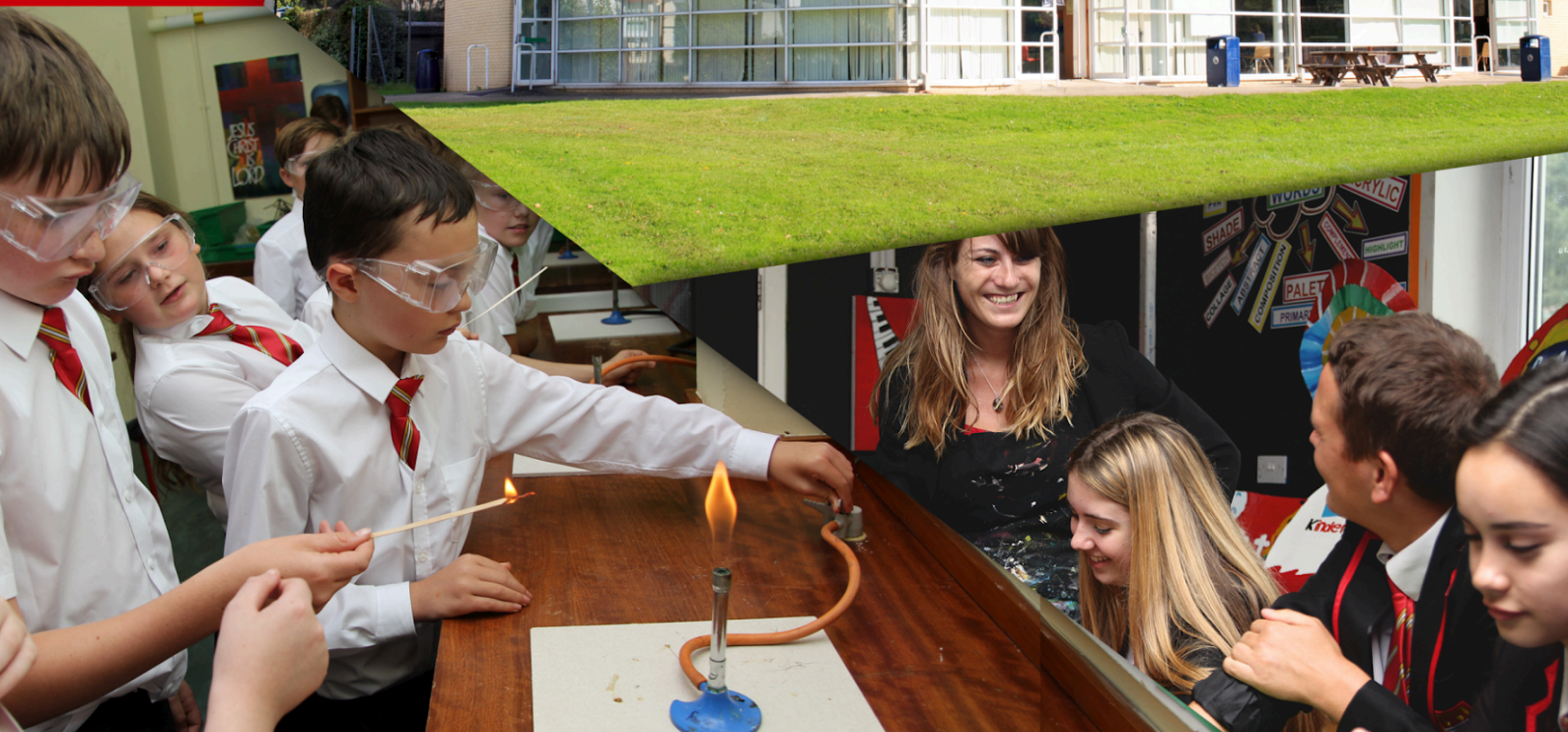




# ST. CUTHBERT MAYNE

*Joint Catholic and Church of England school*

***Job information pack***



## Welcome to St Cuthbert Mayne School

*'Educating for life in all its fullness'*

### Welcome from the Headteacher

Thank you for your interest in the advertised post of Science Technician at St Cuthbert Mayne School. This is a permanent contract starting as soon as possible.

We are seeking to appoint an enthusiastic and hardworking Science Technician.

The successful applicant will be a good team player and want the very best outcomes for all our students. They will be committed to improving the life chances of our students so that they can live life to the full both now and in the future.

### About our School

St Cuthbert Mayne School is a Joint Roman Catholic & Church of England School that welcomes all students from across Torbay and South Devon, regardless of their faith background. Our school community is made up of students and staff from Christian and non-Christian backgrounds, who are respectful of our Christian ethos.

