



Saint Martin's

An Exceptional Independent School for Girls



**Candidate Brief: Senior Science Technician, Full-Time, Term time only.
Maternity Cover - Required for 5 February 2018.**

The School



Saint Martin's is situated in a stunning twenty acre site in the centre of Solihull and located in the grounds of the historic Malvern Hall. The Hall, once owned by the Greswold family, has a unique link with the landscape painter John Constable who visited early in the 19th century. The School, founded in 1941, provides education for girls from Nursery to Sixth Form, 2¾ years to 18. All four sections of the School are able to take advantage of the extensive facilities on site from the swimming pool and all-weather pitch to the new Performing Arts Centre, SMArt, with its theatre and dance studio.

Saint Martin's is a non-denominational Christian school where respect for others is paramount regardless of their faith or background. The enthusiasm of girls to look beyond themselves, to understand the global dimension of the world in which they live and to seek ways of helping others are important elements of our School community.

The School Motto is "The Grace of God is in Courtesy" and the Code of Conduct, written by the girls, is central to the expectations of daily life.

The School aims to provide an all-round education of the highest quality in a safe, happy, supportive and stimulating environment. All staff give generously of their time and energy to enhance the educational experience and to give support to the girls both in and out of the classroom.

It is recognised by parents that due to the size of our School community all their daughters are valued and known as individuals. Communication with parents is a high priority and contact is very much encouraged, in addition to the regular programme of parent evenings and formal reporting. Parents are invited to attend research focus groups and appreciate that Saint Martin's offers a traditional education with a wide range of opportunities. There is a very active Parents' Association.

The academic results of the girls speak for themselves. In 2017 the Upper Sixth students received a record number of top grades and all gained places in their first or second choice University. At GCSE, girls gain on average 10 GCSEs. The School was placed in 27th position in the DfE League tables following the 2016 GCSE results. The School was last inspected in January 2013 by ISI and a copy of the Report is also on the website.

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The Curriculum



Nursery to Year 2

Within the setting of Malvern Hall there is a safe and secure environment where the children are able to benefit from the extensive grounds. It's a happy, friendly and stimulating place to be and with the guidance of experienced teachers our children follow a broad curriculum. Working individually and in small groups they achieve their full potential.

Emphasis is put on oral fluency in the early years, in order to develop a wide vocabulary, encourage clarity of expression and foster an ability to reason. This is achieved initially through a variety of pre-reading and practical number activities which prepare the children for the more formalised schemes of Mathematics, Writing, Reading and Language Development. Science and Technology are also taught as individual subjects and are introduced at a very early stage, as is ICT. The use of computers is introduced in the Nursery and, as they progress, the children use them in all subject areas. An enrichment programme including Music, Dance, PE, Art, Craft and Drama is included in the curriculum for the whole school and, from Nursery; children also receive weekly swimming lessons. Throughout, careful attention is paid to the requirements of the National Curriculum and each child's learning is individually structured and monitored by the form teachers who liaise closely with parents.

Small classes ensure that each girl develops her aptitudes and abilities to the full, and is helped to achieve a high level of attainment, so that she may move on with confidence. Extra-curricular activities play a large part in the formation of a girl's whole personality. Consequently all girls take part in the annual play, and educational and cultural visits are arranged each year for each class. As the girls progress, there are opportunities to join Music groups and Sports teams.

The Curriculum (continued)



Junior School – Year 3 to 6

The main aims are to combine well-structured learning with enjoyment and enthusiasm and to promote self-esteem and confidence.

Careful note is taken of the National Curriculum. The core subjects of English, Mathematics, Science and ICT have high profile in the weekly timetable; they are complemented by History, Geography, Religious Studies, Art and Technology. These subjects are taught by a combination of form and subject teachers. In addition all girls have lessons in Music and Drama, PE, Games, Swimming and Dance, all taken by specialist staff. Classes are small and pupils are in ability groups for the teaching of Mathematics. The Modern Foreign Languages of French, Spanish and German are taught by specialist language teachers from the Senior School.

Classrooms provide a lively and stimulating environment in which to work. Pupils use specialist facilities for Physical Education, Drama, Dance and Music and each girl uses the networked computer systems with confidence across all subject areas.

