



FORRES SANDLE MANOR  
FORDINGBRIDGE

# APPOINTMENT OF SCIENCE TECHNICIAN



**Salary:** Commensurate with skills and experience

**Start Date:** September 2025

**Closing Date:** Wednesday 12th February



## FORRES SANDLE MANOR FORDINGBRIDGE

# AN INTRODUCTION TO FORRES SANDLE MANOR

Established in 1880, what is now Forres Sandle Manor has an enviable history. The owner of Pembroke Lodge School (originally located in Southbourne), purchased the Manor House and adjacent land in 1936 and at the start of the 1936 autumn term, Sandle Manor Preparatory School commenced educating pupils on this site. During the following decades the school's facilities underwent considerable improvements, including new classroom blocks, sports facilities and in 1972 a new swimming pool. In 1993 Sandle Manor Preparatory School was merged with Forres Preparatory School of Swanage, and was renamed Forres Sandle Manor Preparatory School.

Today the school remains set within 35 acres of stunning grounds, which include sports fields, an astro pitch, heated swimming pool, cricket pitches, a multi-purpose sports hall, netball/tennis courts, as well as beautiful woodland including our forest school (complete with our own Anglo-Saxon Roundhouse). The original manor house is recorded in the Domesday Book; an Elizabethan House, largely rebuilt around 1900 but retaining the Tudor style.

### **Location**

The school stands in acres of wonderful countryside located on the borders of Hampshire, Wiltshire, and Dorset. Fordingbridge, a small, picturesque, riverside town, is referred to as the 'Gateway to the New Forest' and is located between the cathedral city of Salisbury and the coastal towns of Christchurch, Bournemouth and Poole. The area is steeped in history and boasts easy access to the beaches of the Jurassic coast, riverside walks, the New Forest, and numerous historical and family attractions. It is one of the most beautiful locations in Southern England. The School is located 12 miles from Salisbury, and less than 20 miles from Bournemouth town centre.



## FORRES SANDLE MANOR FORDINGBRIDGE

### **Educational Provision**

As stated above, our school has enjoyed an enviable reputation as an outstanding preparatory school, which for many decades has prepared pupils for 13+ Common Entrance and scholarships to senior independent schools including Marlborough, Sherborne, Canford, Dauntsey's, Bryanston and Clayesmore. In recent years FSM's leavers have continued to achieve a 100% success rate at Common Entrance.

As part of this provision, the school also has a proud history of providing exceptional care for boarders from Year 3 and above. Although today boarders make up a minority of our school's population, our boarders (including a small but growing number of international pupils) continue to enjoy the large bedrooms of the manor house. Full, weekly and flexi-boarding is available, with the latter proving increasingly popular with our older pupils, many of whom now stay for 1 or 2 nights each week.

Recently the school has announced plans to extend its provision up to GCSE, with the first year group due to sit their examinations in the summer of 2027. Our current Year 9 pupils will be the first to commence their GCSE courses in September 2025.

As a result, we are currently investing in an expansion of our curriculum and a significant development of our co-curricular provision, both of which require additional staffing. Furthermore, in September 2025 we are due to open our new multi-million pound STEAM (Science, Technology, Engineering, Art, Mathematics) building, which will further transform the educational provision for our pupils.

### **Aims**

As we enter this new and exciting period in our school's history, it is our ambition that we grow sustainably and remain true to the values which make the school what it is today. Academically, this means ensuring we continue to strive for all of our pupils to make outstanding academic progress by being taught in small classes by inspirational teachers. We also aim to continue to develop our focus on ensuring outstanding personal development for all our pupils through an ever increasing range of enrichment and co-curricular opportunities. Finally, and most fundamentally, we strive to maintain the ethos which permeates through every part of the school – ensuring that every member of staff takes a genuine interest in the wellbeing and development of every pupil and that all are able to feel valued for who they are and inspired to become the very best versions of themselves.

