



Have faith...believe you can!



Science Technician

Application Pack

June 2022



Science Technician

Part/Full time – 20-36 hrs pw, 39 wks term time

Permanent or 1 year fixed term contract

Start date – ASAP

£19,233 to £25,484 (FTE)

depending on skills and experience



We are seeking to appoint an enthusiastic, self-motivated and highly organised Science Technician to join our outstanding Science Department. You will be working within a team of exceptional practitioners using modern equipment to assist in the set up of practical lessons for all classes across Years 7 to 11 (and Sixth Form if skills and experience allow). An understanding of laboratory conditions and related Health & Safety precautions is important although full training will be given.

Experience is desirable but not essential as full induction and training will be provided. It is more important that applicants have excellent interpersonal skills and enjoy working as part of a team. Candidates should have an enthusiastic attitude and a natural ability to use their initiative whilst being committed to providing the very best service to the teaching staff so that they can deliver an outstanding education to all our students.

If you would like to come in and meet the team and discuss this opportunity further, please contact:

Lucy Cook (Head of Science) lj.cook@sjb.surrey.sch.uk (01483 729 343)

Application & Selection:

Closing Date: 9am on Tuesday 28 June 2022

Shortlisting: As applications are received, no later than Friday 1 July

Interviews: As applications are received, no later than Friday 1 July

Further information and the application forms are available to download from our website:

www.sjb.surrey.sch.uk. Completed applications, or any queries regarding the role or your application, should be sent via email to jobs@sjb.surrey.sch.uk or via the School Office on 01483 729343. Please note that CVs will not be accepted on their own. Shortlisted candidates will be notified, invited for interview and references will be taken up immediately unless otherwise requested.

Safeguarding Statement:

St John The Baptist School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

The School encourages all candidates to be familiar with the following documents:

Section 1 of the DfE paper on “Keeping Children Safe in Education” September 2021
Safeguarding and Child Protection Policy.

In line with the General Data Protection Regulation (GDPR) the School asks candidates to consider the Privacy Notice for Job Applicants. The documents listed above are available from the School’s Vacancy and Policy pages.

Job Description

Report to: Senior Science Technician

Hours: We are flexible on the contract offered for this position and the hours per week – we are looking for a minimum of 20 hours over 3 days per week. Below are two possible examples:

- Permanent contract – 20 hours per week (over at least 3 days), 39 weeks term time
- 1 Year Fixed Term Contract – 36 hours per week, 39 weeks term time

We will discuss options with candidates at interview. Salary offered will be based on skills and experience.

Purpose: Servicing the suite of laboratories and the practical lesson requirements of the science teaching staff. Assisting the Senior Science Technician with the mandatory health and safety requirements.

Essential personal qualities:

- Previous experience of working within a laboratory (personal or professional)
- Demonstrate enthusiasm, willingness and interest in learning new skills
- Show excellent attention to detail
- Ability to support all Physics, Chemistry and Biology practical requirements up to KS4
- Ability to support either Physics, Chemistry or Biology practical requirements at KS5
- Demonstrate excellent time-management skills and the ability to work to deadlines
- Be able to work under pressure and be highly organised
- Ability to work effectively, using their initiative, with others and as part of a team
- Have the flexibility to adapt to a challenging and ever-changing workload – keep calm under pressure!
- Be committed to their own professional development
- Have a sense of humour!

Qualifications:

- 5 or more passes at GCSE level including English and Maths
- Formal relevant science qualification e.g. A Level, NVQ Level 3, BTEC, Degree or equivalent (or be an undergraduate currently working towards a science-based degree)

Main responsibilities:

- To be committed to and to promote the school's vision, aims, objectives and values.
- To liaise with the Senior Science Technician regarding Health and Safety requirements and report any breaches of safety rules.
- To prepare the classroom for all practical lessons, taking responsibility for ensuring that the correct equipment is available and researching different experiments.
- To ensure that statutory safety regulations and safe practice are complied with in all aspects of their work, and to be proactive in monitoring and ensuring compliance.
- To maintain utensils, equipment and consumables in good and safe condition, carrying out periodical checks as appropriate.
- Cleaning of glassware and other equipment.
- Preparing chemical solutions accurately and safely.
- Ensuring appropriate storage of equipment, samples and chemicals, including radioactive and otherwise hazardous materials, and arranging for safe and legal disposal where appropriate.
- Routine care of plants (and animals, where necessary).
- Collection of equipment and materials from storage and their organisation for class use.
- Delivery of apparatus, equipment and materials to laboratories, retrieving after use and returning to store and disposing of non-hazardous waste as directed.
- Checking materials and equipment, before and after class use, for quality and damage.
- To prepare material for science lessons and examinations using appropriate equipment.
- Mounting displays, visual aids and students' work. Keeping the display boards attractive and up to date.
- To prepare demonstrations when required and to assist the subject teacher in the practical lessons.
- To supervise students occasionally when the teacher has to leave the room.
- To attend training as required.
- To manage daily workload efficiently.
- Any other tasks requested by the Head of Science, Senior Science Technician or Headteacher.

