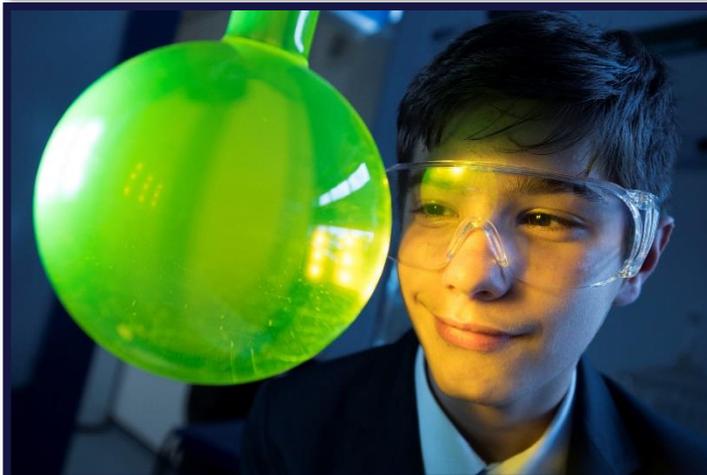


# Information for Applicants



**Birchwood**  
Community High School

Birchwood Community High School  
Brock Road, Birchwood,  
Warrington, Cheshire, WA3 7PT

Tel: 01925 853500  
Email: [contactus@birchwoodhigh.org](mailto:contactus@birchwoodhigh.org)  
[www.birchwoodhigh.org](http://www.birchwoodhigh.org)



March 2026

Dear applicant,

I am delighted that you are looking to apply for a job here at Birchwood Community High School. I feel very lucky to be the headteacher at this vibrant school. BCHS is an amazing place to work, with a unique sense of spirit and community – it is warm and welcoming, people-focused and totally dedicated to the community that we serve.

Our staff are passionate about education and believe that all young people should be inspired to be the very best that they can be. Our vision and values articulate the things that we put importance on and also encapsulate the school's spirit: we are a team. The staff know this, our parents/carers know this and, most importantly, our students know this. Our vision at BCHS is to have students who understand the power of aspiration, knowledge and kindness.

We believe in the power of knowledge and the importance of a challenging, word-rich curriculum for all. That said, we are not all about the academic, we actively teach social responsibility and direct students in acts of kindness within the school setting but also in our wider community. We view it as our duty to ensure they leave us with high aspirations, secure knowledge and a kind heart.

We pride ourselves on the core ethos of our school being underpinned by the strongest foundations of discipline, respect, tolerance and compassion – we ensure our students are equipped with a strong moral compass. We offer a very strong extra-curricular programme with every member of staff offering a provision, it is an aspect of our school community that we are very proud of, and rightly so.

We know that our students are excellent people, and they thrive in a culture of achievement and success; we have high expectations, encouraging them to be aspirational in their learning and to enjoy all aspects of school life. Academic standards at BCHS are good for all students irrespective of their starting point. However, we know that we are all capable of even more. We continue to strive to improve levels of student achievement and move towards being recognised as outstanding in all areas.

Our website and this application summary can only give you a flavour of who we are, but I hope that it will inspire you to apply for the Senior Science Technician vacancy. If you have any questions or need any further information about this fantastic opportunity, please do not hesitate to contact the us on [joinus@birchwoodhigh.org](mailto:joinus@birchwoodhigh.org)

**Vacancy details:**

**Salary Scale**

NJC Grade 5 £23,664 - £26,060, TTO plus1 week, plus 5 INSET days. FTE salary is £26,824-£29,540

**Start Date:**

April/May 2026

**Contract**

Permanent

**Method of Application**

The preferred method of application is electronically via email. All applications must be made using the school's application form. Applications will be shortlisted for interview and the HR Manager will contact those selected regarding the time and venue. Applicants who have not been contacted within two weeks of the closing date can assume that on this occasion their application was unsuccessful.

**Closing Date**

Applications received after the closing time of 9am on Monday 23<sup>rd</sup> March 2026 will not be considered.

**Interview Dates**

To be confirmed.

**Safeguarding**

All staff who teach, train or work regularly with children aged up to 18 and vulnerable adults are required to comply fully with legislation and Birchwood Community High School policies and practices to ensure learners are safeguarded and protected. The school is committed to safeguarding and promoting the welfare of children. (Rehabilitation of Offenders Act 1974).

