



## Application Pack

### Science Technician



<b>Role</b>	Science Technician
<b>Salary</b>	£25,584 pro rata pa (£22,044 pa actual salary) NJC scale point 7 - pay award pending
<b>Hours</b>	Full-time 37 hours per week, term-time only 8.15am to 4.15pm Monday to Thursday and 8.30am to 4.00pm on Friday with 30 minutes for lunch each day Flexibility on hours will be considered
<b>Contract</b>	Fixed-term from September 2025 to May 2026
<b>Closing Date</b>	Monday, 30 June 2025 at 12.00 noon



## **OUR MISSION STATEMENT**

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**I am the Way  
The Truth  
And  
The Life**

**(John 14:6)**

At Loreto Grammar School Altrincham, students, staff, parents and Governors form a Catholic community. We aspire to create a caring, structured environment in which teaching and learning and the experience of school

- are characterised by joyful and loving service to others
- challenge each of us to realise our full potential in a spirit of joy and creativity
- encourage the pursuit of excellence
- uphold honesty, justice and mutual respect
- enable us to be questioning, independent learners and "seekers of truth"
- prepare each of us to meet with confidence the challenges of a changing world
- improve and enrich the life of the wider community and enable us to be an example of Christian values in the world as witnesses to God's Living Kingdom

Our values are centred in God, rooted in gospel values and derive from the vision of Mary Ward.

**Love and speak the truth – at all times**

**(Mary Ward)**



## OUR SCHOOL AIMS

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### WE AIM TO BE A PLACE OF LEARNING IN WHICH STUDENTS CAN:

- 1 achieve their full potential, spiritually, intellectually, morally, physically and emotionally
- 2 experience and enjoy success
- 3 gain a positive view of themselves and a courteous appreciation of others
- 4 develop skills, knowledge and understanding to make a constructive contribution to society
- 5 appreciate the benefits of education and its relevance to their place in the outside world
- 6 develop a sense of community
- 7 develop lively and enquiring minds and the ability to think rationally
- 8 appreciate human achievements and aspirations
- 9 understand issues of right and wrong.

### THE PARENTS/CARERS OF EACH STUDENT WILL:

- 1 Support the Catholic Ethos of the school and encourage participation in opportunities for faith development
- 2 Ensure the student goes to school regularly, on time, properly equipped and in full correct uniform.
- 3 Inform the school at the beginning of every absence
- 4 Make the school aware of any concerns or problems which might affect her work or behaviour
- 5 Support the student in homework and other opportunities for home learning, including providing a place for study.
- 6 Attend parents' evenings and discussion about the student's progress
- 7 Get to know about the student's life at school
- 8 Use and encourage responsible access to the internet both at home and school

### TO ACHIEVE THESE ENDS THE SCHOOL WILL:

- 1 recruit, support and develop teams of effective and committed staff
- 2 take into account and develop individual abilities and talents and acknowledge difficulties



- 3 encourage regular attendance and high personal achievement
- 4 ensure a broad, balanced and coherent curriculum
- 5 provide a supportive pastoral framework which values good behaviour, encourages good relationships and recognises a wide range of experiences both inside and outside the classroom
- 6 work in partnership with parents
- 7 regularly monitor, evaluate and aim to improve.



## MRS BEEVER - HEADTEACHER

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Dear colleague,

Thank you for your interest in the role of Science Technician at Loreto Grammar School. You will find ample information in the documentation provided with my letter and on our website which I hope will give you a strong sense of our Loreto identity and inspire you to apply for this position.

I am seeking to appoint an excellent colleague to join our outstanding school, working as part of the Science Technician team to support the teaching and learning within the Science department. The successful candidate will be expected to commit to and support the ethos and values of this Catholic girls' grammar school. Applicants do not have to be Catholic as we welcome candidates of all faiths and none. The post is full-time, term-time only plus inset days. Hours are Monday to Thursday 8.15am to 4.15pm and Friday 8.30am to 4.00pm, with 30 minutes for lunch each day. Flexibility around hours will be considered. The post is fixed-term from September 2025 to May 2026 and is subject to a six month probationary period.

I look forward to receiving your application which will comprise our school application form, recruitment monitoring form and your letter of application (no longer than 2 sides of A4 paper).

With kind regards,

J Beever (Mrs) MA  
Headteacher



## OUR SCHOOL

Loreto is a Roman Catholic Grammar School for girls, with Academy status, situated in the popular market town of Altrincham in the borough of Trafford, close to transport links including train and tram stations. The school is heavily oversubscribed, and there are currently 1072 girls on roll. Most of the girls come from Trafford, with others from the neighbouring Authorities of Manchester, Stockport, Cheshire and Warrington.