Extra-curricular activities include Choirs, including Chamber Choir and Orchestra. The Drama Club is extremely popular. There are a variety of other clubs, which encompass academic and sporting interest. Gym Club, Trampoline Club and a variety of swimming clubs are all popular. Team activities such as Tennis and Netball are popular and, for those of an artistic nature, Art and Craft Club is well attended. Further enrichment is provided by an exciting and diverse range of cross curricular trips and residential visits.

The Curriculum (continued)



Senior School

Girls are encouraged to achieve their full potential in a wide range of academic, practical, creative and physical activities. The staff through differentiation aim to stretch the most able, while at the same time supporting those who lack confidence in some areas of the curriculum. Girls are set by ability for Mathematics from Year 7. From Year 9 the Sciences and English are also taught in sets.

Key Stage 3

All girls follow the same broadly based curriculum in Year 7 of English, Mathematics, Science, MFL, Latin Studies, History, Geography, Religious Education, Art and Design, ICT, Design and Technology, Home Economics, Music, Drama, PE and Dance. In Years 8 and 9, girls have the opportunity to study a second language, Latin or Classics. The three sciences are taught separately.

Key Stage 4

At the end of Year 9, girls currently begin a programme of studies leading generally to examination in ten GCSE subjects. Girls are encouraged to continue with as varied a curriculum as possible in order to allow both a wide choice of A Level subjects and career opportunities. All girls continue with English, English Literature and a Modern Foreign Language, and also Mathematics, Biology, Chemistry and Physics. In addition three other subjects are chosen from the following: History, Geography, Religious Education, Classical Civilisation, Latin, French, German, Spanish, Art and Design, Music, Drama, Food and Nutrition, ICT.

Sixth Form

The majority of girls study three subjects at A Level in the Sixth Form. A wide choice of subjects is offered: Business Studies, Economics, Further Mathematics, Photography and Psychology in addition to those studied in Key Stage 4. Additional subjects such as AQA's EPQ are very popular. There is extensive support given for UCAS applications and career choices, and girls have every opportunity to help develop their leadership skills by helping with the younger girls.

Each year the Upper Sixth are always successful at gaining places at top universities such as Bristol, Durham and Nottingham in a wide range of subjects from Medicine to Psychology to Urban Studies.

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Beyond the Classroom - Extra-curricular and Enrichment Activities



“An excellent programme of extra-curricular and enrichment activities supplements the taught curriculum most effectively and has a significant impact on the pupils’ personal development.” ISI Inspection Report, January 2013

A full programme of extra-curricular activities and trips enriches timetabled lessons. We believe in offering our pupils the opportunities to develop as individuals, the time to find talents and the support to excel. As such our extra-curricular and enrichment programme is rich and extensive.

During lunchtime and after school, girls have the opportunity to join choirs and musical ensembles, take part in drama and dance groups and be part of one of the many sports teams. In addition there are clubs to suit all interests including bridge, gardening, craft, Christmas cake decorating, Spanish and debating. There are annual concerts and drama performances for all year groups. Last year’s highlights include the Alice House Nativity, the Year 5 performance of “Grimm’s fairy Tales”, the Junior School musical recital and the Senior School production of “The Lion, the Witch and the Wardrobe”.

In addition to our many extra-curricular clubs we believe that learning takes place outside of the classroom as well as in school. Girls in Alice House learn about the outdoor environment through the “Forest School” programme. In the last year, as part of their learning the girls in Alice House and Junior School have visited the Butterfly Museum in Stratford, the design and manufacturing departments at Jaguar Land Rover and enjoyed a trip to the theatre to see “Gangsta Granny”. In the Senior School the Geography department organizes field trips for all year groups, Drama students have the opportunity to see local and national productions and Art and Design Technology students visit major exhibitions in London. These trips are just a snapshot of the variety of trips on offer to girls.

Overnight and residential trips are organised for girls of all ages. These include “sleepovers” in school, outdoor pursuit weekends at PGL, a visit to London for girls in Year 6, the ski trip, the Classics trip to Bath and the annual Sixth Form cultural trip which was to India in October 2016.