Please feel welcome to come and have a visit before applying, but be assured that whether you visit or not, it will not affect the short-listing process. If you would like to have a look round, please email our HR Manager, Tina Wiegand ([twiegand@birchwoodhigh.org](mailto:twiegand@birchwoodhigh.org)) to arrange.

Thank you for considering our truly amazing school as the next chapter in your career, and hopefully I will be reading your application soon.

Yours sincerely,



Emma Mills  
Headteacher



**‘There is a ‘buzz’  
of energy in  
classes, reflecting  
pupil’s positive  
attitudes to their**



## Our Vision

Team Birchwood believe in the power of aspiration, knowledge and kindness. We know that we achieve our best when we work together.

## Our Ethos

High aspirations, high expectations and high achievement rely upon a positive working environment based upon respect. For us, respect means consistent positive regard for everyone in our learning community. A strong moral purpose enables students in our school to grow into independent, responsible young adults who can access a happy and healthy future.

At Birchwood we strive to ensure that every lesson counts, for every child, every day. We expect teachers to deliver engaging lessons that ensure students acquire powerful knowledge and develop both essential and desirable skills. For this to happen, behaviour must enable every teacher to teach and every child to learn. We expect students to come ready each day to challenge themselves to be the very best they can be. We have a wide variety of extra-curricular activities to help children develop all their skills and talents and there are many opportunities to develop their leadership skills throughout their school life.

## Our Mission

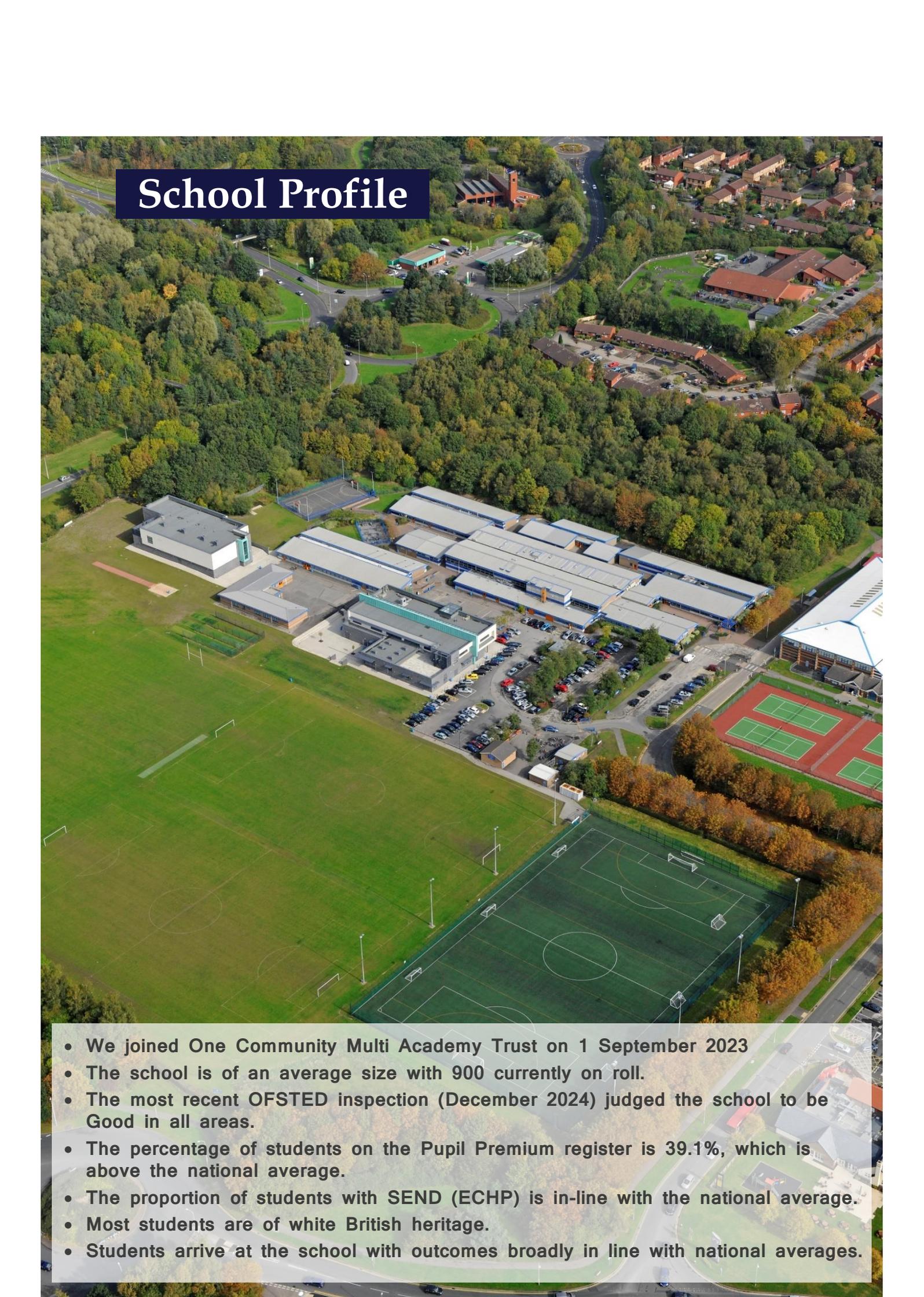
We are 100% committed to our students. We seek to sustain a community that is rooted in respect and the belief that every student can succeed. We endeavour to equip our young people with the qualities, qualifications and values that will enable them to lead fulfilling lives and become responsible citizens. We want the children in our care to leave us with high aspirations, secure knowledge and a kind heart.

