

St Bede's School

64 Carlton Road, Redhill, Surrey, RH1 2LQ



Science Technician

To Start: ASAP

36 hours per week, 40 weeks per year

Starting Salary: £16,825

We will also consider applications for part time work

Application Deadline:

09:30hrs: 21st May 2018



About St Bede's

At St Bede's we are proud to serve roughly 1,700 boys and girls of all abilities, age 11-18, from the Reigate, Redhill, Caterham, Horley and surrounding areas. This includes over 300 studying academic courses in the sixth form. The school has an Anglican, Catholic and Free Church foundation and we work hard to create an inclusive ethos. Our aim is to ensure that pupils thrive academically, socially and spiritually within a Christian framework.

In January 2017 Ofsted carried out an inspection of St Bede's and judged the school outstanding in every category. The report acknowledged that pupils make exceptional progress in all year groups and in almost all subjects. Disadvantaged pupils and those who have special educational needs and/or disabilities also make rapid progress. The inspection highlighted the teaching in the sixth form as consistently challenging and as a result, students are motivated to learn and achieve excellent outcomes.

Attainment and progress scores at GCSE and A level are consistently above national averages. We are particularly proud of the English and Maths results achieved in the new 9-1 GCSEs. Both departments achieved fantastic results at 4 and 7 grades. St Bede's also saw a steep rise in the number of students achieving the English Baccalaureate.

Measure	2017
Attainment 8	54.9
Progress 8	+0.48
EBACC	43%
EBACC entered	74%
4/C+ English	84%
4/C +Maths	89%

Our school is committed to the safeguarding of children so all appointments are subject to a satisfactory enhanced DBS check. Only applications made on our School Application Form will be considered; we do not accept CVs or unsolicited testimonials. It is our policy always to request references prior to interview.



Support Work

at St Bede's

Our current vacancy is for a Science Technician. The successful applicant will work as part of a team supporting the teaching of Science within the school. Please see the job profile for full details. We are looking for someone to work 36 hours per week, term time plus one week during holiday periods (the daily working pattern will be agreed with the successful applicant). We will also consider applications from people wanting to work less hours each week. Please indicate on your application whether you would like to work full time (36 hours per week) or part time. If part time please give us an indication of the hours you would be interested in.

As you would expect in a large secondary school; support work is varied. St Bede's support staff work in the following areas:

- **Central Administration Team** – providing general administrative support to senior and middle managers, this team includes our Reprographics officer and Receptionists
- **Cover Supervisors** – supervising students when the class teacher is absent e.g. due to sick absence.
- **Curriculum support roles** - such as Learning Support Assistants, Library Assistants, Science Technicians and IT Technicians.
- **Exams Office** – responsible for all administrative work related to public examinations (GCSE – A level)
- **Finance** – managing school budgets, administration of school trips, lettings, purchasing, and payment of invoices,
- **Personnel** – providing a generalist HR service and liaising with Surrey County Council payroll team
- **School Shop** – shop assistants

- **SIMs Office** – maintaining student records in various systems and completion of data returns to external agencies; monitoring attendance and liaising with external agencies; administration of assessment and reporting system to parents; administering school admissions and liaising with Surrey County Council School Admissions and Transport team; providing first aid; dealing with day to day student issues including illness, lockers, canteen accounts and lost property, etc.

- **Timetabling** – working with senior leaders to develop future whole school timetables, making adjustments as required to the current timetable, arranging short to medium term cover for absent teaching staff and planning room changes.

Support staff are valued members of the school community and fill vital roles. They are respected for the expertise they bring to their area of work.

There is no entitlement to take leave during term time. All holidays must be taken during school breaks. Annual salary includes payment for holiday entitlement.

Job Profile

St Bede's is a voluntary-aided school in which the staff are employed by the Governors and are expected to work within the policies approved and adopted by the Governing Body and under the direction of the Headteacher. We expect all staff to support the Christian ethos of the school, maintain the highest professional standards and contribute to the development of St Bede's as a thriving community. The contractual basis of this post is the Surrey pay scale, currently in force as adopted by St Bede's Governors, and the written contract offered for signature on appointment.

Purpose

To serve the mission of St Bede's as an ecumenical Christian school by supporting the teaching of Science and providing administrative assistance.

Salary and working hours

Surrey Pay 5. 36 hours per week, 40 weeks per year (term time plus one week). Lunch break will be unpaid.

Responsible to

The Head of Science via the Leading Science Technician

Key Accountabilities

Supporting the teaching of Science by preparing, setting out, storing, maintaining and providing materials and equipment. Basic administration within the Science Department.