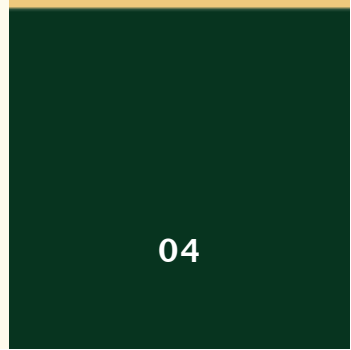
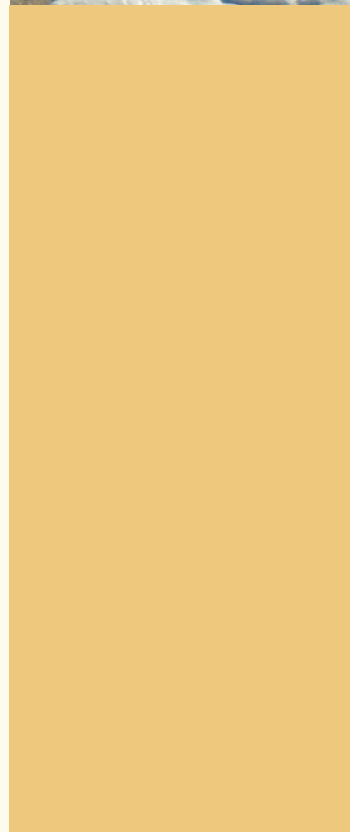
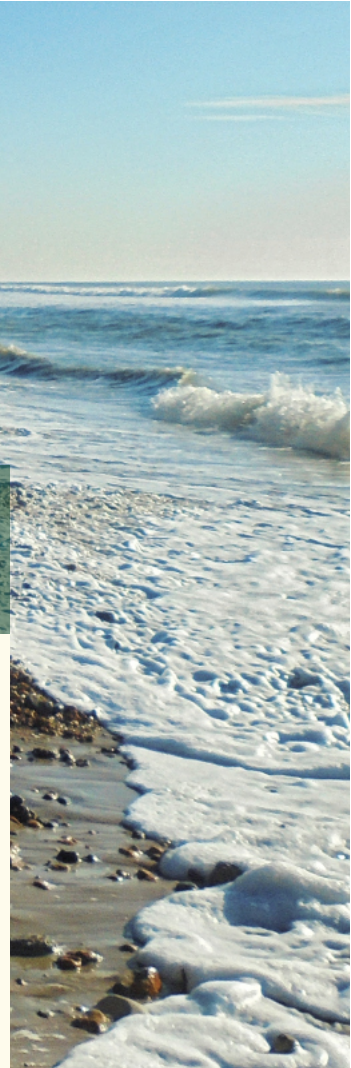


## ROLE

Since September 2022, following the arrival of our Headmaster Mark Howe, Forres Sandle Manor has enjoyed a period of considerable growth and success. During this period, enrolment has grown by over 40% and this looks set to continue well into 2026 and beyond. This growth led to the creation of 5 new teaching roles for September 2024, and we are anticipating a similar expansion for September 2025.

The successful applicant will be an experienced Science Technician, joining the school at an exciting time for the Science faculty. From September 2024, in addition to specialist Science teaching in Years 5 and 6, all pupils in Years 7 and above will study Biology, Chemistry and Physics as separate subjects. This will continue through to GCSE, with the ambition that all of our pupils achieve 3 separate Science qualifications.

This will be supported by our new multi-million pound STEAM building, due to be completed by September 2025, which will include 3 specialist science laboratories and two purpose built prep rooms, each designed to support an outstanding practical science experience for the pupils. In this key position, the postholder will report to the Head of Science and will be responsible for facilitating the learning of Biology, Chemistry and Physics throughout the school. They will provide specialist technical and administrative support, practical assistance and advice to teaching staff and students, as well as ensuring the safe and proper use and maintenance of resources and equipment across the Science department.