It is a wonderful school in which to learn and work, a school which is rooted in a rich tradition, whilst at the same time, very forward looking and keen to keep apace of appropriate educational development. We provide an outstanding curriculum, a curriculum which is carefully planned and consistently reviewed to meet the needs of the girls at every Key Stage and one celebrated by Ofsted in September 2022.

We have a dedicated and passionate group of staff who are experts in their individual specialist areas. The hallmark of colleagues at Loreto Grammar School is their willingness to go the extra mile for the girls and their commitment to this community. The extra-curricular life here is extensive. The girls rise to the academic challenge and appreciate the positive relationships with their teachers. They are reflective learners and engage wholeheartedly with the broader aspects of school life in relation to, for example, social justice issues and service to others. We aspire to fulfil the girls in our care in developing them spiritually, academically and physically in a happy, supportive and enthusiastic environment where each is recognised for her intrinsic worth.

The Governing body comprises Loreto Sisters, parents, former parents and staff. They are passionate about this community, committed to it and rigorous in holding us to account. They are fully engaged in School life.





We have a proud history of partnership work. For example, the Loreto Grammar School – Lead partner programme through the Teacher Development Agency and in conjunction with Manchester University. We are a member of the Specialist Schools Trust Leading Edge partnership, a Gifted and Talented network.

Loreto Grammar School is proud to be part of the Loreto Education Trust (LET) and members of a strong International Loreto network. We acknowledge the far-reaching work of the Sisters who are active in their support of the school as Trustees and support education in England through the Loreto English Education network (LEEN). Our work is rooted in the Vision, Values and Philosophy of Education of Loreto schools and the values of sincerity, excellence, truth, freedom, internationality, justice and joy underpin all that we do. We support the work of Loreto International in India and Albania, in particular.

Parental engagement is extremely high and our parents are very active in their support of the work of staff and school and our Parents' Association, the LPA, regularly raise in excess of £12,000 per annum for the school

Our academic results are excellent, and our students achieve consistently at the highest levels, meaning that we feature consistently in The Times 100 schools. In December 2024, we were delighted to be awarded the title of The State Secondary School of the Year in the North West in recognition of this. In 2024, the cohort achieved outstanding results. 87% grades were at A\*- B at Advanced Level, 45% of grades were awarded at A\* to A and 32% of students achieved 3 or more subjects at grades A\*/A. At GCSE, 76.5% of all results were awarded at grades 7 to 9. Our Progress 8 score for 2024 is 1.07.





Our Ofsted Section 5 inspection in September 2022 stated:

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*"Loreto Grammar School is an inspirational place to be."*

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*"Enabling pupils to become their very best self is at the heart of leaders' vision at Loreto Grammar School."*

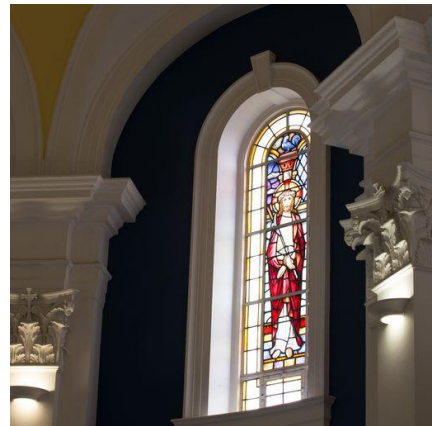


Our Denominational Inspection report in of March 2019 notes that:

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*"Outcomes for pupils, the provision for Catholic Education, leadership and management in the development of the Catholic life of the school are all confirmed by this Inspection as outstanding. The core values of the school are strongly evidenced throughout in terms of practice, aspiration and relationships all in the context of high academic achievement."*

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In short, Loreto is a welcoming and happy community and an exciting and stimulating professional environment in which to work.





## OUR SIXTH FORM

The Sixth Form is integral to school life, whilst students enjoy separate privileges and distinct spaces in School, they play an active and vital part in the school community.

The overwhelming majority of students stay on here post 16, and every year places are offered to a number of applicants from other schools. We have capacity for 280 students in the Sixth Form. We offer a very broad range of A Level subjects and the majority of girls go on to Higher Education, with nearly two-thirds of our cohort pursuing their studies at Russell Group institutions. Students aim high and we support them in a range of competitive applications for vocational, academic and creative undergraduate courses at the top higher education establishments in the UK. Of late, there has been an increasing interest in graduate calibre apprenticeships and school leavers' programmes.