Key Tasks

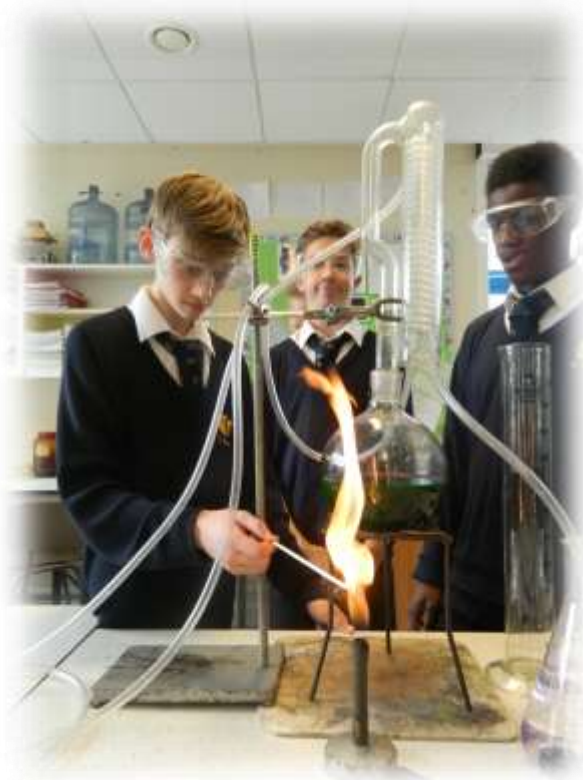
- Preparing and replenishing experiments, including handling chemicals and equipment.
- Distributing experiments and demonstrations, and putting equipment away after use.
- Clearing up and washing up in laboratories.
- Loading and unloading of the dishwasher and distribution of clean glassware.
- Checking on general equipment in laboratories and replenishing as necessary.
- Administration and communication –photocopying, printing, filing, conveying messages, creating displays of information, administration to support the Head of Department and other administrative tasks.

- Minor repairs (within levels of competence and safety) on apparatus and equipment.
- Collecting and purchasing fresh goods from local suppliers, by arrangement.
- Checking on general equipment in laboratories and replenishing as necessary.
- Checking on stationery stocks and replenishing as necessary.
- Assisting other technicians (as far as possible) during times of particular pressure.
- Any other tasks as instructed by the Head of Science, Key Stage Co-ordinators or Leading Technician.

Meetings in which you will be involved

- Technician team meetings.
- Annual appraisal meetings.

Training will be on the job, further more specific training may be offered if required.



Person Specification

	Essential	Desirable
Christian Commitment	Able to support the aims and mission of an ecumenical Christian school	Personally committed Christian, member of any denomination served by the school.
Education and Training	<p>Good general level of education – literate and numerate</p> <p>Able to engage with academic work of department – interest in school and teaching process</p> <p>Able to benefit quickly from training</p> <p>Able to relate appropriately with teenagers</p>	<p>Relevant Science qualification or experience</p> <p>Administrative skills (e.g. Keyboard)</p> <p>Relevant practical skills e.g. craft skills</p> <p>Ability to use a variety of IT tools</p> <p>Training and / or qualification in customer relations skills</p> <p>Specific knowledge / background interest relevant to the department</p>
Experience		<p>Successful experience in an administrative, customer service or other relevant role</p> <p>Successful experience in a secondary school environment</p> <p>Experience of working with young people</p>
Personal Qualities	<p>Ability to work as part of a diverse team</p> <p>Flexible and resourceful – able to adapt and use own initiative</p> <p>Good communicator</p> <p>Able to be professionally assertive when required</p> <p>Patient and calm under stress</p> <p>Reliable and committed</p> <p>Sense of humour and resilience</p>	

How to Apply

If you would like to apply please complete our application form for support posts and send it to us with a supporting statement which explains what attracts you to the post as well as detailing the skills and experience you would bring to it. Please also indicate whether you are applying for the full time post or part time hours.

Your completed application can be emailed to:

jobs@st-bedes.surrey.sch.uk

or sent by post to:

Mrs C. Whybra
Personnel Officer
St Bede's School
64, Carlton Road
Redhill
Surrey
RH1 2LQ

If you have any queries please ring Carole Whybra on 01737 214048 or send an email to jobs@st-bedes.surrey.sch.uk

The deadline for receipt of completed applications is

09:30 hrs on 21st May 2018

Interviews will be arranged as quickly as possible.

We look forward to hearing from you.

