



# St Augustine's PRIORY

'The quality of pupils' academic and other achievements is excellent'  
ISI Inspection Report November 2021



'Quietly Brilliant'  
THE GOOD SCHOOLS GUIDE



## Laboratory Technician Applicant Information



**Winner**  
Student initiative of the year



# Laboratory Technician

## Contents

Letter from the Headteacher .....	1
Mission Statement .....	3
A Letter from the Head of Science.....	4
Our Science Department.....	5
Job Description.....	5
Person Specification.....	7
The Application and Selection Process .....	8

## Letter from the Headteacher

Dear Applicant,

Thank you for the interest you have shown in the post of Laboratory Technician, at St Augustine’s Priory and welcome to our inspirational school which is at a very exciting stage of its development. Our priority is to deliver excellence in all aspects of this wonderful school - we have done this through nurturing and empowering our passionate staff, by fostering a culture of ideas, energy and possibilities and by a relentless focus on developing each girl to the best of her ability. We are expanding our school roll and have ambitious plans for the development of facilities.

St Augustine’s Priory is a leading Catholic, independent day school for girls aged 3-18 (with boys in the Nursery). The four parts of the school (Prep, Junior, Senior and Sixth Form) are located on the same site. We are an all-through school and it is an enormous benefit to girls and parents that pupils who join us in the Junior School are able to move seamlessly up with us through to the Sixth Form years. As a Catholic School we hold the care of the whole person as central to what we do.

In November 2021 we were inspected by the Independent Schools Inspectorate (ISI) which rated us “excellent” (the highest grade) for our educational provision and in our policies and processes designed to ensure the safety and nurture of our pupils. In 2020 the Good Schools Guide described us as “Quietly brilliant”. Our challenge now is to take these plaudits out into our communities so people understand more about why we are here, what we do and how “our girls will change the world”.

The 13 acres of grounds in which the school sits provide a physical freedom unique in the heart of London. The Farm, Forest School, Meadow, Astro-turf and Open Air Theatre all utilise the natural setting, encouraging pupils to enjoy an emotional

freedom to grow intellectually and spiritually. Our examination results are exceptional and we pride ourselves on instilling in girls a love of learning.

We have been in Ealing for over one hundred years and we represent a wonderful continuity of expertise in educating women of the future. Our founders were exceptional, visionary women who strove to offer girls the best education possible; we continue in this tradition and rejoice in the generations of staff and of families who continue to work and study here. We offer a broad and varied curriculum with rich opportunities for personal development.

We are looking to appoint someone who has a passion for excellence in everything they do. We warmly welcome candidates from a range of backgrounds and invite you to contact Mrs Gill Vymeris (HR Officer) [hr@sapriory.com](mailto:hr@sapriory.com) – if you have any questions.

Yours sincerely

*Sarah Raffray*

Mrs S. Raffray MA NPQH  
Headteacher



## Mission Statement

We are an all-through, inclusive Catholic girls' school with boys in the Nursery. As a girls' school we are committed to preparing girls for life long effectiveness and success. As part of their journey, girls will learn of intellectual risk-taking and emotional strength, reflection and self-knowledge, persuasiveness and team building as well as a cultural curiosity for an enriched enjoyment of life.

In our stunning 13 acres of grounds, girls have a physical freedom unique in central London. We aim to instil in them the emotional freedom to grow intellectually and spiritually and to understand the truth about themselves, others and our complex world. We will give them the courage to be ambitious and compassionate and we will provide a secure, happy and nurturing community in which to explore all of the above.

To this end we seek, develop and retain the best staff who value well-being and the individual progress of each girl as much as they are relentless in their pursuit of academic excellence. Their goal is life-long success for each girl and they set the pace of energy and dynamism within which the girls flourish.



## A Letter from the Head of Science

Dear Applicant,

Thank you for your interest in the post of Laboratory Technician.

At St Augustine's Priory, Science is a core subject. The girls are taught in mixed ability classes in Form III, Lower IV and Upper IV (the first three years of Senior School).

During Upper IV, pupils select their GCSE Options and may choose to study either separate sciences (triple award) or double award. In Lower V and Upper V girls are taught in sets depending on the course being followed.

Science at Saint Augustine's is a very strong subject, helped by the excellent support staff that work very closely with us to provide an outstanding provision of resources and materials for the pupils. We are situated in a purpose – built building comprising of 4 labs and 2 well – resourced preparation rooms. This is a school which values professional development, and there are many ways in which the right candidate will be able to contribute to the wider strategic aims of the department and the school as a whole. The successful candidate will join a friendly and supportive team of enthusiastic teaching professionals. This is an exciting opportunity for the right ambitious candidate to advance in an already very successful department.

There is a separate application form and applicants should pay particular attention to its accurate completion. I also enclose some information about the School. Should you have any further queries please do not hesitate to contact the School. You are also welcome to arrange a preliminary discussion at a mutually convenient time. I trust this brochure will be informative and helpful in making the decision to apply for this post, and I look forward to receiving your application.

Yours faithfully,

Mrs Aisling Burrell-Miluska  
Head of Science



# Our Science Department

## The Team

Head of Science and Head of Biology

Head of Physics

Head of Chemistry

Biology and General Science Teacher

Biology and General Science Teacher

Chemistry and General Science Teacher

Chemistry Teacher

## Job Description

### Salary

The post-holder will be paid on the appropriate point of the St Augustine's Priory Scale based on qualifications and experience.