The world in which we live measures success predominantly in terms of examination results. In a grammar school it is important that we challenge the girls to succeed in this domain; nonetheless, central to our core aspirations is the conviction that, in the words of Pope John Paul II "the promotion of the human person is the goal of the Catholic School". We have actively committed a generous proportion of curriculum time to such development through tutor time and our Aletheia programme, encompassing reflection and discussion of the greater questions of life. We believe this to be vital in the increasingly complex and challenging world in which the girls live.

Work experience, volunteering and community service are key elements in the development of students' responsibility and resilience. In normal circumstances, students benefit from work experience placements on a weekly basis as part of the Sixth Form Enrichment programme. Alternatively, students can increase their study skills and independence by working towards the Extended Project Qualification, typically a group of 60 Year 12 students.

Many students take part in the National Citizenship Scheme, and through that we are able to foster links with our community and partner primary schools by volunteering and mentoring. The Duke of Edinburgh programme is also a popular extra-curricular activity. Every year, Sixth





Formers establish teams for the Young Enterprise initiative and they create, produce and market their ideas in partnership with local businesses. This gives them the opportunity to operate in a real business environment.

Our Chaplaincy group is active, leading whole-school projects of social justice and awareness. It is led by Sixth Form students who plan and organise events and represent the school at national events such as the FLAME conference. Every year, a group of our Sixth Formers travel to Lourdes with the diocesan pilgrimage group and 14 have trained as Eucharistic Ministers in School in order to serve both our community and their local parishes. Inspired by their studies and the spirit of justice and freedom, Sixth Form students work to become official Holocaust Memorial Ambassadors. They independently organise and lead events and an annual campaign around Holocaust Memorial Day in January.

Internationality is one of our seven school values and we have a responsibility to instil a global outlook in our young people. Links with our sister schools across the globe are particularly important to our community.

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***“Students are self-motivated, independent and show a quiet determination to be the best that they can be”***

***Ofsted, September 2022***

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## THE POST

<b>Job title</b>	Science Technician
<b>Line Manager</b>	Senior Science Technician
<b>Grade/Salary</b>	£25,584 pro rata pa (£22,044 pa actual salary) NJC scale point 7 - pay award pending
<b>Hours of work</b>	Full-time 37 hours per week, term-time only 8.15am to 4.15pm Monday to Thursday and 8.30am to 4.00pm on Friday with 30 minutes for lunch each day Flexibility on hours will be considered
<b>Contract</b>	Fixed-term from September 2025 to May 2026
<b>Team</b>	Support staff

### Primary purpose of the role

To provide support to the Biology department and deliver and coordinate the use of resources for the practical aspects of the curriculum for Years 7-13. To ensure that practical work is delivered to a high standard of Health and Safety following the guidelines of CLEAPPS.

### Duties and responsibilities:

- Preparation of equipment and materials for both demonstration and class use for all Biology lessons
- Providing safe delivery and collection of resources, cleaning laboratory benches, and washing up dirty apparatus.
- Assisting teaching staff with assembling and demonstrating apparatus.
- Trialing practicals before lessons to check suitable results are obtained and making changes to the experiment as required
- Keeping up to date with new practical techniques and procedures through continued professional development. Providing technical support and guidance to teachers and pupils where needed.
- Keeping up to date with health and safety requirements and providing support and guidance to teachers and pupils where needed.
- Undertaking regular testing and maintenance of laboratory equipment and reporting any repairs needed to the appropriate member of staff
- Safely disposing of used materials including hazardous substances
- Dealing with spillages/ emergencies during practical activities
- Caring for plants and animals (gecko and bearded dragon) kept in the department



- To undertake reprographic work as required.
- To provide help to and cover for other members of the Science Technician team as and when required.
- Monitoring the condition, shelf-life and the stock levels of all apparatus, reagents and materials by undertaking regular checks and to order stock as necessary
- Preparing for dissection and the safe cleaning-up and disposing afterwards
- Preparing bacterial cultures to aseptic technique and safely sterilizing the samples after experiments
- Shopping for consumables for the biology department such as food for food tests and organs for dissection
- To undertake such other duties as may reasonably be determined by the Head teacher.
- The above job description identifies major duties and responsibilities but does not intend to list every task within the scope of the job.

