



St Gregory's Catholic School  
Kent Catholic Schools' Partnership



# Trainee Science Technician Application Pack



## St Gregory's Catholic School

### Contents

Letter from the Executive Principal .....	2
Role Description .....	3
Application Process .....	3
Safer Recruitment .....	3
Job Description & Person Specification .....	4



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## Letter from the Executive Principal

Dear Candidate,

Thank you for your interest in this exciting role within in our ambitious partnership of two secondary schools in the West Kent Cluster of Kent Catholic Schools' Partnership.

We are a collaborative partnership of proudly Catholic, world class schools connected by our ambitious extended curriculum and passion to nurture the young people in our care into confident, well-rounded individuals who make the world a better place.

We have extremely high expectations of what we do for the students in our schools and are keen to recruit like-minded, passionate colleagues who have the potential to redefine what is possible in the education landscape.

If you are passionate about making a better world through the power of education and have the skills to help us showcase the work we do, we would love to hear from you.

Kind regards

**Mike Wilson**

**Executive Principal**

**St Gregory's Catholic School & St Simon Stock Catholic School**



## St Gregory's Catholic School Kent Catholic Schools' Partnership



### Role Description

We are looking to appoint a Trainee Science Technician for July 2022. This is a fantastic opportunity for a conscientious, reliable and enthusiastic person to join our vibrant, passionate and thriving Science Team as a Science Technician. The successful candidate's role will be to work with our Science Department to provide technical support for practical lessons, ensuring that resources and equipment and areas in Science are suitably maintained and fit for purpose. They will support the learning and teaching activities working closely with staff and pupils.

Previous experience of working in a school environment would be an advantage, although not essential for an outstanding candidate.

### **The Role:**

- Preparing materials for lessons
- Set up and distribute materials during lessons
- Safety checks in the laboratories at the end of each day
- General administration and support for the teachers.

**Our Offer:** We create an environment where our staff can thrive and enjoy the work that they do which enables our young people to flourish, gain confidence, achieve and be happy. We have a reputation for being a very caring environment and we have a great record for investing in staff training and development.

### Application Process

Please contact the school at [HR@sgschool.org.uk](mailto:HR@sgschool.org.uk) to obtain an application form or download it from our website [here](#).

Application Deadline: 16<sup>th</sup> May 2022

Interviews: Week of 23<sup>th</sup> May 2022

If you wish to visit the school before applying or require any support with your application, please contact [HR@sgschool.org.uk](mailto:HR@sgschool.org.uk)

### Safer Recruitment

St Gregory's is committed to safeguarding and promoting the welfare of children and this position is subject to satisfactory enhanced disclosure from the Disclosure and Barring Service. We are an equal opportunities employer.



## Job Description & Person Specification

<b>Job Title:</b>	Trainee Science Technician
<b>Salary Grade:</b>	Kent Range 5 (£20,595 – £21,693)
<b>Line Manager:</b>	Lead Science Technician

### Purpose of Job:

To provide technical assistance and support activities to teaching staff and the Subject Leader for Science in their role of undertaking teaching and pupil support in the delivery of the Science curriculum in Key Stages 3 to 5.

### Key duties and responsibilities:

1	<b>Support</b>	
1.1	<b>Support for Students</b>	Support students in accessing learning activities using specialist skills, as directed by the teacher Assist with intervention and enrichment sessions
1.2	<b>Support for Teachers</b>	Ensure the creation and maintenance of a clean and orderly working environment Be responsible for keeping and updating records as agreed with teachers and the Subject Leader Promote and ensure the Health and Safety, and good behaviour of students at all times Design, prepare and maintain specialist equipment/resources as required by staff/curriculum/lesson plans, and assist others in their use Assist the teacher with learning activities ensuring health and safety and good behaviour of students Respond to staff weekly request forms Assist in the development of lesson/work plans, administration of coursework, worksheets, etc. Provide clerical/admin support e.g. photocopying, printing, display, collection and recording of money, etc. Contribute to planning, development and organisation of systems/policies/ procedures
1.3	<b>Support for School &amp; Curriculum</b>	Monitor and arrange orderly and secure storage of supplies In the allocated preparation rooms ensure an organised and accessible (e.g. labelled shelving, etc) environment that is safe and orderly Maintenance of everyday equipment, check for quality/safety Undertake simple repairs and report any replacement, repair or new equipment needs as necessary Operation of everyday equipment in accordance with instructions Updating stock records as appropriate Carry out risk assessments on any appropriate activities personal to them Inform Subject Leader of any safety concerns or issues immediately Liaise with Subject Leader regarding safety issues in designated laboratories. Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop Contribute to the overall ethos/work/aims of the school Appreciate and support the role of other professionals Attend relevant meetings as required Participate in training and other learning activities and performance development as required Assist with the supervision of students out of lesson times, e.g. clubs, extra-curricular activities



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2	<b>Resources and Administration</b>	
2.1	<b>Resources</b>	Operate the relevant equipment, including in a safe and appropriate manner. Ensure orderly and secure storage of relevant equipment and premises at all times. Be responsible for the provision/ordering of stock and equipment.
2.2	<b>Administration</b>	Ensure correct and up to date stock lists of equipment and materials. In addition, supervision of the requisite Health and Safety checks Checking for damage and vandalism on a daily basis undertaking relevant repairs or arranging for attention as required

This job description outlines the main duties and level of responsibility of the post for the time being. It is not a comprehensive or exclusive list and it cannot anticipate future service demands. There is a clear expectation of the post holder that they will make a positive contribution to enhancing and adapting services.

Job descriptions will be reviewed, in consultation with the postholder, at least annually or whenever there may be a significant change to the role.

Sign and date below to confirm that both parties have reviewed this job description, agreed any amendments and confirm that it reflects the current responsibilities expected of the postholder.

Subject Leader	Date	Post Holder	Date
	Click or tap to enter a date.		Click or tap to enter a date.



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## Person Specification

	Criteria	Essential / Desirable
<b>Faith Commitment</b>	Understanding of the distinctive nature of a faith school	D
	A practising Catholic	D
<b>Qualifications</b>	5 GCSE (A*- C) including English Maths and Science (or equivalent)	E
	Health & Safety & COSHH Accreditation	D
	Accreditation in Basic First Aid	D
<b>Knowledge &amp; Experience</b>	Knowledge and experience of Health and Safety and COSHH regulations	E
	Practical knowledge and experience of science in a laboratory environment	E
	<b>Ability to use relevant technology, e.g. computer, video, photocopier</b>	E
	<b>Ability to relate well to children and adults</b>	E
	<b>Basic first aid knowledge as appropriate</b>	E
	Good level of ICT skills	E
	Working knowledge of Trust and school policies and procedures	D
Experience of setting up Biology/Chemistry or Physics KS4 and KS5 practical	D	
<b>Skills, Qualities &amp; Abilities</b>	Empathy with pupils	E
	Ability to use ICT effectively	E
	A commitment and understanding of the use of ICT within the curriculum	E
	Excellent communication skills	E
	Excellent interpersonal skills	E
	Excellent organisation skills	E
	Ability to work constructively as part of a team, understanding school roles and responsibilities and your own position within these	E
	Ability to remain positive and enthusiastic when working under pressure	E
	Ability to organise work, prioritise tasks, make decisions and manage time effectively	E
	Ability to apply an adaptable and flexible approach to achieving objectives, without direct supervision	E
	Willingness to participate in further training and development opportunities	E
	Ability to work on own initiative, including knowing when and why items for decision need to be referred upwards	E



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