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Science Department at Saint Martin's

In the Senior School there are 7 members of teaching staff and 1 other Science Technician in the Science department. Lessons are taught in well equipped laboratories so that demonstrations and experiments can be carried out frequently.

In Key Stage 3 Biology, Chemistry and Physics are taught as separate subjects from the start of year 7 in 3 double lessons a week by specialist teachers.

Pupils start their GCSE courses in Science in year 9. They follow the Edexcel international GCSE specification. Most girls sit GCSE examinations in 3 separate sciences (Biology, Chemistry, Physics). There is provision for a small number of girls to follow the dual award science route.

At A2 level we follow OCR A Course for all three sciences.

AS level Physics now follow AQA

A knowledge in the preparation of Practical Activity Groups in all three sciences would be preferential.

Job Description

Senior Science Technician

Title	Senior Science Technician
Department	Science
Hours of Work	8.30am – 5.00pm with 1 hour unpaid lunch break 37.5 hours per week
Reporting To	Head of Science
Salary	Depending on experience

Purpose

The successful candidate will be based in the Science Department. You will be an organised and efficient Science Technician with proven experience of providing laboratory support up to A Level Standard.

Responsibilities of the Senior Science Technician are:

1. To prepare and put out in the laboratories the apparatus and chemicals required by teaching staff for their lessons. These requirements will be pre-ordered by the staff.
2. To make up chemical solutions to the requirements of the teaching staff.
3. To collect in all used equipment, wash glassware as required (dishwasher available) and dispose of chemicals according to safety regulations.
4. To maintain inventory checks at regular intervals, maintain databases, reordering commonly used chemicals and disposables as necessary. Advising the teaching staff as stocks of materials fall to low levels.
5. To order equipment and other materials from suppliers as directed by the Head of Science.
6. To check invoices received by the department against orders and to assist the Head of Science with maintaining budgetary control.
7. To assist with departmental record keeping using appropriate spreadsheets and IT documents as requested by the Head of Science.
8. To keep up to date with all Health and Safety regulations, and to ensure that all labelling and storage of chemicals etc meets current H & S guidelines.
9. To check and repair where appropriate equipment used in the department, and to assist the Head of Science in obtaining suitable quotes for repairs etc which cannot be carried out "in house".
10. To assist staff in the preparation of documents used in the Science Department as required.

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11. To prepare media for microbiology practicals.
12. To provide technician support for Junior School class teachers for Science, Design Technology and Art.
13. To line manage and direct the Science Technician.
14. Other clerical and technical tasks as reasonably requested by the Head of Science.

General Duties

To undertake any duties which may be reasonably requested by the Head of Science within his/her level of skills and ability

NOTE:

This Job Description may change along with the needs of the organisation and in consultation with the job holder.

Salary and other details

The salary is commensurate with skills, knowledge and experience.

The School has in place induction procedures to ensure that all new staff have the necessary support and guidance.

There will be a probationary period of 3 months.

This post is term time only, including attendance at Staff INSET days at the start or end of each term. Where a term starts or ends during the middle of a week the job holder will be required to complete their full week's employment.

Holidays may not be taken during the School Term.

As part of your role you will be required to attend Open Mornings.

Occasionally there may be a requirement to work additional hours, by prior arrangement, to cover sickness or a busy workload.

There is a no smoking policy in operation throughout the school site.

