

# St Bede's School

*'Christian Education at its Best'*



## Science Technician

**32.5 hours per week, 40 weeks per year**

**Actual Gross Salary £17,479**

To start: ASAP

Application Deadline: 09:30 on 18th January 2022

64 Carlton Road, Redhill, Surrey, RH1 2LQ Telephone: 01737 212108

*Belonging*

*Education*

*Determination*

*Excellence*

*Service*

**Ofsted**  
Outstanding  
Provider



## About St Bede's

At St Bede's we are proud to serve roughly 1,900 boys and girls of all abilities, age 11-18, from the Reigate, Redhill, Caterham, Horley and surrounding areas. This includes over 300 studying academic courses in the sixth form. The school has an Anglican, Catholic and Free Church foundation and we work hard to create an inclusive ethos. Our aim is to ensure that pupils thrive academically, socially and spiritually within a Christian framework.

In January 2017 Ofsted carried out an inspection of St Bede's and judged the school outstanding in every category. The report acknowledged that pupils make exceptional progress in all year groups and in almost all subjects. Disadvantaged pupils and those who have special educational needs and/or disabilities also make rapid progress. The inspection highlighted the teaching in the sixth form as consistently challenging and as a result, students are motivated to learn and achieve excellent outcomes.

Attainment and progress scores at GCSE and A level are consistently above national averages. We are particularly proud of the English and Maths results achieved in the new 9-1 GCSEs. Both departments achieved fantastic results at 4 and 7 grades. St Bede's also saw a steep rise in the number of students achieving the English Baccalaureate.

Measure	2017	2018	2019
Attainment 8	54.9	57.6	58.27
Progress 8	+0.48	+0.68	+0.73
EBACC	43%	49%	54%
EBACC entered	74%	77%	84%
4+ English	84%	86%	92%
4 +Maths	89%	88%	89%

**Our school is committed to the safeguarding of children so all appointments are subject to a satisfactory enhanced DBS check. Only applications made on our School Application Form will be considered; we do not accept CVs or unsolicited testimonials. It is our policy always to request references prior to interview.**

Please see our staff prospectus for further information about working at St Bede's.

*"A zest for learning permeates the whole school. Teachers' high expectations mean that pupils are ambitious for their own futures and approach their learning with determination and resilience."*  
*Ofsted 2017*

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## Science Department at St Bede's School

We're a friendly, supportive group of technicians, who work in a dynamic department in an outstanding school and we're looking to recruit a team player to replace a member of the 6 strong team. Within the overarching team, where we support each other across subjects when the need arises, we work in smaller teams of 2, each focusing on Biology, Chemistry and Physics. The advertised role is for a technician who shares their working week between Physics (approximately 20 hours) and Chemistry (approximately 12.5 hours), a total of 32.5 hours per week, but we would welcome those with a broad base of skills.

The hours will be 32.5 per week spread over 5 days per week (Monday to Friday); the actual daily working pattern will be agreed with the person appointed. It is a term time appointment, including inset days, plus one week of work during the school holidays.

The role is busy and varied, with no two days the same. A science background would be an advantage, although not essential, but a willingness to learn is key; on the job training is given, as well as opportunities for CPD, so if you'd like more information or have any questions please contact the Lead Science Technician, Tracey, by email at [tsh@st-bedes.surrey.sch.uk](mailto:tsh@st-bedes.surrey.sch.uk).

**There is no entitlement to take leave during term time. All holidays must be taken during school breaks. Annual salary includes payment for holiday entitlement.**



## Job profile

St Bede's is a voluntary-aided school in which staff are employed by the Governors and will work within the policies approved and adopted by the Governing Body and under the direction of the Headteacher. All staff are expected to support the Christian ethos of the school, maintain the highest professional standards and contribute to the development of St Bede's as a thriving community.

**Role Purpose:** Work as part of a team servicing laboratories, preparing materials and equipment for demonstrations and practical lessons as requested by teaching staff. The technician will provide technical support, assist in practical classes and carry out demonstrations. This also includes giving Health & Safety guidance to pupils and teachers.

**Key deliverables include:**

- Provide technical support to staff and pupils, preparing required resources, assisting in practical classes and carrying out demonstrations
- Manage health & safety pertaining specifically to Science including safety checks on equipment and construct apparatus, repairing damaged equipment, and safe disposal of waste materials
- Liaise with staff over the use of equipment and stock, monitor stock levels and procure where required.

**Contract** The contractual basis of this post is the current Surrey Pay scheme and any other regulations currently in force.

**Job Family:** Operational Services **Grade:** 5

**Responsible to:** Senior Science Technician

### Accountabilities & Tasks

*The key accountabilities are numbered below. Additional information/responsibilities are shown as bullet points under each accountability and are not considered to be exhaustive.*

## 2 Planning & Organising

1. Contribute to operational functions by providing practical support and effective organisation of activities.
  - Supporting the teaching of Science by preparing, setting out, storing, maintaining and providing materials and equipment.
  - Monitoring stock levels of materials, chemicals, equipment, books, stationery etc., preparing orders as appropriate
  - Preparing, distributing, replenishing and collecting experiments, equipment and demonstrations and putting equipment, materials and chemicals away after use.
  - Clearing up and cleaning in laboratories and preparation room, ensuring a safe environment
  - Minor repairs (within limits of competence and safety) on apparatus and equipment
  - Purchasing and collecting fresh goods from local suppliers
  - Checking on stationery stocks and replenishing as necessary.

- Trial new required GCSE and A Level practicals.
- 2. Assess the range and volume of work to be undertaken for the days ahead and plan to ensure it is completed to time and to an appropriate standard.

