



## St Benedict's Catholic College



## SENIOR SCIENCE TECHNICIAN Application Pack

### Message from the Principal

St Benedict's Catholic College is a highly respected and oversubscribed Roman Catholic 11-16 college serving Christian families throughout north-east Essex, we strive to promote the values of our Christian faith throughout our daily life.

Ofsted found us to be outstanding in its commitment to the social, moral and spiritual development of all its students. Our recent section 48 inspection found the college to have many other areas of outstanding practice. It's a great place to be and I'm delighted that you are interested in applying to be part of our team

As our mission statement says, we are proud to be an inclusive community where spiritual, emotional and academic growth are nurtured. We believe in putting learning first.

Our facilities are excellent and we have a rich variety of extra-curricular opportunities that underpin our academic success. The college is set in pleasant, spacious grounds which include hard play areas, playing fields and tennis courts. We have a well-equipped sports hall and fitness suite. Our chapel is used regularly by students and staff for worship, prayer and quiet reflection.

St Benedict's students develop into happy confident and self-aware young adults. There are many opportunities for them to thrive and shine, through high quality teaching and numerous clubs and activities.

We are looking for a Senior Science Technician

#### The successful candidate will be:

- committed to providing the very best learning opportunities for their students
- able to challenge all students to make exceptional progress
- a strong team player who forms excellent relationships with staff, parents and students
- willing to support the strong Catholic ethos of our college

#### We can offer you:

- a warm and welcoming college with excellent links to parish communities
- enthusiastic and well-behaved students who are eager to learn
- supportive, hardworking staff, governors and parents
- opportunities to further your professional development

If you would like any further information, or would like to arrange an informal visit, please contact Mr Peter Jeffery on 01206 549222.

The post is required for 1<sup>st</sup> June 2023 (or earlier) and the closing date for applications is Thursday 20<sup>th</sup> April 2020 at 12.00 midday. Interviews will be held the following week.

Please apply by completing an application form which can be obtained from the College website [www.stbenedicts.essex.sch.uk/vacancies](http://www.stbenedicts.essex.sch.uk/vacancies) or by emailing [c.miller@stbenedicts.essex.sch.uk](mailto:c.miller@stbenedicts.essex.sch.uk). Details about how we will use the personal data you provide as part of the recruitment process can be found in our privacy notice on our website - [www.stbenedicts.essex.sch.uk/welcome/privacy-notice/](http://www.stbenedicts.essex.sch.uk/welcome/privacy-notice/)


**St Benedict's Catholic College Application Pack: SENIOR SCIENCE  
TECHNICIAN**

## RECRUITMENT

The governing body is committed to safeguarding and promoting the welfare of all young people and expects all staff to share that commitment. The successful applicant will be required to complete an enhanced DBS check.

We look forward to hearing from you

Yours sincerely

A handwritten signature in black ink, appearing to read 'Jo Santinelli', written in a cursive style.

Jo Santinelli  
**Principal**

## Flavour of the local area

The College is situated a short walk from Colchester Town Centre, Britain's oldest recorded town.

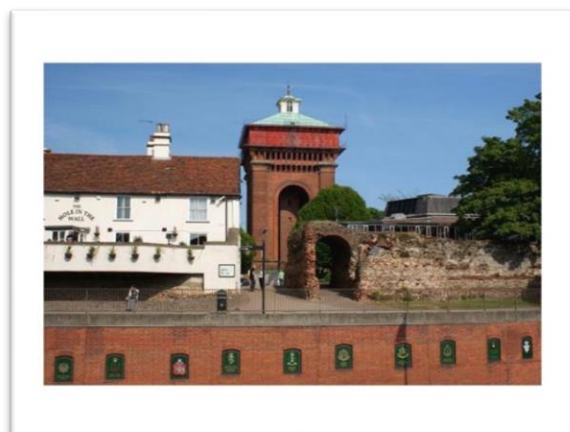
Colchester is a thriving, modern town with great visitor attractions, including the family favourites Colchester Zoo and Colchester Castle, as well as fantastic places to eat, drink and shop



There is a growing arts scene in the town, with two highly acclaimed local theatres and the renowned Firstsite and Minories Galleries hosting significant art exhibitions and installations.

The town also benefits from a wide range of excellent schools and colleges as well as being the home of Essex University's main campus.

Colchester also benefits from superb transport links, including excellent road links, direct rail lines going into London (which is less than an hour away), and easy access to London Stansted and London Southend Airports which fly to a growing number of



destinations throughout Europe.



### **SENIOR SCIENCE TECHNICIAN – Information about the department**

#### **Staff**

The science department comprises seven full time teachers and one part time teacher supported by two science technicians

#### **Curriculum**

Our students cover all aspects of the National curriculum. At key stage three we follow the Oxford University Activate course. Year 9-11 students follow the AQA combined trilogy course with students having the option of studying the all three separate sciences as part of their pathway choices.

In summer 2022 our year 11 students achieved 77% 9- 4 in combined science. In separate science 97% of the students achieved a grade 9-4 with 67% of the students achieving a grade 9-7.

