apparatus to ensure that it is kept in good condition to ensure continuing availability for use
- Carrying out and arranging for maintenance and repair of resources
- Ensuring that the Science laboratories are stocked with the correct amount of basic glassware and heating apparatus
- Managing the stock control of chemicals and equipment, including the sourcing of appropriate resources, and considering costs
- In consultation with the Head of Science, helping to compile orders, completing order forms, placing orders and checking deliveries and invoices
- Maintaining and regularly updating online chemical inventory and stock control records
- Giving technical and health and safety support and advice to teachers and students
- To ensure the maintenance of a healthy and safe working environment through actively contributing to the assessment, monitoring and review of both health and safety procedures and information resources, as well as carrying out risk assessments for technical activities
- To ensure that the laboratories and preparation rooms are maintained in a clean, tidy and safe condition
- Organising, storing and checking the condition of chemicals and equipment, the safe treatment and disposal of used materials including hazardous substances and responding to actual or potential hazards

### Other Responsibilities

- Attend and contribute positively to all meetings to which they are required to attend
- Complete all policies relevant to the role
- Complete all risk assessments relevant to the role



# Person Specification



## Personal Qualities

The new Laboratory Technician will join a school where staff development is important and ambition is encouraged. Applicants will be expected to show that they have relevant educational experience as per the person specification. A good understanding of and a commitment to the ethos of a co-educational an independent school will be important but it is not essential to have worked in an independent school in the past.

Science has a long and rich standing in the Westbrook Hay curriculum. Taking either Biology, Chemistry or Physics will be compulsory and it is hoped that through the postholder's excellent work supporting strong classroom teaching, our pupils will be inspired to take more than one Science at GCSE and may continue their studies onto A Level or further after leaving the school.



# Skills, Experience, Qualifications, Knowledge and Personal Attributes

All staff at Westbrook Hay are expected to embrace and demonstrate in their professional lives the School’s values of courage, independence, integrity, reflective learner, responsibility and togetherness.

## Qualifications and Knowledge

Educated to degree or equivalent level Science or a related discipline	Essential
Evidence of ongoing professional development	Essential
Knowledge of safeguarding requirements within a school	Essential
Knowledge of the KS3 and KS4 Science curriculums	Desirable



## Skills and Experience

Ability to support the practical aspects of teaching of pupils Year 7 – Year 11 through	Essential
Ability and enthusiasm to work with both boys and girls	Essential
Ability to nurture and develop an ethos of high standards, personal fulfilment and academic success	Essential
Ability to plan time effectively and meet deadlines	Essential
Ability to problem solve and offer solutions	Essential
Ability to work within a dedicated and hardworking team	Essential
Excellent administrative and organisational skills	Essential
Excellent communication skills to a range of audiences	Essential
Experience of working in an ‘all-through’ school	Desirable
Experience of working in the independent sector	Desirable
Have experience working in a laboratory environment	Desirable



Personal Attributes

Commitment to equality, diversity and inclusion, and how this applies to the role	Essential
Commitment to inspiring all pupils to develop a life-long passion for Chemistry	Essential
Commitment to ongoing professional development	Essential
Commitment to safeguarding and promoting the welfare of young people	Essential
Commitment to the benefits of coeducation	Essential
Commitment to providing excellent opportunities for all pupils in the school	Essential
Excellent IT skills	Essential
Excellent organisational and planning skills	Essential
High levels of emotional intelligence and interpersonal skills	Essential
Passionate about the wellbeing of all pupils, inspiring others through their care, enthusiasm and expertise	Essential
Positive role model	Essential





## The Laboratory Technician is expected to be:

### Personal

- Able to demonstrate high levels of interpersonal skills and emotional intelligence;
- Patient and kind, yet determined;
- Able to demonstrate integrity at all times;
- Loyal to the school and an embodiment of Westbrook Hay's values and mission its vision, mission and ethos;
- A lover of learning who is always willing to learn themselves;
- Empathetic to the plight/work of others and flexible enough to adapt their expectations to support others' needs and challenges whilst delivering the highest quality of education;
- Understanding of the impact of their own behaviours on others, being a personal and professional role model for the community.

### Professional

- Committed to putting our children first;
- A champion of the Westbrook Way Charter;
- Passionate about their subject, inspiring others through their expertise and enthusiasm;
- Courteous, professional and respectful to all, at all times;
- Discreet and professionally sensitive;
- Organised, meticulous and a first-rate administrator who has excellent IT literacy;
- Resilient and able to recover quickly from professional setbacks;
- Proactive and creative when problem solving;
- Able to lead others with a flexible approach;
- Able to meet deadlines;
- Confident, articulate and willing to offer ideas;
- Hard working but able and willing to delegate effectively;
- Able to manage differences of opinion and bring disagreement to an effective, respectful conclusion, being accepting when in the minority;
- Competent in monitoring and evaluating the performance of individual teachers in their subject.





# Salary and Benefits

The salary will be competitive and dependent on experience.