## **2 Policy & Compliance**

1. Adhere to established processes, standards of service delivery and use of equipment to support any associated regulatory or technical compliance requirements.
  - Maintain an up to date knowledge of Health & Safety regulations, technical activities and developments

## **3 People & Partnerships**

1. Receive and respond to everyday enquiries from colleagues to provide a timely, courteous and efficient service.
2. Develop strong relationships with partners and stakeholders to deliver a timely and efficient service.
  - Assisting other technicians during times of particular pressure.

## **4 Finance & Resource Management**

1. Deliver a range of practical services in support of existing systems or processes to agreed standards, to maximise service quality and continuity.

## **5 Analysis, Reporting & Documentation**

1. Assist in the delivery of relevant assessments/ investigations.
2. Ensure information and records are processed and stored to agreed procedures.
  - Administration and communication –photocopying, printing, filing, conveying messages, creating displays of information, administration to support the Head of Department and other administrative tasks.
  - Create displays of information and students' work
3. Ability to store data and carry out basic analysis.

## **6 Duties for all**

1. Values: To uphold the values and behaviours of St Bede's School.
2. Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.
3. Health, Safety & Welfare: To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of yourself and others.
4. Core National Standards for Supporting Teaching & Learning
  - To understand and carry out role in line with agreed standards, expectations & qualifications.
  - Contribute to and influence children's learning and personal development.
5. To have regard to and comply with safeguarding policy and procedure as appropriate.

## **7 Additional Requirements**

1. Carry out any other task which might reasonably be required.

**Work with others**

***Respond to individual needs and/or answer simple queries politely and ask for assistance where necessary.***

***Report any concerns, problems or incidents, e.g. safeguarding, behaviour in accordance with relevant reporting procedures.***

***Liaise and work in partnership with key leads for other activities that may impact on own areas of responsibilities.***

- Collaborate effectively with colleagues and share good practice
- Adapt programmes of work and assist teachers in planning new programmes/differentiation

**Duties for all**

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***Equality & Diversity:*** To work inclusively, with a diverse range of stakeholders and promote equality of opportunity

***Health, Safety & Welfare:*** To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of yourself and others.

***Core National Standards for Supporting Teaching & Learning:***

- To understand and carry out role in line with agreed standards, expectations & qualifications.
- Contribute to and influence children's learning and personal development.

***To have regard to and comply with safeguarding policy and procedure as appropriate.***

**Additional Requirements**

- Carry out any other task which might reasonably be required.

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## Person specification

	Essential	Desirable
<b>Christian Commitment</b>	<ul style="list-style-type: none"> <li>• Strong personal commitment to the ethos of St Bede's School</li> <li>• Able to work effectively within an explicitly Christian context.</li> </ul>	<ul style="list-style-type: none"> <li>• Personally committed and practicing Christian</li> <li>• A member in good standing of any denomination served by the school</li> <li>• Informed and thoughtful about current Christian issues</li> </ul>
<b>Education and Training</b>	<ul style="list-style-type: none"> <li>• A good standard of education – (Minimum GCSE Grade C in English &amp; Mathematics or equivalent experience demonstrable by testing)</li> <li>• Able to engage with academic work of department - interest in school and teaching process</li> <li>• Able to benefit quickly from training</li> <li>• Able to relate appropriately with teenagers</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant science qualification or experience</li> <li>• Administrative skills e.g. keyboard</li> <li>• Relevant practical skills e.g. craft skills</li> <li>• Ability to use a variety of IT tools</li> <li>• Training or qualification in customer relations skills</li> <li>• Specific knowledge / background interest relevant to the science department</li> </ul>
<b>Experience / Skills</b>	<ul style="list-style-type: none"> <li>• Effective collaboration and teamworking</li> <li>• Confident in communicating with colleagues and students</li> <li>• Demonstrate initiative</li> <li>• Confidentiality</li> <li>• Problem solving – identifying problems and finding solutions</li> <li>• Good IT skills in a variety of software packages</li> <li>• Ability to supervise students effectively</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge and experience of using SIMS</li> <li>• Successful experience in a technician, administrative, customer service or other relevant role</li> <li>• Successful experience in a secondary school setting</li> <li>• Successful experience working with young people</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Ability to work as part of a diverse team</li> <li>• Flexible and resourceful - able to adapt and use own initiative</li> <li>• Good communicator</li> <li>• Able to be professionally assertive when required</li> <li>• Patient and calm under stress</li> <li>• Reliable and committed</li> <li>• Sense of humour and resilience</li> <li>• Committed to professional development and prepared to undertake training as required by the role</li> </ul>	



## How to apply

If you would like to apply, please complete our application form for support staff posts and send it to us with a supporting statement which explains what attracts you to the post, as well as detailing the skills and experience you would bring to it. It is our policy always to request references for shortlisted candidates prior to their interview.

Your completed application can be emailed to:

[jobs@st-bedes.surrey.sch.uk](mailto:jobs@st-bedes.surrey.sch.uk)

For queries relating to the role please feel free to contact Tracey Sharp our leading technician using the email address: [TSH@st-bedes.surrey.sch.uk](mailto:TSH@st-bedes.surrey.sch.uk)

If you have any queries about the recruitment process, please contact the HR team by sending an email to [jobs@st-bedes.surrey.sch.uk](mailto:jobs@st-bedes.surrey.sch.uk)

**The deadline for receipt of completed applications is 09:30 hrs on Tuesday 18th January 2022.**

**Please note, applications will be reviewed upon receipt and as such, this vacancy may close before the advertised deadline.**

We look forward to hearing from you.

Our data protection policy for job applicants is available at:  
<http://www.st-bedes.surrey.sch.uk/3041/data-protection>