We maintain high standards of ethics and behaviour; one of the ways this is by embracing the British Values: democracy; the rule of law; individual liberty and mutual respect; and tolerance of those with different faiths and beliefs.

## Our Aims

We wish for our students to be:

- safe, happy and cared for in a secure and supportive environment.
- supported and challenged to do their best through excellent teaching, a broad and balanced curriculum and a wide variety of experiences.
- recognised, celebrated and rewarded for all their achievements that they develop confidence and independence.
- developed emotionally, intellectually and morally so that they are able to be successful in the rapidly changing, multicultural society in which we live.
- successful, whether through academic qualifications or a more vocational route, so they can move on to the next stage in their life.



# School Profile

- We joined One Community Multi Academy Trust on 1 September 2023
- The school is of an average size with 900 currently on roll.
- The most recent OFSTED inspection (December 2024) judged the school to be Good in all areas.
- The percentage of students on the Pupil Premium register is 39.1%, which is above the national average.
- The proportion of students with SEND (EHP) is in-line with the national average.
- Most students are of white British heritage.
- Students arrive at the school with outcomes broadly in line with national averages.

## JOB DESCRIPTION

Job title	<b>Senior Science Technician</b>
Reporting to	<b>Head of Faculty (HOF)</b>
<b>Job Purpose</b>	<p>Assisting in ensuring a safe, effective and efficient technical service is provided to support the Science Department and its curriculum.</p> <p>Providing technical advice and assistance in the classroom to support students and to assist teaching staff with the provision of learning activities.</p> <p>Ensuring that health and safety requirements and other relevant regulations are adhered to including the completion and recording of necessary checks and risk assessments.</p>
<b>Key Tasks and Accountabilities</b>	<ul style="list-style-type: none"> <li>• Work closely with the HoF to ensure that technician support is being delivered at a high standard and providing cover where necessary.</li> <li>• To embed an ethos of Health and Safety within the faculty, ensuring that processes and procedures are accurate and robust and reporting any failures to comply with the schools statutory obligations in this area</li> <li>• To undertake and ensure that regular documented safety checks on all equipment, guards and safety devices across the faculty are undertaken both personally and by the other Lab Technicians</li> <li>• To co-ordinate the annual review of the Faculty's Risk Assessments</li> <li>• To effectively supervise the maintenance of laboratories, preparation room and chemical stores, including security and accident/hazard spotting to ensure all Health and Safety requirements are met</li> <li>• To manage the correct storage and monitoring of the condition of labels on chemical products and electrical apparatus taking account of safety procedures and COSHH regulations to ensure safety of students and staff</li> <li>• To work closely with the Hof to ensure that clear lines of communications are maintained and that effective shared practices are in place</li> <li>• To ensure that you are fully up to date with regulations related to the safe storage of equipment and material in line with regulations</li> <li>• To manage the annual portable appliance testing (PAT) in line with H&amp;S requirements. To set a good example of working practices in line with H&amp;S requirements and advise staff and students as required</li> <li>• To liaise with the Site Manager and Cleaning Supervisor to ensure safe working environment</li> <li>• To attend departmental meeting and training as required</li> <li>• To source, order, update and maintain stock of consumables and equipment, including updating the Head of Faculty on all spending against departmental budgets on a regular basis</li> <li>• To co-ordinate the use and maintenance of practical resources, including repair when appropriate</li> <li>• To manage the maintenance of a secure system for the distribution and storage of all Science external examination papers to ensure strict confidentiality is kept both before and after examinations take place.</li> <li>• To coordinate the preparation of the faculty's Controlled Assessment Units in liaison with Heads of Subject and ensure the safe keeping of key examination material.</li> <li>• To organise the storage of pupils' Controlled Assessment scripts in liaison with the Head of Faculty</li> <li>• To manage the monitoring of the use of faculty desktops and the organisation and monitoring of the use of the wireless laptops, reporting any faults to the IT technicians.</li> </ul>