There are currently over 1035 students on roll. The teaching accommodation is of mixed age but well-resourced and maintained. Over the last few years we have completed a number of exciting building projects to improve the learning environment for our students. This has included the refurbishment of three of our eight laboratories.

It is an exciting time to join the school as we have started the next phase of our journey to provide an outstanding, inspirational and challenging education for all students. We have a relentless focus to ensure that our children get access to the best possible teaching through a vibrant and engaging curriculum, so that they live life to the full both now and in the future. This will be a challenging but very rewarding post. The school is committed to developing all its staff through regular coaching and a wide range of professional development opportunities through the South West Institute for Teaching (SWIFT). If you are passionate about making a difference to the life chances of our children then we would love to hear from you.

## **The Science Department**

The Science Department has eight laboratories, which are serviced by two technicians. The labs are all fitted with interactive whiteboards and wireless internet access. Wherever possible, staff are timetabled into a room of their own and teach across all three disciplines of combined science and KS5 BTEC Applied Science and A levels subjects (dependent on cohort).

We currently have a full team of eight Science teachers that request support and practical equipment as needed for our well sequenced and ambitious curriculum which supports science learning of all children from KS3 to KS5. The Science technician role is very important to enable the successful delivery of the curriculum. We are well stocked with equipment which requires maintenance and preparation for delivery in the classroom. It will be essential that applicants have a scientific background.

### **About this post - Science Technician**

**Salary** - Grade C pt 4 - £19,770 - £20,103 (FTE £23,114)

**Contract Type:** Permanent

**Hours** - 37 hours per week (8am - 4pm Monday to Thursday and 8am - 3.30pm Friday, including 0.5 unpaid lunch break))

**Number of weeks** - 39 Weeks ( 38 weeks term time, plus 5 additional INSET days)

**Please note that part time working may be considered for the right candidate.**

### **Application Process:**

You are asked to complete and submit the following:

1. An application form which is completed in full.
2. A letter of application no longer than 2 sides of A4. (Letters must outline how you meet the essential criteria as outlined in the person specification and how you have the skills, knowledge and experience to carry out the role for which you are applying to a high standard.

Submit your application to: [recruitment@stcm.torbay.sch.uk](mailto:recruitment@stcm.torbay.sch.uk) by **10:00am on Thursday 11th July**

Please do not submit your CV. As a school, we are committed to safer recruitment and as such can only accept applications that are on the school's application form.

If you have not heard from us within two weeks of your application, then you have not been successful.

**Closing date: 10am on Thursday 11th July**

**Interview date: Monday 15th July**



## Job Description - Science Technician

|                                     |  |
|-------------------------------------|--|
| <b>Post Title:</b>                  | Science Technician                             |
| <b>Line Manager</b>                 | Head of Science                                |
| <b>Responsible to (day to day):</b> | Head of Science                                |
| <b>Salary Grade:</b>                | Grade C pt 4 - £19,770 - £20,103 (FTE £23,114) |
| <b>School Area:</b>                 | Support Staff                                  |
| <b>Hours of Work:</b>               | 37 hours per week, 39 weeks per year           |

All staff are required to uphold and maintain the Christian ethos of St Cuthbert Mayne School and support the Joint Church nature of the school

### 1. Key Purpose of Job

- To provide technical support to the Science Department and to carry out any other duties as reasonably assigned by the Head of Science.
- Provision of support to the Department, includes setting up and maintenance of practical equipment as required by the lesson.
- To assist with student intervention with key students in small group activities.

### 2. Key Duties and accountabilities of the post

- To supply equipment and resources for teaching staff as requested.
- The prep rooms must be maintained in a safe orderly manner.
- To work with due regard with the health and safety of all pupils and staff.
- To monitor stock levels and order appropriately.

### 3. Other Duties – Individual Responsibilities

- Collecting apparatus and chemicals for lessons.
- Putting away apparatus and chemicals after lessons.
- Checking the amount of equipment for class use.

- Arranging the apparatus.
- Preparing experiments, setting up apparatus for demonstrations and practical lessons as requested by staff.
- Advising staff of any problems including safety aspects.
- Repairing damaged equipment or arranging for this to be done.
- To cover for absent colleagues.
- Keeping equipment clean and material stored in a tidy manner.
- Cleaning of spillages.
- Updating stock records and inventories.
- Carrying out visual checks on electrical equipment.