This job description is designed to give you an overview of the role and is not necessarily exhaustive or a comprehensive definition of the post. It may be reviewed at any time in consultation with the post holder.



A few thoughts about SJB...



Thank you for your interest in the position of Science Technician. I hope you find all the enclosed information useful when applying for this role. I thought it would be useful if I gave you a personal perspective of our school, including a few comments from a current member of staff about what life is like at SJB. Hopefully this will help you decide whether or not SJB is a place where you would be happy and flourish, and where you could do an outstanding job for our children.

SJB is part of the Xavier Catholic Education Trust. We are a group of fifteen schools in the Diocese of Arundel and Brighton who have come together to work collaboratively for the benefit of all the children we serve. The Trust's aim is to provide a caring and supportive environment within which all children receive the best possible education.

SJB is located just outside Woking town centre, and a 15 minute walk from the train station (22 minutes from London Waterloo on the train). The original school, built in the late 60's (but don't worry, the first thing visitors comment on is how vibrant the learning environment is), has changed significantly in recent years as we have expanded and improved our facilities in order to meet the needs of our increasing student numbers. There will be an increase of 60 students each year and by 2023 we expect our total to be close to 1700.

We are very fortunate to work with such a brilliant group of students. If you come to visit us, you will see that they are happy, hard-working (on the whole!) and very positive about our school. Achievement is at the forefront of everything we do at SJB and it would be fair to say it is "cool" to achieve. Our staff are vibrant, enthusiastic and passionate about ensuring our students get the very best deal. A new member of staff recently commented *"Working at SJB means that you are surrounded by like-minded colleagues: people who want the best for their students and are prepared to go the extra mile to get it. This means that the standards are really high but I've found that invigorating rather than daunting; with so many great teachers and support staff in the school, I am constantly hearing new ideas and techniques to develop my own practice. That's not to say that it's all work and no play though, there's a strong focus on the importance of work/life balance and the school is aware that tired teachers don't deliver engaging lessons and tired support staff can't perform the vital roles that keep the school moving forwards. The staff room is a chatty and welcoming place to be and most people feel quite at home from day one!"*

At our last OFSTED inspection (June 2014) we were judged to be outstanding in every category. We are very proud of achieving this result and it is especially pleasing for the students and staffs hard work to be externally recognised in this way. Please do not think we know all the answers, we don't. Our mission is to be the best school in England and we will continually look for ways to improve.



We are a fully comprehensive school and are therefore proud of our exam results. Full details are on our website but I will give you a few 'highlights'. During our last public exams in 2019 our GCSE students achieved a Progress 8 score of +1.13, placing our results in the top 0.5% of all comprehensive schools in England; 86% of our students achieved 5+ grades in English and Maths. A-Level results were also very strong with 100% pass rate and 72% gaining A *-B.

We are very committed to improving the whole school system. Last year we were designated as a Teaching Hub. We are also a Maths Hub and SCITT (we are currently the largest SCITT provider in the country). This means we are able to offer our staff new opportunities in: training future teachers; developing Maths teaching across all phases and supporting local primary and secondary schools. We currently have a number of staff that work, in a variety of capacities, in other schools. We work hard to offer development to all stages of a teachers career; from initial teacher training to NPQH for prospective Headteachers.

We are very proud to have been designated as one of the first World Class Schools in 2015 an award that was ratified again in 2018. More recently we have been recognised as "transforming" under the SSATs Framework for Exceptional Education in all twelve aspects of our practice including: culture of reflection; professional learning; variety of teaching; and leadership through moral purpose. The first school in the country to do so!

Technology at St John the Baptist School is a major part of teaching, learning and school/teacher administration. We have developed a strong 'can do' approach to supporting staff which encourages everyone to embrace the possibilities that technology has to offer within the school for teaching, learning or administration. Every child has their own iPad which they use to support their learning (as do teachers). We have developed several 'in-house' apps for both staff and students and are always seeking new opportunities to improve our use of technology.

Working in a Catholic school is unique. The Christian ethos is at the core of everyday life at SJB and is one of our greatest strengths. Visitors frequently comment on the care, compassion and real sense of community that permeates everything that we do. We appoint members of staff, who, whatever their beliefs, support the ethos of our school and will always put our children first.

Expectations are incredibly high here at SJB. We expect the very best from and for our students and we expect the same of ourselves as staff. All the staff at SJB are highly valued and contribute in various ways to the overall success of our students. If you feel you would like to know more about this opportunity to join the SJB community, you are welcome to visit and look round the school at any time.

In conclusion, we believe this a truly fantastic place to work. We welcome all applications, especially those from people of different ethnic backgrounds.

James Granville Hamshar
Headteacher

Additional information can be found on our school website www.sjb.surrey.sch.uk