After school we run a popular STE(A)M club that is open for years 7 to 10.

#### **Ethos**

In the department we operate in an atmosphere of sincere respect and comradery. The members of the team are hardworking, supportive and nurturing. Colleges are encouraged to share ideas and resources that will enhance our work in helping students succeed and enjoy science. A new colleague would hopefully share these ideals.

#### **Accommodation**

The department is well equipped; the preparation room is spacious and the technical support offered by our two technicians is excellent. Our six laboratories have recently undergone renovation, all of which are well equipped and have interactive displays.

I hope that you will be interested in the post. Should you have any questions or queries please contact me at the college.

Peter Jeffery

## Job Description

St Benedict's Catholic College is an inclusive college with Christ at the Centre. We nurture spiritual, emotional and academic growth. We develop our gifts and talents through prayer, work and respect.

**Grade** Scale 5

**Job Purpose** To lead and manage a team of technicians and provide comprehensive technician support service to staff and students undertaking the science curriculum

To provide full technician support to teaching staff, particularly in the preparation and cleaning/clearing of lesson materials

**Reports to** Senior Head of Science

## Job role

- To manage and lead the science technician team
- To oversee the general running of the science teaching and preparation areas.
- To develop and maintain effective systems for the science technician team.
- To undertake appraisal of team members in co-operation with the Head of Science
- To co-ordinate weekly preparation sheets.
- To direct and adjust working arrangements for the technician team as appropriate to meet fluctuations in workload and ensure cover for absent colleagues as required.
- To identify, plan, co-ordinate and undertake technician team training requirements.
- To maintain records of technician team training and attendance.
- To work in collaboration with the Head of Department to set and manage departmental budgets.
- To manage departmental equipment and materials and ensure appropriate stock levels are maintained.
- To ensure periodic and routine inspection and maintenance of departmental equipment and resources.
- To work in collaboration with the Head of Department to ensure risk assessments are carried out.
- To be aware of and follow the CLEAPSS guidance, giving support to other technicians, teachers and students as required
- To work in collaboration with teaching staff to disseminate work set for classes due to teacher absence.
- To undertake as and when required those duties which are normally the responsibility of science technicians.
- To ensure efficient preparation and organisation of equipment for lessons.
- To clean equipment and laboratories after lessons and any chemical spillages when they occur.
- To support teaching staff and students during lessons.
- To liaise with caretaking staff and to record any gas/fume problems.

## RECRUITMENT

- To ensure the application of Health and Safety procedures and to raise awareness of H&S issues specifically in relation to laboratories.
- To undertake any training commensurate with the post.
- To assist in ensuring the safe conduct of students in the department.
  
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

This is a public facing role and the post holder must speak fluent English

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Principal to carry out additional duties within the context of the job, skills and grade

Signed	
Post holder:	Line Manager:
Name in capitals:	Name in capitals:
Date:	Date:

### Person Specification

	Essential	Desirable
<b>Qualifications and experience</b>		
Successful experience working in specialist technical area, possibly in a school environment	✓	
NVQ Level 3/4 or equivalent qualification		✓
Knowledge of First Aid specific to science		✓
General understanding of schools science curriculum	✓	
Excellent working knowledge of equipment and ICT packages relevant to science	✓	
Ability to read and write complex and technical reports	✓	

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	Essential	Desirable
Ability to undertake calculations relevant to specialist area	✓	
Excellent awareness of Health and Safety and ability to advise others	✓	
Understanding of CLEAPS		
<b>Communication</b>		
Ability to use clear language to communicate complex information unambiguously	✓	
Ability to listen effectively	✓	
Seek support to overcome communication barriers with children and adults	✓	
Knowledge of specialist technical terminology etc.	✓	
Ability to negotiate effectively with adults and children	✓	
<b>Working with children</b>		
Ability to demonstrate effective implementation of the school's behaviour management policy	✓	
Detailed understanding and support the differences in children and adults in relation to the role	✓	
Detailed understanding of the school curriculum in support of the role relevant to specific area	✓	
Good <u>u</u> nderstanding of how the role contributes to child development	✓	
Understand and support the importance of physical and emotional wellbeing	✓	
<b>Working with others</b>		
Ability to make a proactive contribution to the work of the team supporting children	✓	
Ability to establish rapport and respectful and trusting relationships with children and other adults	✓	
Ability to work effectively with a range of adults	✓	
Ability to motivate and inspire	✓	
Ability to provide timely and accurate information	✓	

## RECRUITMENT

	Essential	Desirable
<b>Responsibilities</b>		
Excellent organisational skills	✓	
Ability to remain calm under pressure	✓	
Ability to plan and manage own time effectively	✓	
Ability to manage and support the work of others		
Demonstrate a highly creative approach to supporting learning, and an ability to resolve complex problems independently	✓	
<b>General</b>		
Awareness of and promotion of equality	✓	
Understand and support child protection procedures	✓	
Understand procedures and legislation relating to confidentiality	✓	
Demonstrate a clear commitment to develop and learn in the role	✓	
Ability to effectively evaluate own performance	✓	