- To oversee the faculty reprographics and printing budget and needs through liaison with ICT support and the whole school reprographics facility
- To carry out other duties as deemed relevant and requested by the Head of Science or the Headteacher.
- To carry out all duties with due regard to confidentiality and data protection regulations.

**Confidentiality**

During the course of employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of One Community Trust. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation.

**Safeguarding Children & Health and Safety**

One Community Trust is committed to adhering to the DFE guidance "Keeping Children Safe in Education". It is the individual's responsibility to promote and safeguard the welfare of children and young people in the school. Satisfactory references, enhanced DBS clearance & social media check is required for this post. This post is exempt from the Rehabilitation of Offenders Act 1974. You are required to comply with the school's Health and Safety policy at all times.

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

**All employees have the responsibility to:**

- Ensure any documentation produced is to a high standard
- Be aware and comply with policies, protocols and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person
- Participate in training and other learning activities as required
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- To promote the area of responsibility within the academy and beyond
- To represent the academy at events as appropriate
- To support and promote the academy ethos
- To undertake any other duties and responsibilities as required that are covered by the general scope of the post.

**REVIEW ARRANGEMENTS**

The details contained in this job description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the jobs may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Headteacher will expect to revise this job description from time to time and will consult with the post holder at the appropriate time.

## Person specification

JOB TITLE	GRADE
Senior Science Technician	NJC Grade 5

**NOTE TO APPLICANTS:** Whilst all points on the specification are important, those marked 'E' are the key requirements. You should pay particular attention to these points and provide evidence of meeting them. Failure to do so may mean that you will not be invited to interview.

	Necessary requirements	
<b>Qualifications and experience</b>	GCSE (or equivalent) in English and maths	E
	Relevant Level 2 qualification (BTEC or equivalent) or appropriate experience	E
	Knowledge of health and safety regulations pertaining to schools	E
	Knowledge of safe working practices in relation to the handling and use of hazardous equipment and tools	E
	Able to prepare equipment and materials for lessons as requested by staff	E
	Experience of stock control	E
	Experience of working in a school or similar establishment	E
	First aid qualification or willingness to gain one.	D
<b>Skills</b>	Ability to form good relationship with students and staff	E
	Ability to communicate effectively with all members of the school community	E
	Ability to work constructively as part of a team, understanding school roles and responsibilities including own	E
	Good verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students and other professionals	E
	Good ICT skills	E
	An enthusiastic and positive attitude	E
<b>Other requirements</b>	Ability to show initiative and to prioritise one's own work even when under pressure	E
	Ability to attend training courses	E
	Able to work flexible to meet deadlines and respond to unplanned situations	E
	Commitment to the highest standards of child protection and safeguarding	E
	Ability to build effective working relationships with staff and other stakeholders.	
	Professional and hygienic appearance	E
	Ability to reach and bend, and to carry out some lifting/moving of equipment	E
	Enhanced DBS Clearance.	E