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Revised October 2017

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Person Specification

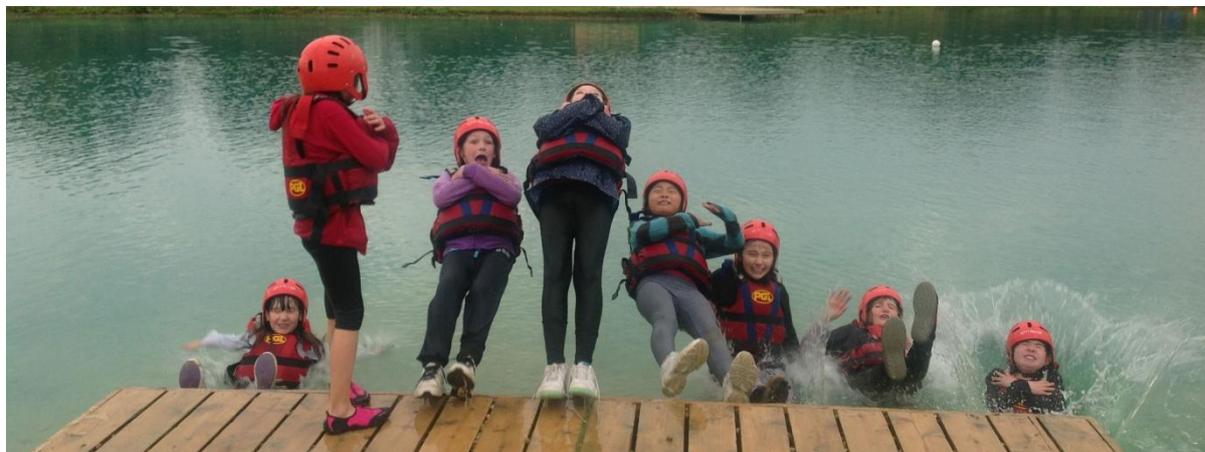
	Essential	Desirable
	These are qualities without which the applicant could not be appointed	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria.
Experience	<ul style="list-style-type: none"> • Previous experience of working as a laboratory technician 	<ul style="list-style-type: none"> • Experience of managing and appraising staff • Experience of managing Science Technicians in a School • Experience of working with young people
Qualifications	<ul style="list-style-type: none"> • 5 GCSE's with a minimum grade B or above in English, Mathematics and Science 	<ul style="list-style-type: none"> • Further qualification in Science (BTEC / A level)
Skills and Knowledge	<ul style="list-style-type: none"> • Excellent organisational skills • Competent IT skills, including MS Office • An up to date knowledge of the Health and Safety requirements for practicals • A familiarity with the CLEAPSS guidelines • An excellent knowledge of the practicals used in at least KS3 & KS4 curriculum for Science and at least one of the Sciences at A Level 	<ul style="list-style-type: none"> • A familiarity with the CLEAPSS guidelines • An excellent knowledge of the practicals used in at least KS3 & KS4 curriculum for Science and at least one of the Sciences at A Level • A knowledge in preparation of Practical Activity Groups for all three sciences.
Personal qualities	<ul style="list-style-type: none"> • Hard working and committed • Reliable, trustworthy and punctual • Able to deal appropriately with all members of the school community • Willing to work as member of a team and co-operate with colleagues • Mature approach and strong commitment to providing the best for both staff and students • Commitment to Health and Safety within the working environment 	

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	<ul style="list-style-type: none"> • Willing to undertake necessary training and to participate in the school's staff development programme • Ability to prioritise and organise work load to meet deadlines 	
Other Factors	<ul style="list-style-type: none"> • Enhanced DBS 	
Safeguarding Children, young people and vulnerable adults.	<ul style="list-style-type: none"> • Commitment to safeguarding and promoting the welfare of pupils • Ability to form and maintain appropriate relationships and personal boundaries with young people 	

NE. October 2017

Remuneration & How to Apply



The Application Form

All candidates are requested to complete the application form as otherwise their application cannot be considered. Please submit your application by 12 noon – Monday 20 November 2017. Applications should be returned to HR Manager, Mrs J Barrett via email or post. jbarrett@saintmartins-school.com

References and the Interview Procedure

References will be sought for shortlisted candidates before the interview and it may be the case that previous employers are approached for information to verify particular experience or qualifications. Any anomalies in the information provided or issues arising from references will be taken up at interview.

Shortlisted candidates will have a formal interview, an informal tour of the school and meet with staff.

Safer Staff Recruitment

Saint Martin's is a school committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to provide a disclosure from the DBS at an enhanced level. The interview for the post will include questions about the safeguarding of children and young people and the applicant's suitability to work with children.

Interview expenses

Claims for reimbursement of candidates' reasonable travelling expenses within the UK will be paid.

Miss N Edgar
Head of Saint Martin's

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