



# St Simon Stock Catholic School

LABORA CUM AMORE

## Science Technician

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Kent  
Catholic  
Schools'  
Partnership



'Academies in Christ'  
Part of the Archdiocese of Southwark

Ofsted  
Good  
Provider

*Oakwood Park, Maidstone, Kent ME16 OJP 01622 754551*

# *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**



*Labora cum Amore ~ Work with Love*

# *About St Simon Stock Catholic School*

St Simon Stock Catholic School is a Catholic secondary school located in Maidstone, Kent and part of the Kent Catholic Schools' Partnership (KCSP). This multi-academy trust (MAT), established by the Archdiocese of Southwark for Catholic education across Kent, currently comprises of 24 academies (19 primary and 5 secondary schools).

St Simon Stock is an over-subscribed, co-educational, high achieving school with a long tradition of academic success. We have over 1100 students on roll, including over 200 in Sixth Form and a staff of almost 100.

We value all our students equally and welcome the wide variety of cultures and experiences they bring to our school.

By modelling exemplary behaviour towards each other, carrying out service to others in school, at home and in the wider community, students develop a strong work ethic and sense of personal achievement helping them to take their place in the wider world.

We are rated by Ofsted as a Good Provider and in our last denominational inspection we were graded as Outstanding.



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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. 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 [35 hours per week, term time (38 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.

## Science Department information

We are a naturally collaborative and sociable department who are constantly looking to develop our own teaching practice, supported by the expertise of our technicians. We know the students at our school incredibly well and strive to deliver inspiring lessons that meet the nuances of their learning needs.

Our Science department is situated in its own block and currently consists of nine teaching laboratories, three specialist preparation areas and one computer room, as well as a department work/resources area. Several of our laboratories have been recently refurbished, including a specialist A level laboratory, and Chemistry Prep room.

We are lucky to have seven full time and two part time teaching staff plus three dedicated technical support staff. All staff teach in their own laboratory and lessons are taught in specialist rooms. Our department is led by one Subject Leader and two Second in Charge posts. As a team we also co-ordinate within teaching discipline teams to constantly improve our thriving department. Our classroom teachers support all aspects of the department through regular meetings and individual projects such as STEM provision and clubs across the Key Stages.



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# Job description

<b>Job Title:</b>	<b>Science Technician</b>
<b>Salary Grade:</b>	KR4 (£19,389-£20,493) – KR5 (£20,595-21,693) pro rata, depending upon experience) Pro rata: KR4 (£15,439-16,318) – KR5 (£16,399 - £17,273)
<b>Hours/week:</b>	35
<b>Weeks/year:</b>	38

Purpose of Job: The primary aim of the Science technician role is to support the running of our successful department, and contribute to the practical aspect of teaching and learning our students receive as part of their Science education, and the wider needs of the department that feed into this. At times, this may also include small contributions at a wider school level, as part of the over-arching expectations of support staff within our school.

Key duties and responsibilities:

1	Coordinate Practical resources
<ul style="list-style-type: none"> <li>Co-ordinate the use of practical resources and facilities.</li> <li>Provide advice and assistance in meeting the needs of the science curriculum.</li> </ul>	<p>Preparation, purchasing and monitoring of departmental resources and apparatus.</p> <p>Timely preparation, arrival and clearing away of all clean practical equipment and resources.</p> <p>Liaising with relevant departmental and whole school staff to facilitate practical provision and high-quality education in Science lessons.</p> <p>Continuous mitigation of risk when carrying out technician activities related to practical preparation.</p> <p>As needed by department staff, supporting with practical activities with students (e.g demonstrations).</p> <p>Support with provision of paper-based resources learning resources (e.g small games or photocopying), as needed on a non-regular basis.</p> <p>Support the provision of pupil practical assessments where linked to formal qualifications (e.g A Level CPAC and BTEC qualifications).</p>
2	Maintenance of health and safety in working environment
<ul style="list-style-type: none"> <li>Actively contributing to assessment, monitoring and review of risk procedures and resources.</li> <li>Engage with co-ordinating bodies to keep up to date with risk and procedural developments.</li> <li>Safe handling and disposal of relevant materials, including hazardous substance and their relevant response.</li> <li>Safe monitoring and storage of equipment and materials</li> </ul>	<p>Regular engagement with relevant publications, Continuing Professional Development (CPD) and advisory bodies for practical Science.</p> <p>Working with and providing information to departmental staff, Health and Safety representatives and students to maintain high standards of Health and Safety.</p> <p>Meeting expected advisory standards of health and safety checks, disposal organisation and storage updates.</p> <p>Actively participating in relevant meetings to keep standards of Health and Safety high.</p> <p>To liaise with site management staff concerning maintenance and repairs to laboratory fixtures and fittings.</p> <p>To take an overall responsibility for the organisation of equipment and general tidiness of the laboratories and preparation rooms.</p> <p>Trial running of novel practical activities to ensure their success, and that Health and Safety standards are maintained.</p> <p>Reporting of Health and Safety incidents to Subject Leader, and active role in mitigating repeat future incidents of a similar nature.</p> <p>As guided by Department leaders, contribute to the development and maintenance of wider department spaces such as classrooms and corridors (e.g updating of displays, posters and signage).</p> <p>As required at a whole school level, support the First Aid provision of the school (under guidance from Health and Safety school lead)</p>
3	Stock maintenance and ordering
<ul style="list-style-type: none"> <li>To ensure that all routine and non-routine monitoring and high-quality maintenance relating to practical provision and safety is conducted in a timely, cost effective and efficient manner.</li> </ul>	<p>Take initiative to provide regular, high quality stock take, monitoring, sourcing and ordering of required items (with guidance from budget holder) to ensure good availability of suitable materials and resources</p> <p>Keeping regular written stock records that are well organised and detailed.</p> <p>Active participation in the effective spending of departmental budget, to provide the highest quality practical provision for all students.</p> <p>Regular evaluation of suppliers to maintain high quality of practical equipment and consumables.</p> <p>Care for and maintain live materials such as plants or insects required for practical activities, in a humane and high-quality manner.</p> <p>Collaborative working with wider school bodies such as the Finance department.</p>