### Line of Responsibility:

The Laboratory Technician is directly responsible to the Head of Science.

### Job Content:

#### Strategic Purpose

To work as a member of a team providing a technician service to the Science Department.

#### Operational Responsibilities

- Preparing apparatus, materials and solutions and setting up/checking equipment and apparatus for use in practical classes. Setting up and carrying out demonstrations. Retrieving and clearing away apparatus, etc.
- Basic construction and modification of apparatus.
- General maintenance (including cleaning) of apparatus and equipment and basic maintenance of general laboratory services and facilities. Reporting faults to the Science teachers.
- Assisting in practical classes as directed by the Science teachers.
- Participating in the organisation and storage of equipment, materials and apparatus, as required.
- Maintaining stock levels, notifying the Head of Science of shortages. Contribute to the Department Budget process.
- Disposal of waste laboratory materials as directed, in accordance with established CLEAPSS guidelines.
- Setting up and maintaining specialist resources, including plant collections.
- Participating in the preparation and setting up of apparatus, materials and equipment for use in practical examinations/assessments.

- Preparing Risk Assessments for practical activities in line with School policy.
- Participating in the maintenance of satisfactory standards of safety and security in relation to the technician service to the Science Department, in accordance with School policy.
- Managing the display boards in the Science Department, ensuring that they are tidy and regularly updated.
- Other appropriate technician duties as requested by the Head of Science. This may involve work in any area of the Department and on any site of the school.

### **Support for the School**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Support the aims and ethos of the school
- Set a good example in terms of dress, punctuality and attendance.
- Attend and participate in regular team and staff meetings as required.
- Participate in training and other learning activities and performance development as required.
- Undertake professional duties that may be reasonably assigned by the head teacher.
- Be proactive in matters relating to health and safety.

### **Performance Management and Professional Development:**

The Laboratory Technician will be part of the School's Performance Management Scheme. They will have a reviewer who will set agreed targets and monitor professional development.

### **Conditions of Employment**

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).

The post-holder is required to support and encourage the School's ethos and its objectives, policies and procedures as agreed by the Governing Body.

The post-holder must uphold the School's Policy in respect of all matters related to safeguarding and Child Protection. The post holder may be required to perform any other reasonable tasks, after consultation. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

## Person Specification

We are looking to appoint committed, enthusiastic individuals who are able to work well as a member of a team. The ideal candidate will be flexible and adaptable and willing to learn new skills. The table below identifies the essential and desirable qualities and qualifications we seek.

<b>Person Specification</b>		
<b>Applicants should:</b>	<b>Essential or Desirable</b>	<b>Primary means of assessment</b>
Hold Science GCSEs and A Levels in Biology, Physics or Chemistry. Or hold equivalent qualifications – NVQ level 3 or above.	Essential	Application Form Certificates
Excellent numeracy and literacy skills	Essential	Application Form Certificates
General technical knowledge of science.	Desirable	Application form, interview
Specific knowledge in relation to the main science specialism of Physics.	Essential	Application form, interview
Ability to operate prescribed systems relating to laboratory organisation including keeping appropriate written records.	Essential	Application form, interview
Be committed to own professional development,	Essential	Application Form Certificates
Ability to organise and schedule own work as a member of a team.	Essential	Application form, interview
Have a sound understanding of safeguarding, able to recognize signs of abuse and a readiness to report concerns appropriately	Essential	Interview
Be able to work as part of a team –working collaboratively with others, acting on advice, sharing good practice with others	Essential	Interview
Be flexible – demonstrate an ability to work with a variety of situations, individuals or groups, understanding and appreciating a variety of perspectives and to adapt an approach as requirements change.	Essential	Interview
Have good ICT skills, written and spoken English	Essential	Supporting Letter Interview

## The Application and Selection Process

Candidates should complete the St Augustine's Priory Application Form, available from <https://www.sapriory.com/admissions/staff-vacancies/>

You should also write a letter of application detailing how your skills, knowledge and experience match the school's requirements for the post Laboratory Technician. Please send both via email to [hr@sapriory.com](mailto:hr@sapriory.com) to arrive by noon on Wednesday 27th April. Interviews will be held week commencing 9th May, subject to change.

St Augustine's Priory is committed to safeguarding and promoting the welfare of children and young people and expects all who work here to share this commitment. St Augustine's Priory is an inclusive employer and we pride ourselves on our commitment to equality, diversity and inclusion. We welcome candidates from all sectors and backgrounds.

Candidates invited to interview will be asked to complete a practical and written task and there will be a formal interview.

The successful candidate will be asked to accept the post by telephone, but only once a contract has been signed will unsuccessful applicants be informed. All applicants should be aware that this is a normal part of our selection procedure and should make no assumptions based on a short delay.

For an informal confidential discussion about the role please email [hr@sapriory.com](mailto:hr@sapriory.com). If you have not received acknowledgement that your application has been received within five working days of sending it, please contact Gill Vymeris, [hr@sapriory.com](mailto:hr@sapriory.com) call St Augustine's Priory by telephone (020 8991 7501).

