



**CTK EMMANUEL**  
A CHRIST THE KING SIXTH FORM

CTK Emmanuel  
Lewisham, SE13 5GE

Are you an exceptional Science Technician? Join us at CTK Emmanuel, a professional centre for excellence, where students aspire to be the best and reach the top in their chosen ambitions.

## Science Technician (Part-time, Part Year)

**Start Date: Immediate Start Preferable**

**Salary range: £26,499 – 26,937 Full-time equivalents (including London Weighting), dependent on experience. Pro rata for part-time hours.**

CTK Emmanuel is part of the Christ the King Sixth Forms group of three highly successful Catholic sixth forms located in southeast London and Kent. As a professional centre for excellence, CTK Emmanuel offers Applied Technical Qualifications, equivalent to 3 A Levels, and highly specialised routes to university. Located on the Blackheath borders with excellent transport links, CTK Emmanuel students aspire to be the best and reach the top in their chosen ambitions.

An opportunity has arisen for an exceptional Science Technician to join the Science Department assisting in the provision of materials and equipment to enable teachers to deliver the curriculum and to provide technical advice and assistance to teaching staff and students.

The working week is 21.6 hours per week over 3 days for 120 days per year.

This is an excellent opportunity to join a talented staff team in a purpose built Sixth Form. You will be supported to develop your career in an environment of positive encouragement and mutual respect. You'll be a key part of providing outstanding learning, stretching and challenging students to reach their potential. You will ensure they feel confident about going out into the world and being extraordinary in life and their future career.

*Join us to be inspired, be extraordinary, and be the best you can be.*

For details on how to apply and a job description please visit the vacancies page of our website,  
<https://www.ctk.ac.uk/vacancies/>

**Closing Date: Wednesday 20<sup>th</sup> March 2024, 10 AM.**

**Interviews: Tuesday 26<sup>th</sup> March 2024**

*Christ the King Sixth Forms is committed to the safeguarding and welfare of young people. An enhanced DBS check will be undertaken for the successful applicant along with appropriate child protection screening, as per safer recruitment guidelines.*



**INVESTORS IN PEOPLE™**

# Job Description and Person Specification

**Job Title** Science Technician

**Responsible to** Assistant Principal

**Job Purpose** The provision of materials and equipment to enable teachers to deliver the curriculum and to provide technical advice and assistance to teaching staff and students.

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The main activities and responsibilities are:

- 1.1 To work as a member of a team responsible to the Assistant Principal, assisting in the provision of a technical service to the, A Level Science, science and Health Science T Level and BTEC Applied Science teaching staff.
- 1.2 To assist teaching staff in determining the technical support needs generated by the curriculum and, in particular, curriculum change.
- 1.3 Preparing apparatus, materials and solutions and setting up equipment and apparatus for use in practical classes, including practical examinations, retrieving and clearing away apparatus and materials.
- 1.3a Working with small groups of learners, undertaking practical demonstration session.
- 1.4 Carrying out general maintenance (including cleaning) of apparatus and equipment and basic maintenance of general laboratory services and facilities, reporting faults to the Curriculum Leader for Science, Science and Health.
- 1.5 To assist and work with teaching staff in practical classes as appropriate.

- 1.6 To manage and organise and store equipment, materials and apparatus as agreed with line manager and teaching teams
- 1.7 To work with the department in the ordering of materials and equipment and setting up and maintaining a system of stock control including; Ensuring the health and safety of the science area is compliant.
- a) participating in the selection of new items of equipment and recommending specifications where appropriate;
  - b) investigating sources of supply and maintaining a bank of purchasing information;
  - c) co-ordinating departmental orders, including processing and progressing;
  - d) receiving deliveries, certifying invoices for payment and keeping financial records regarding progress of expenditure;
  - e) maintaining stock records and levels, including stock books;
  - f) to help with the organisation and re-organisation of workshops, specialist rooms and storerooms.
- 1.8 Disposal of waste laboratory materials as directed, in accordance with established guidelines and practices.
- 1.9 Ensuring general maintenance of science and health science rooms including general tidiness.
- 1.10 To carry out routine care of plant and animal collections.
- 1.11 To maintain satisfactory standards of safety and security in relation to the Science and Health Department in accordance with Sixth Form policy.
- 1.12 To set up and operate audio and visual equipment as appropriate, within teaching areas if necessary.
- 1.13 To prepare displays, working closely with the Reprographics Section.
- 1.14 To perform other duties relating to the Science and Health Department appropriate to the post.
- 1.15 Taking part in professional development activities including appraisal.

- 1.16 A commitment to Equality, Diversity and Inclusivity underpinned by willingness and ability to contribute to the holistic implementation of this demonstrated in performing the duties of the post.
- 1.17 To undertake other tasks, as required by the Executive/Deputy Principal, after due consultation.

This job description may not necessarily be a comprehensive description of the post. It may be reviewed and subject to modification or amendment at any time after consultation with the post holder.

## **2. Person Specification/Selection Criteria**

The successful candidate will be expected to have the following skills and attributes:

- 2.1 An understanding and support for the Catholic ethos of the Sixth Forms.
- 2.2 Qualified to at least Level 3 standard in a scientific discipline.
- 2.3 Experience relevant to the duties of the post is desirable.
- 2.4 The ability to work unsupervised.
- 2.5 The ability to organise own work and operate prescribed systems.
- 2.6 The ability to work as a member of a team in a Sixth Form environment.
- 2.7 Specific technical skills and knowledge in relation to the technical service to teaching of Biology, Chemistry, Physics, Applied Science and Science and Health to Level 3 standards.
- 2.8 The ability to communicate effectively and to establish professional relationships with staff and students.
- 2.9 Awareness of the need for personal development, both as a member of the team and as an individual and a willingness to participate in INSET and appraisal.