## **General duties (generic for all Support Staff)**

- To be aware of and comply with all school policies and procedures, including child protection, health and safety, confidentiality and data protection, whilst carrying out duties and responsibilities, reporting concerns to an appropriate person.
- Co-operate with the Headteacher in the fulfilment of the objectives of the school Health and Safety policies including taking reasonable care of your own health and safety and reporting sickness, accidents, unsafe working conditions, practices and dangerous occurrences.
- To take responsibility for promoting and safeguarding the welfare of children and young people
- To participate in the school's Support Staff appraisal process, as appropriate
- To present the best possible image of the school in general, and, in particular, in all contact and communications with the general public, visitors, parents, students, customers, suppliers and all other external organisations.
- To undertake training and staff development as needed and as determined by the school management, this includes maintaining personal and professional development to meet the changing demands of the job.
- To play a full part in the School community to support its ethos and values.
- Maintain confidentiality at all times.
- All colleagues are required to comply with the Staff Handbook which is updated every year.
- To undertake such other duties, commensurate with the post, which your line manager, or other members of the Senior Leadership Team, may reasonably and occasionally require, including working evenings and covering for absent colleagues.



- All colleagues are required to operate under the specific direction of the Headteacher.

**The school is committed to safeguarding children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to an enhanced DBS check.**

This job description is designed to outline the main duties and responsibilities associated with the post but are not intended to be an exhaustive list of all duties performed. It will be reviewed each year and it may be subject to modification or amendment at any time after consultation with the post-holder, Line Manager, Headteacher or her representative.

## PERSON SPECIFICATION

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The successful candidate will demonstrate the following skills:

### Essential skills, experience and abilities

- Good communication and interpersonal skills, and the ability to build professional relationships.
- Good IT skills
- Ability to remain calm and polite under pressure with capacity to respond flexibly to unexpected situations
- Good time management and the ability to effectively prioritise work to meet deadlines
- Proactive and willingness to learn
- Team working skills
- Good general level of education, with at least an A Level Science subject.
- High levels of accuracy, attention to detail and problem-solving skills
- Reliable

### Desirable skills, experience and abilities

- Experience of working in a school
- Previous role within a science environment
- Knowledge of health and safety legislation
- An understanding of biology theory
- Experience of microbiological techniques.



## REMUNERATION AND BENEFITS

- A shared vision to provide the best overall learning experience for all the students
- Ample professional development opportunities
- A supportive working environment through the Loreto community and its wider context
- Students who are full engaged and committed learners
- Full-time fixed-term contract, term-time only
- Available from September 2025
- £25,584 pro rata pa (£22,044 pa actual salary) NJC scale point 7 - pay award pending
- Free on-site parking
- Optional membership of the Greater Manchester Pension Fund
- Located in the popular market town of Altrincham, close to transport links including train and tram stations.



## SAFEGUARDING

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Loreto Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). Successful applicants will be asked to complete and return a 'DBS Application Form' for which ID should be provided at interview stage.

Candidates should be aware that all posts in school involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post.

If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences related to children or young persons (whether the disciplinary sanction is current or time expired) and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure. If you are not currently working with children but have done so in the past, that previous employer will be asked about those issues. Where neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with children, although s/he may, where appropriate, answer 'not applicable' if your duties have not brought you into contact with children or young persons.

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent', must be declared.



## **APPLICATION PROCESS**

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This is a fixed-term contract to start in September 2025 until May 2026. The following relevant documents are on our website [www.loretogrammar.co.uk](http://www.loretogrammar.co.uk)

- Application pack
- Advert
- Application form
- Recruitment and Selection Procedure – Guidance Notes for Support Staff Applicants
- Recruitment Monitoring Form
- Ofsted Inspection Report 2022
- Shrewsbury Diocese Section 48 Report 2019
- Vision and Values and Philosophy of Education document

Please refer firstly to the 'Recruitment and Selection Procedure - Guidance Notes for Support Staff Applicants' on the website. Should you decide to apply for the post, please complete the application form and Recruitment Monitoring Form, accompanied by a supporting letter addressed to Mrs Beever, Headteacher.

The closing date is **Monday, 30 June 2025 at 12 noon**

Interviews will take place **on Monday, 7 July 2025**

If you have not heard from us by **4 July 2025**, please assume that your application has been unsuccessful on this occasion. Due to the large number of applications we receive for our posts, we are unable to provide feedback on unsuccessful applications. Candidates invited to selection interviews will be offered feedback.



## CONTACT US

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<b>Headteacher</b>	Mrs J A Beever MA
<b>Address</b>	Dunham Road, Altrincham, Cheshire WA14 4AH
<b>Telephone number</b>	0161 928 3703
<b>Email</b>	recruitment@loretogrammar.co.uk
<b>Website</b>	www.loretogrammar.co.uk

