



March 2019

Dear Candidate

Thank you for your interest in the post of Science Technician at St Katherine's School.

St Katherine's is an exciting and rewarding place to work where staff work hard to give students rich opportunities to learn, both inside and outside the classroom. We have a positive attitude to what we can achieve and we work with a can-do approach. You will find that our values run deep and are represented throughout our work with our young people - see our [website](#). We work tirelessly to educate young people for academic success and for life.

If you apply for this post, you will be joining a team that is deeply committed to young people, that believes there are no limits to what a young person can achieve. You join a team who are engaged in their own learning and continually strive to develop their own practice and share with each other to improve our collective impact on young people.

St Katherine's School is part of Cathedral Schools Trust. We are situated on the edge of Bristol in a beautiful rural environment. The majority of our students live in Bristol and due to the easy transport links, make a positive choice to travel out of the city each day to enjoy the wealth of opportunities that St Katherine's has to offer.

Further information about the school, the post and how to apply can be found on the school [website](#). Please include with your application a supporting letter explaining why you have chosen to apply for the post. This should highlight the skills, qualities and experience you would bring to the post and how these would benefit our school. (No more than two sides of A4 please).

The closing date for receipt of completed applications is 9 am 20 March 2019. Interviews will be held during w/c 25 March 2019.

St Katherine's is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post is subject to DBS Barred list and Enhanced Disclosure checks.

I look forward to reading your application.

**Justin Humphreys**  
**Headteacher**

## Science Technician

**School:** **St Katherine's School** (Ham Green, Pill)  
**Hours:** **32.5 hours per week, term time only plus 5 INSET days**  
**Contract:** **Permanent**, to start as soon as possible  
**Salary:** **£14033 - £15640 pa**

We are seeking to appoint a dynamic, enthusiastic and well organised individual to support the Science Faculty to ensure all resources are available for the delivery of teaching and learning.

Relevant experience of working in a science laboratory or similar setting essential.

The successful candidate will need to be:

- efficient and organised with the ability to work effectively in a busy science laboratory environment.
- Possess good team working skills as well as being able to work on their own initiative
- IT literate

St Katherine's is a vibrant, medium sized 11 – 19 mixed comprehensive school situated on the edge of Bristol in a beautiful rural setting and part of Cathedral Schools Trust. We are warm, welcoming and inclusive and committed to high standards of learning, behaviour and achievement. We offer a creative and supportive team, supported induction and excellent CPD opportunities throughout employment.

Further information about the school, can be found on the school website.

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**Closing Date: 9 am 20 March 2019**

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**St Katherine's School  
JOB DESCRIPTION**

**JOB TITLE:** Science Technician

**REPORTS TO:** Senior Science Technician

**Grade:** JG4

<b>1</b>	<b>JOB PURPOSE</b>
	<p>(a) Working within a learning framework set by the Headteacher. Provide science related technical support to meet the educational needs of pupils, which ensures that they have appropriate resources and equality of access to opportunities to learn and develop.</p> <p>(b) To act as an integral part of the school staff team, and as such to make a contribution to the overall aims of the school, working within agreed policies and procedures.</p>
<b>2</b>	<b>JOB CONTEXT</b>
	Provide support to the Science faculty to ensure all resources are available for delivery of teaching and learning, including supporting in lessons or with individuals / groups of students under the direction of the teacher.
<b>3</b>	<b>ORGANISATION</b>
	Head of Science ↓ Senior Science Technician ↓ Science Technician
<b>4</b>	<b>MAIN DUTIES</b>

- (i) *Assist in preparing the learning environment.*

Working under the direction of Senior Science Technician/Head of Science and Teachers, ensure that all required classroom, laboratory and science resources and materials are available and ready for use when needed.

This responsibility includes the cleaning, preparation and assembly of technical materials, apparatus and equipment, their safe storage, and the disposal of used or waste products in accordance with school policies and procedures and, where appropriate, statutory regulations.

- (ii) *Maintain materials, apparatus and equipment.*

Within the scope of personal knowledge and training, maintain and repair scientific apparatus and equipment. Where this is not practical, consult with the Senior Science Technician/Head of Science to attain instruction on how to accommodate repair.

Assist the classroom teacher(s) by maintaining agreed written records of all technical materials, apparatus and equipment used in support of the pupils' learning and development. Furthermore, be responsible for monitoring stock levels and keeping an audit of expendable material, advising the Senior Science Technician when any stock supply becomes low.