# Job description

4	<b>Working collaboratively</b>	
<ul style="list-style-type: none"> <li>To assist the Subject Leader, and other leaders, in the development of teaching and support staff.</li> </ul>	Proactive participation in the provision and organisation of new staff training.	
	Proactive participation in the support of trainee teachers or similar placements.	
	Contribution to the preparation, execution and deconstruction of open evening and similar activities and associated materials.	
	To proactively engage with the performance management system as directed by Line Manager and relevant staff.	
	Other reasonable tasks related to the job as may be requested by the Subject Leader from time to time.	
	Meaningful team-working with wider department staff to develop practical provision in Science lessons and improve the quality of education received by students.	
	Collaborate with other staff on wider departmental initiatives that contain a practical element, and use own initiative to develop a role and contribution within these.	
<b>Stock maintenance and ordering</b>		
<ul style="list-style-type: none"> <li>To ensure that all routine and non-routine monitoring and high-quality maintenance relating to practical provision and safety is conducted in a timely, cost <b>effective</b> and efficient manner.</li> </ul>	<ul style="list-style-type: none"> <li>Take initiative to provide regular, high quality stock take, monitoring, sourcing and ordering of required items (with guidance from budget holder) to ensure good availability of suitable materials and resources</li> <li>Keeping regular written stock records that are well organised and detailed.</li> <li>Active participation in the effective spending of departmental budget, to provide the highest quality practical provision for all students.</li> <li>Regular evaluation of suppliers to maintain high quality of practical equipment and consumables.</li> <li>Care for and maintain live materials such as plants or insects required for practical activities, in a humane and high-quality manner.</li> <li>Collaborative working with wider school bodies such as the Finance department.</li> <li>Maintenance of activity resources used as part of student learning experience.</li> </ul>	
<b>Working collaboratively</b>		
<ul style="list-style-type: none"> <li>To assist the Subject Leader, and other leaders, in the development of teaching and support staff.</li> </ul>	<ul style="list-style-type: none"> <li>Proactive participation in the provision and organisation of new staff training.</li> <li>Proactive participation in the support of trainee teachers or similar placements.</li> <li>Meaningful team-working with wider department staff to develop practical provision in Science lessons and improve the quality of education received by students.</li> </ul>	



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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
	Biology/Physics/Chemistry degree or Biology/Physics/Chemistry A level	D
	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
	Have a level of Science knowledge that allows for the effective execution of Science technician roles.	E
	Good level of ICT skills	E
	Working knowledge of Trust and school policies and procedures	D
	Minimum of 1 full years' experience of working in a relevant technical field at NVQ level 2	D
Experience of setting up Biology/Chemistry or Physics KS4 and KS5 practicals	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
	Willingness to expand the capabilities and possibilities of the technician job role, and use empowerment from Subject Leader to have initiative in developing the role	E
	Flexibility with working expectations and responsibilities when reasonable adjustments are needed (e.g staff absences).	E
	Ability to communicate complex material, orally and in writing, with colleagues and students so that the message is understood and acted upon	D
	Ability to work on own initiative, including knowing when and why items for decision need to be referred upwards	D

# *Application process*

Please contact the school at [HR@ssscs.co.uk](mailto:HR@ssscs.co.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@ssscs.co.uk](mailto:HR@ssscs.co.uk)

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

**Closing date for applications: 28 November 2022**

**Interviews to be held on: Week of 28 November 2022**

### Safer Recruitment

*St Simon Stock Catholic School 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.*

