



## Science Technician

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### APPLICATION PACK

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Kent  
Catholic  
Schools'  
Partnership



'Academies in Christ'  
Part of the Archdiocese of Southwark



# *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**



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# *School vision and values*

## **Our Vision**

**We provide the students in our care with a world-class Catholic education. We guide our students to understand their own unique value and dignity. Inspired by the life of St Gregory, we empower our students to approach, with vigour, the opportunities of their education; to recognise and realise their potential as servant leaders and use their discernment to choose how they will make the world a better place.**

## **Our Aims**

With Christ's **love** at the centre of all that we do, students;

- **live** life to the full
- **learn** all they can about their world in order to
- **lead** lives which change it for the better

## **Students accomplish this because our curriculum:**

- is appropriately ambitious for all our students, including SEND and Disadvantaged students
- is progressive, interleaved and sequenced to develop knowledge and understanding
- provides opportunities to develop and strengthen literacy across all curriculum areas
- provides opportunities for reading
- promotes opportunities for the development of strong relationships, healthy lifestyles and good wellbeing
- challenges students to apply their knowledge and make informed decisions
- teaches our students how to learn and develop scholarly habits so that they become confident, independent learners
- promotes a learning environment in which students discover and develop new talents helping them to become well-rounded individuals
- provides world class opportunities in our schools' four pillars enabling students to gain a strong understanding of how to achieve success through balance in their lives

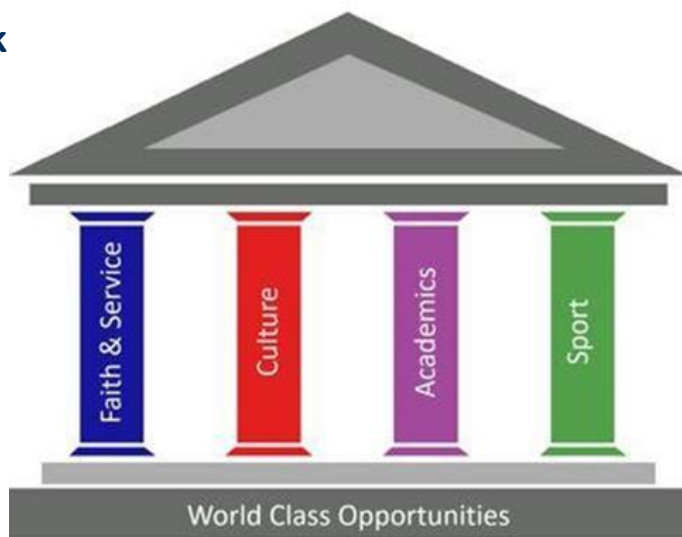
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# *School vision and values*

**These pillars provide a framework to focus students as they set ambitious goals for their future.**

**Our aim, through our curriculum is to develop young people:**

- who are happy and feel fulfilled
- who have the confidence, resilience and knowledge to build relationships, pursue active and healthy lifestyles and stay mentally healthy
- who are curious, enjoy learning and have high expectations for themselves and are ambitious for their futures
- who know how to learn and evaluate their own strengths to make progress
- who can make and articulate informed decisions and are aware of their rights and responsibilities in a global society
- who demonstrate respect, compassion and empathy towards the beliefs and values of others
- who possess the cultural capital they need so that they are not disadvantaged by the social context in which they live



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# About St Gregory's Catholic School



St Gregory's Catholic School is a Catholic secondary school and part of the Kent Catholic Schools' Partnership (KCSP). KCSP is a multi-academy trust (MAT) established by the Archdiocese of Southwark for Catholic education across Kent and it currently comprises 24 academies of which 19 are primary schools and five are secondary schools.

St Gregory's Catholic School is an over-subscribed seven-form entry secondary school located in Tunbridge Wells and is a popular destination for pupils from its Catholic partner primary schools in Tunbridge Wells, Tonbridge and Sevenoaks.

St Gregory's Catholic School is an inclusive academy. Its dedicated staff, helpers and governance committee members work hard to ensure that every student is supported and challenged to be their very best. Each individual is encouraged to grow spiritually and intellectually, so that unique and positive contributions can be made to society and the world. Its most recent denominational inspection in March 2018 judged it as 'Outstanding' and its most recent Ofsted inspection in March 2013 judged the academy to be 'Outstanding' in all areas.