- (a) Support for the school

- (i) *Develop and maintain working relationships with other professionals*

Work effectively with teachers, support staff and other professionals, applying own strengths and expertise to contribute positively to the overall aims and objectives of the school. Provide effective support for all other members of the school staff by sharing own knowledge and expertise in a professional and constructive manner

Take an active role in supporting and developing a culture of team working for the benefit of pupils', both individually and collectively.

Participate in staff meetings and contribute to the development of policies and procedures related to the use of science based equipment and aids.

- (ii) *Contributing to the Management of the security and well-being of the school*

Actively participate in the development and maintenance of school policies and practices which ensure that the school has a safe and welcoming environment.

### **General Responsibilities:**

- To be aware of and understand the School's Equal Opportunities, Race Equality, Whistleblowing, IT and Safeguarding Policies ensuring at all times that the duties of the post are carried out in accordance with School Policies.
- To ensure compliance with all Health and Safety legislation, risk assessments and associated codes of practice and school policies.
- To review and develop working practice by developing and maintaining effectiveness as a member of the school staff through taking responsibility for own continuing professional development.
- To work effectively with both teaching and support staff, applying own strengths and expertise to contribute positively to the overall aims and objectives of the school.
- To undertake any duty or responsibility that the Headteacher and line manager asks relevant to the school's needs as required and are commensurate with the grade.

This is not an exhaustive list and some changes to both the Job Description and duties may occur. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

- This job description is current at the date shown, but following consultation with you, may be changed by management to reflect or anticipate changes in the job which are commensurate with the salary and job title.
- The postholder must at all times maintain confidentiality and work within the requirements of data protection/GDPR at all times.

<b>5 PERSON SPECIFICATION</b>			
<b>SCHOOL</b>	St Katherine's	<b>SECTION</b>	Technicians
<b>POST TITLE</b>	Science Technician	<b>GRADE</b>	JG4
<b>ASSESSMENT CRITERIA</b>	<b>ESSENTIAL</b>		<b>DESIRABLE</b>
<b>FORMAL QUALIFICATIONS</b>	Candidate will have a qualification in Literacy, Numeracy and Science equivalent to GCSE Grade A-C or Level 2, on the national vocational framework.		City & Guilds or equivalent Science Technicians Qualification  A level in a Science Subject
<b>WORK RELATED EXPERIENCE AND ASSOCIATED VOCATIONAL TRAINING</b>	<ul style="list-style-type: none"> <li>• Practical competence and organisational abilities accrued from working in a scientific environment.</li> </ul>		Relevant experience of laboratory work and related knowledge of the Health and Safety procedures.
<b>OTHER RELEVANT EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Good practical common-sense and organisational ability.</li> <li>• Ability to build and form good relationships with colleagues and to interact appropriately with students.</li> <li>• Ability to work constructively, both, independently and as part of a team, understanding department priorities, with a keen awareness of Health and Safety laboratory practices.</li> <li>• Good standard of numeracy, literacy and computer skills</li> <li>• Ability an ability to absorb and understand a wide range of information together with, an ability to follow instruction.</li> </ul>		Ability to effectively operate ICT resources
<b>SPECIALIST KNOWLEDGE</b>			<ul style="list-style-type: none"> <li>• Knowledge of laboratory related policies, procedures, codes of practice and/or any relevant, transferable skills acquired in the disciplines of Physics, Biology and Chemistry.</li> <li>• Ability to repair apparatus</li> </ul>

<b>PERSONAL SKILLS</b>	<ul style="list-style-type: none"> <li>● Good verbal and written communication skills appropriate to the need to communicate effectively.</li> <li>● An ability work alongside others</li> <li>● Ability to network with other schools</li> <li>● Must be able to organise their own workload and have the initiative to work safely with any hazards presented within the Science laboratories- where required training will be provided.</li> <li>● Flexible, able to multi-task and work well under pressure</li> <li>● Ability to work in a way that promotes the safety and wellbeing of children and all staff.</li> <li>● Ability to work under pressure.</li> </ul>	
<b>SPECIAL WORKING CONDITIONS</b>	Satisfactory Enhanced DBS Disclosure checks and Barred list checks (relevant applications and checks will be carried out before any job offer is confirmed)	

**St Katherine's is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Enhanced DBS Disclosure checks and DBS barred list checks are required for all successful applicants.**

December 2018