## What can we offer you?

- A fantastic team of staff to work with and be a part of
- Commitment to continuing professional development
- Free cooked lunches and refreshments throughout the day
- Membership of the Employee Assistance Programme
- Opportunities to attend events organised by the Staff Social Committee
- Receipt of a 'Golden Ticket' for assisting with an overnight event, which enables staff to apply for a half day either in the morning or afternoon
- Small class sizes, a beautiful rural location and excellent facilities
- Up to 50% fee remission for permanent employees (not fixed term contracts) is offered for children of school staff, subject to availability of places (pro rata for part time staff)





# Application and Recruitment Process



**The deadline for the receipt of applications is 12:00 on Thursday 5th June.**

To apply for this position, please complete an application via the TES website. Further information or any enquiries can be requested from our HR Officer, Mrs Rachel Franklin ([rachel\\_franklin@westbrookhay.co.uk](mailto:rachel_franklin@westbrookhay.co.uk)).

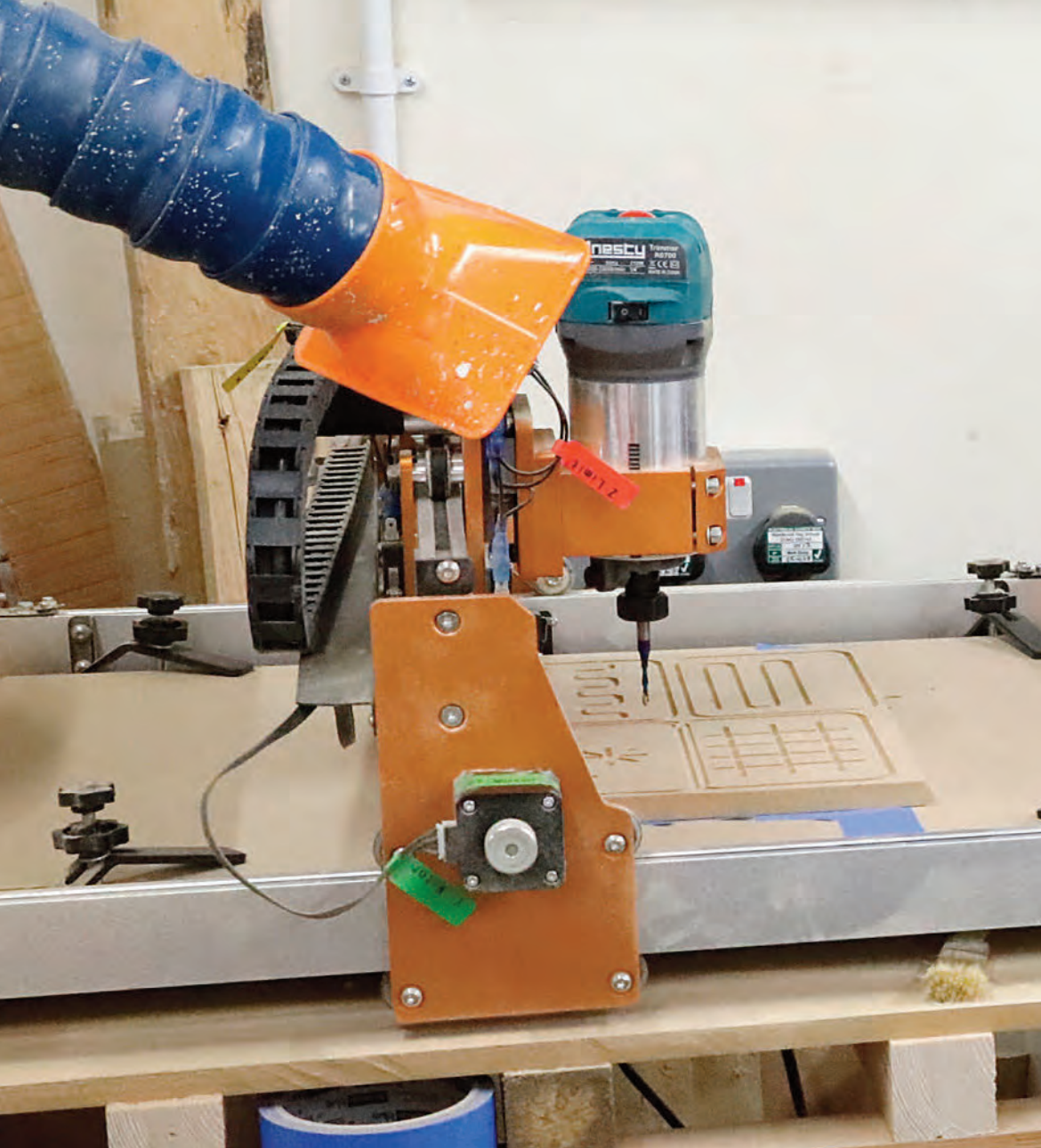
**It is anticipated that interviews will be held on the week beginning Monday 16th June.**

Candidates will be offered a tour of the school and lunch, if the timing is appropriate. Overnight accommodation is available on request. This appointment is for September 2025.

**This appointment is for September 2025.**



# Compliance Requirements



The appointment is subject to satisfactory pre-employment checks in accordance with DfES guidance, to satisfactory references, satisfactory clearance from the DBS, proof of identity and qualifications and a satisfactory medical report. Westbrook Hay is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All successful applicants will be required to undergo child protection screening including checks with current and previous employers and the Disclosure & Barring Service.







Westbrook Hay  
London Road  
Hemel Hempstead  
Hertfordshire  
HP1 2RF  
Telephone 01442 256143  
Email [rachel\\_franklin@westbrookhay.co.uk](mailto:rachel_franklin@westbrookhay.co.uk)