### **Health and Safety Responsibilities**

All employees will ensure that they:

- take care of their own safety and that of others
- ensure that products, plant, equipment, vehicles and buildings are not damaged
- comply with health and safety procedures and instructions
- will not neglect, misuse, damage anything provided in the interest of health and safety
- assist by reporting to their Line Manager any hazard, accident, damage or defect in order that remedial action may be undertaken
- undergo any training or instruction to enable them to work competently and safely
- Responsible for safeguarding and promoting the welfare of children at all times

### **School Ethos and Values**

- To conduct oneself in a manner befitting a support staff member at all times, ensuring behaviours that display positivity to others.
- To make maximum use of opportunities to generate a culture of celebration and praise amongst the staff and students of the School.
- Promote the health, welfare and emotional well-being of all students.
- Promote equality of opportunity for all students and staff.

### **OTHER**

- To undertake additional duties as required, commensurate with the level of the job.
- All staff must commit to Equal Opportunities and Anti-Discriminatory

Practice.

- The post-holder is expected to familiarise themselves with and adhere to all relevant policies and procedures.

This document outlines the duties required for the time being to indicate the level of responsibility. It is not a comprehensive or exclusive list and duties may be varied from time to time, which do not change the general character of the job or the level of responsibility entailed.

Roles and job descriptions are subject to an annual review.

## Person Specification - Science Technician

|   | Essential | Desirable | Evidence based           |
|---|-----------|-----------|--------------------------|
| <b>Qualifications</b>   |           |           |                          |
| Level 2 qualification Maths and English (GCSE Grade C or above)                             | Essential |           | Application Certificates |
| Good general education  | Essential |           | Application Certificate  |
| High level Science qualifications   |           | Desirable | Application Certificate  |
| Recent participation in a range of relevant in-service training/initial training programmes |           | Desirable | Application Certificate  |
| First Aid Certificate   |           | Desirable | Application Certificate  |
| <b>Professional Experience and Knowledge</b>  |           |           |                          |
| Good IT skills  | Essential |           | Application Interview    |
| Good presentation skills  | Essential |           | Application Interview    |
| Ability to relate well to children and adults   | Essential |           | Application Interview    |
| Good knowledge and understanding of equipment used in Science                               | Essential |           | Application Interview    |
| Working knowledge of the National Curriculum and other relevant learning programmes         |           | Desirable | Application Interview    |
| Understanding of quality in learning and teaching and how to achieve excellence             |           | Desirable | Application Interview    |
| Knowledge and experience of Child Protection and Safeguarding procedures                    |           | Desirable | Application Interview    |
| Experience of working with common software packages   | Essential |           | Application Interview    |
| To have worked independently and as part of a team  | Essential |           | Application Interview    |



|  |           |           |                       |
|--|-----------|-----------|-----------------------|
| Experience of working with young people  |           | Desirable | Application Interview |
| Experience of working in a mixed comprehensive school  |           | Desirable | Application Interview |
| Experience of working in a church school and understanding of the distinctive nature of a Joint Anglican and Catholic School |           | Desirable | Application Interview |
| Ability to support the Christian ethos of the school   | Essential |           | Application Interview |

| Personal Qualities   |           |  |                       |
|--|-----------|--|-----------------------|
| Committed to the development and maintenance of good relationships with staff, parents, students, governors, and the community | Essential |  | Interview             |
| Positive, enthusiastic outlook, embracing risk and innovation with ability to inspire students                                 | Essential |  | Interview             |
| A sense of humour  | Essential |  | Interview             |
| Demonstrate respect and empathy towards others   | Essential |  | Interview             |
| Resilience, perseverance and optimism in the face of difficulties and challenges with ability to work under pressure           | Essential |  | Interview             |
| Commitment and dedication to social justice, equality and excellence   | Essential |  | Interview             |
| Capacity to be flexible, adaptable and creative with ability to work independently and under guidelines                        | Essential |  | Interview             |
| Committed to the CPD of self and others in the school  | Essential |  | Application Interview |
| Excellent written and oral communication skills  | Essential |  | Interview             |
| Well-developed interpersonal skills and confidence   | Essential |  | Interview             |

|   |           |  |                       |
|---|-----------|--|-----------------------|
| A calm and patient approach   | Essential |  | Interview             |
| Good attendance and punctuality record  | Essential |  | Application Interview |
| Good organisation skills  | Essential |  | Interview             |
| The ability to form and maintain appropriate relationships and personal boundaries with children and young people in line with the safeguarding and child protection policy and staff code of conduct | Essential |  | Interview             |
| <b>Equal opportunities</b>  |           |  |                       |
| Candidates must demonstrate an awareness and understanding of equal opportunities   | Essential |  | Application Interview |