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## *Role description*

We are looking to appoint a Science Technician as soon as possible. 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. This is a term time only position [30 hours per week, 9 am – 3 pm, term time plus 5 non-pupil days (39 weeks per year)]. Flexibility around the office hours is possible for the right candidate.

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.



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# Job description

<b>Job Title:</b>	<b>Trainee Science Technician</b>
<b>Salary Grade:</b>	KR5 (£19,723 - £20,893) pro rata
<b>Hours:</b>	Monday to Friday, 30 hours, 9 am – 3 pm (flexibility available), 38 weeks + 5 non pupil days
<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		Support
1.1	Support for Students	<ul style="list-style-type: none"> <li>Support students in accessing learning activities using specialist skills, as directed by the teacher</li> <li>Assist with intervention and enrichment sessions</li> </ul>
1.2	Support for Teachers	<ul style="list-style-type: none"> <li>Ensure the creation and maintenance of a clean and orderly working environment</li> <li>Be responsible for keeping and updating records as agreed with teachers and the Subject Leader</li> <li>Promote and ensure the Health and Safety, and good behaviour of students at all times</li> <li>Design, prepare and maintain specialist equipment/resources as required by staff/curriculum/lesson plans, and assist others in their use</li> <li>Assist the teacher with learning activities ensuring health and safety and good behaviour of students</li> <li>Respond to staff weekly request forms</li> <li>Assist in the development of lesson/work plans, administration of coursework, worksheets, etc.</li> <li>Provide clerical/admin support e.g. photocopying, printing, display, collection and recording of money, etc.</li> <li>Contribute to planning, development and organisation of systems/policies/ procedures</li> </ul>
1.3	Support for School & Curriculum	<ul style="list-style-type: none"> <li>Monitor and arrange orderly and secure storage of supplies</li> <li>In the allocated preparation rooms ensure an organised and accessible (e.g. labelled shelving, etc) environment that is safe and orderly</li> <li>Maintenance of everyday equipment, check for quality/safety</li> <li>Undertake simple repairs and report any replacement, repair or new equipment needs as necessary</li> <li>Operation of everyday equipment in accordance with instructions</li> <li>Updating stock records as appropriate</li> <li>Carry out risk assessments on any appropriate activities personal to them</li> <li>Inform Subject Leader of any safety concerns or issues immediately</li> <li>Liase with Subject Leader regarding safety issues in designated laboratories.</li> <li>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</li> <li>Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop</li> <li>Contribute to the overall ethos/work/aims of the school</li> <li>Appreciate and support the role of other professionals</li> <li>Attend relevant meetings as required</li> <li>Participate in training and other learning activities and performance development as required</li> <li>Assist with the supervision of students out of lesson times, e.g. clubs, extra-curricular activities</li> </ul>

# Job description

2	Resources and Administration	
2.1	Resources	Operate the relevant equipment, including in a safe and appropriate manner.
		Ensure orderly and secure storage of relevant equipment and premises at all times.
2.2	Administration	Be responsible for the provision/ordering of stock and equipment.
		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.



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# Person specification

	Criteria	Essential / Desirable
Faith Commitment	Understanding of the distinctive nature of a faith school	D
	A practising Catholic	D
Qualifications	5 GCSE (A*- C) including English Maths and Science (or equivalent)	E
	Health & Safety & COSHH Accreditation	D
	Accreditation in Basic First Aid	D
Knowledge & Experience	Knowledge and experience of Health and Safety and COSHH regulations	E
	Practical knowledge and experience of science in a laboratory environment	E
	Ability to use relevant technology, e.g. computer, video, photocopier	E
	Ability to relate well to children and adults	E
	Basic first aid knowledge as appropriate	E
	Good level of ICT skills	E
	Working knowledge of Trust and school policies and procedures	D
Skills, Qualities & Abilities	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

# *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](#).

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)

**Please send your application form and related documents to the HR Hub  
[HR@sgschool.org.uk](mailto:HR@sgschool.org.uk)**

**Closing date for applications: 25th September, 2022**

**Interviews to be held on the week of: 26<sup>th</sup> of September 2022**

**Start date: ASAP**

*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.*



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