



SAINT BEDE'S
CATHOLIC HIGH SCHOOL

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JOB APPLICATION PACK

SCIENCE TECHNICIAN

Grade 3 (£19,575 to £20,635)
(Pro-rata, term time only)



Fons Sapientiae - Fount of Wisdom



APPLICATION PACK OVERVIEW

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MISSION STATEMENT

'We aim to reflect true Christian values proclaimed in the Gospel, and seek to provide a caring community in which young people can grow as balanced individuals, spiritually, morally and intellectually and so participate fully in the real world'.

Saint Bede's is first and foremost a Catholic Community. The spirit of the Gospel is at the heart of our faith, community and relationships. Our ethos reflects the values taught by Christ in the Gospels: love, dignity, peace, service, faith, truth, justice and stewardship. Our mission in education is a work of love, which provides all of our pupils with exceptional moral and academic formation, so that they can live a full and abundant life. (John 10:10)

We recognise our duty and privilege in upholding the doctrines, traditions and practices of our faith. We regularly unite as a community in celebration of our distinct Catholic identity. We provide a supportive and joyful education of the whole person, helping each of our pupils discern their own unique vocation. We foster a spirit of compassion and service, preparing our pupils to play an active role in the Church, becoming the living body of Christ through support of the most vulnerable and marginalised in our local and global community.

We affirm the value and dignity of each of our pupils and welcome those of other faith and traditions. We recognise that each member of our community is unique in his or her spiritual needs, faith development, interests and motivations. We are committed to ensuring that everyone has the opportunity to come to love Christ more dearly and follow Him more nearly.

HEADTEACHER'S WELCOME

Thank you for expressing an interest in applying for the role of Science Technician at Saint Bede's Catholic High School.

As a Catholic school within the Diocese of Lancaster, our ethos of 'Being a Bede' encapsulates what we believe we are all about in our school. We are a family and a community, in which each child in our care is supported and challenged to make the very most of their God-given potential and be the best that they can be in every aspect of their personal, spiritual and academic development.

Our expectations regarding behaviour, uniform and respect towards others are unapologetically high. Our pupils are proud to 'Be a Bede' and in turn we are proud of them and their achievements. Visitors to the school frequently comment on the calm and caring atmosphere they experience and the warm welcome they receive from pupils and staff alike.

'At St Bede's Catholic High School, students clearly feel part of a community where they are valued as unique individuals. They readily bear witness to the ways in which they are supported and cared for by senior leaders, the whole staff team, and each other. They appreciate the distinctive Catholic nature of their school, speak warmly of it, and value being part of the St Bede's family.'

Catholic Schools Inspectorate - March 2023

We are seeking to appoint an enthusiastic, innovative and resourceful Science Technician. Reporting to the Head of Science you will be providing valuable support for teaching and learning within a dedicated team of Science specialists.

Potential candidates are very welcome to visit our school to meet our staff and pupils.

We look forward to receiving your application.

Yours sincerely,

Paul Marsden



JOB DESCRIPTION

Application Closing Date: Monday 24th March 2025 (12 noon)

Pay Grade: Grade 3 (£19,575 to £20,635)
(Pro-rata, term time only)

Hours: 27.26 hours (weekly)

PURPOSE OF THE POST

- To work with teachers as part of a professional team to support teaching and learning by providing general technical assistance through the preparation and day-to-day maintenance of teaching areas and equipment for pupils.

ACCOUNTABILITIES / RESPONSIBILITIES

Key duties:

1. Maintain proper and professional standards with regard for the ethos, policies and practices of the school in line with the staff code of conduct.
2. The preparation and delivery of apparatus and materials requested by the Science teaching staff and setting it out, if necessary, in the required classroom.
3. Assisting teaching staff and students in practical work when required.
4. Working in co-operation with other colleagues to ensure the smooth and safe running of all aspects of the department.
5. Assistance in preparing lesson materials in other departments when occasionally required.
6. Order and maintain sufficient supplies of materials and equipment to enable delivery of lessons and assist others in their use.
7. Storing chemical stocks in an orderly and safe manner and maintaining apparatus in a usable state.
8. Safely and securely store allocated equipment and materials to prevent unauthorised access / misuse.
9. Undertake routine equipment maintenance and stock ordering when requested.
10. Clean and undertake basic maintenance of equipment as needed and as directed to ensure that it is clean and in good working order
11. Follow Health and Safety regulations/procedures and raise awareness of H&S issues specifically in relation to laboratories.
12. Perform duties in line with CLEAPPS/H&S regulations and take action where hazards are identified, including reporting any serious hazards to line manager.
13. Ensure the safe treatment and disposal of used materials, including hazardous substances and respond to actual or potential hazards.
14. Provide clerical and administrative support as directed
15. Undertake record keeping, as directed.
16. Other duties, commensurate with this Grade, as directed by the line manager.

ESSENTIAL REQUIREMENTS

- GCSE or equivalent plus experience of working in a similar role or specialised skills acquired through significant experience.

DESIRABLE QUALIFICATIONS

- Certificate in, willingness to work towards, a First Aid qualification.

EQUAL OPPORTUNITIES

- We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

SAFEGUARDING COMMITMENT

- This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

ATTENDANCE

- Maintain high standards of attendance and punctuality. It is essential that applicants for positions in this school can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.

HOW TO APPLY

To apply please use the CES application form, and supporting recruitment documents, attached with this pack and available from the school website.

For your supporting statement, we ask that you complete this on the application form using Calibri/Arial font size 11, and no more than two pages in length.

Your supporting statement must demonstrate the way you meet the job criteria and person specification.

Completed CES Application Forms should be emailed to head@stbedeslytham.lancs.ch.uk or posted to:

THE HEADTEACHER,
SAINT BEDE'S CATHOLIC HIGH SCHOOL,
TALBOT ROAD, LYTHAM ST ANNES, LANCASHIRE, FY8 4JL

Please note that the closing date for applications is Monday 24th March 2025 at 12 noon.

Candidates will be invited to interview by telephone and should ensure that a working contact number is included in their application.

If you would like to visit our school before applying, please contact Mrs Kelly, School Operations Manager, on 01253 667 526 or by emailing skelly@stbedeslytham.lancs.sch.uk