### **Key Responsibilities:**

- Ensure prompt servicing of all practical classrooms and practical teaching areas according to the needs and priorities of teachers
- Advise the curriculum leader on practical improvements to enhance the use and servicing of department areas, to support the delivery of the curriculum
- Maintain accurate records and maintenance plans to ensure the department is safe, compliant and functioning efficiently
- Manage the inventory of apparatus and chemicals
- Assist the Head of Science in budget-tracking, ordering and keeping a track of expenditure in the department
- Ensure and promote the maintenance of a healthy and safe working environment through the provision of technical advice and support on health and safety issues to teaching staff – including the implementation and dissemination of all appropriate Health and Safety legislation and guidance with respect to science education including COSHH
- The safe treatment and disposal of materials including hazardous substances and responding to actual or potential hazards (in accordance with CLEAPSS guidelines)
- Actively contributing to the assessment, monitoring and review of both health and safety procedures and practices through continuing professional development
- The safe storage and accessibility of equipment and materials
- Ensure all risk assessments are in place and reviewed accordingly
- Maintain apparatus and equipment in good working order and carry out repairs as necessary or arrange for repairs to be done in consultation with the Head of Department
- Inspect, maintain and correctly use safety equipment including the annual testing of radiological sources
- Ensure the availability of suitable materials and equipment, helping to compile orders and liaising / negotiating with suppliers and finance departments. This will include keeping up-to-date records of stocks
- Support the department with the coordination of specialist subject events
- To attend Science Department meetings as necessary
- To support and promote the ethos of the school
- To be a positive role model in terms of behaviour, work and attitudes
- To adhere to and ensure compliance with the relevant Safeguarding policy and procedures at all times, logging all concerns as appropriate on CPOMs and reporting any serious concerns to the school's designated safeguarding leads





### **Wider responsibilities**

- To contribute to the Performance Management process
- To complete appropriate training courses as requested
- To carry out reasonable duties as required
- To attend school meetings where relevant
- To attend school functions as arranged across the staff as a whole or within particular departments
- To participate in the wider life of the School, supporting events; such as shows, concerts etc.
- To assist where possible, in promoting the School
- To assist at the annual events as highlighted by the Headteacher, to include information evenings, open weeks or sports day



## THE PERSON

### Qualifications and experience

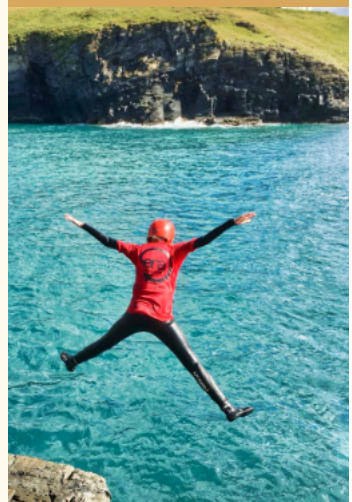
- Experience of working in a similar role
- An aptitude for and good working knowledge of Science, supported by appropriate qualifications such as a degree in a Science related subject
- A knowledge of health and safety regulations





### Personal attributes

- Excellent communication and interpersonal skills
- Excellent organisational skills and computer skills
- Flexible, creative and energetic - able to think innovatively about challenges and changes
- Collaborative, collegiate and team-oriented, with the ability to work effectively within a department and to contribute to the wider school
- Patient, empathetic, and committed to contributing to the wellbeing of all of our students







## WORKING AT FORRES SANDLE MANOR

- Staff are paid a salary that reflects their knowledge and experience.
- The postholder will be entitled to take the normal School holidays.
- Enrolment into the Aegon pension scheme.
- Employees are entitled to free lunches when the kitchens are operating.
- There is free car parking on site.
- 50% discount on all tuition fees for all dependents attending Forres Sandle Manor.

Forres Sandle Manor is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. Employment is subject to these checks.





## THE PROCESS

### TEACHING

These job details should be read in conjunction with our Safeguarding policies, available on our website. Please then complete an application form (available with this advertisement).

**The completed and signed application form, which includes a supporting letter addressed to Mr Mark Howe, Headmaster, should be submitted via email to [recruitment@fmsmschool.com](mailto:recruitment@fmsmschool.com)**

**Closing date for applications is 12 noon on Wednesday 12th February.**

Please note that due to the volume of applications we receive, we are unable to provide individual feedback except to those candidates who attend an interview.

