



Saint GREGORY'S
Bath



An education for the whole person

Academically, personally and spiritually

Application pack for the post of:

Science Technician, 1 September 2024

37 hours per week, Monday-Thursday 8-4 with a 3:30 finish on a Friday.

Job share applications are welcome.

Term time only plus all INSET days.

Grade 3 SCP 5-6, £20,190-£20,528 (actual) based on £23,500-£23,893 FTE

Closing date: Midnight, Sunday 14 July

Interviews: Week commencing Monday 15 July

"In Christ we flourish"

Saint Gregory's, Bath
Combe Hay Lane, Bath, BA2 8PA
T 01225 832873
www.st-gregorys.org.uk

Welcome

Dear Prospective Applicant

Thank you for your enquiry regarding the post of **Science Technician** at Saint Gregory's, to start 1 September 2024.

Saint Gregory's is an over-subscribed high achieving school with a national reputation for excellence. Our motto is 'In Christ We Flourish' and we place great emphasis on our inclusive 'family' atmosphere where all are nurtured to develop their God-given gifts and virtues.

Our most recent Ofsted inspection judged us as 'Good' with 'Outstanding' features in both 'Behaviour and Attitude' and 'Personal Development'. We are also recognised as an 'Outstanding' secondary school in our Section 48 Inspection, highlighting Saint Gregory's as a flourishing educational community where every child is valued and encouraged to grow as individuals.

This is a fantastic opportunity to join our team working in a varied and interesting role where continued training and support is available from our experienced technician team.

We are a school community which prioritises the safety and wellbeing of our students and staff. Everyone at St Gregory's is responsible for safeguarding and wellbeing and we are committed to following safer recruitment practices to ensure we provide a safe environment for everyone.

As a Catholic school we provide our students with a moral compass based on Catholic Social Teaching that supports their growth and development. It is essential that our students are encouraged to have enquiring minds, ask questions and form their own opinions.

We are an inclusive school that places the student at the heart of everything we do. As a Catholic school our values are explicitly Christian, and as our Science Technician you would be expected to act as a role model and be prepared to maintain these Christian values, however you do not have to be of the Catholic faith to apply for this post.

There is a warm, welcoming family atmosphere at Saint Gregory's that underpins our culture as a school. By working together we aim to provide the very best opportunities for all our students and staff.

This is a wonderful opportunity for an exceptional individual looking for their next career move to join our high achieving and ambitious school.

For an informal discussion about the role please contact Mr Philip Dorney, Head of Science by email dorneyp@st-gregorys.org.uk.

Yours faithfully

Mrs M George
Headteacher

Mission Statement

“ As a Catholic school, our inspiration is Jesus Christ. We therefore promote the dignity and well-being of every child and ensure that they flourish with us in a safe, happy and enriching environment.

We believe that everyone is gifted and called by God to fulfil some definite service for the greater good of society. We will help our students to discover their vocation in life, to achieve their full potential and to use their gifts for the greater glory of God.

Science Technician

Post: Science Technician
Contract type: 37 hours per week, permanent, term time only, plus all INSET days.
Salary: Grade 3 SCP 5-6, £20,190-£20,528 (actual) based on £23,500-£23,893 FTE
Hours: Monday-Thursday 8-4, Friday 8-3:30.
Job share applications are welcome.
Closing date: Midnight, Sunday 14 July
Interview date: Week commencing Monday 15 July

Led by the Senior Science Technician and with the support of the wider Science curriculum leaders, this role offers the opportunity to join a large, experienced, professional and friendly team who are committed to offering fantastic opportunities to all students in this core subject.

Joining our existing Science Technician the successful candidate can expect to support student learning in lessons by setting up practical lessons, dispensing and disposing of chemicals safely, offering advice as necessary and being on hand to support in-lesson should the need arise. The successful candidate must be confident to work in and around our students. The successful candidate will have a willingness to learn and develop and full support and training will be given.

This is a fantastic opportunity for a candidate who is proactive, committed to the continuous improvement of processes and who will work with accuracy, care and commitment to their profession.

We welcome applications from those who have existing experience working as a Technician but equally welcome those wishing to commence their scientific technical career with us.

For further information about the role or to arrange a visit please contact Mr Dorney, Head of Science by email at dorneyp@st-gregorys.org.uk.



“Saint Gregory’s is simply the best school in every possible way. My children have gone from strength to strength due to excellent teaching and pastoral care. They are confident, capable, well-rounded and above all, happy.”

Parent

About Saint Gregory's

Saint Gregory's is a Catholic voluntary aided secondary school, which was established by the Diocese of Clifton. It primarily serves designated Catholic parishes in Bath and North East Somerset, North West Wiltshire and the north of the County of Somerset and admits students of 11-18 years. We are a popular co-educational school, founded on Catholic Christian values and with a strong family and community ethos. These values envelop the learning of our students, providing them with an academic start to life that is supportive, nurturing and inspiring. Saint Gregory's has a well-deserved reputation for academic excellence, outstanding pastoral care and an excellent enrichment programme.

In 2022, we were rated Good overall with Outstanding Behaviour & Attitudes and Personal Development by Ofsted. We are also recognised as an 'Outstanding' secondary school in our Section 48 Inspection, highlighting Saint Gregory's as a flourishing educational community where every child is valued and encouraged to grow as individuals.

Our GCSE and A Level results are excellent and not just in raw terms but also in the context of value-added. Such measures seek to identify the progress that every child makes during his or her time with us and show that our students make outstanding progress.

The achievement of our students consistently places our school as one of the top achieving state schools in the country. Students leaving Saint Gregory's progress to some of the very best academic institutions including Oxford, Cambridge and the Russell Group but, more than this, they leave having acquired the academic success, confidence and skills they need to continue their educational or career journey of choice.

We are located at the southern gateway to the World Heritage City of Bath with beautiful views towards the Severn Estuary and over Bath. Access to the school is easy as it is on main bus routes and next to the Odd Down Bath Park and Ride terminus.

The World Heritage City of Bath itself needs little introduction. Over four million tourists a year come to visit its many attractions, such as its Georgian architecture, its festivals, theatres, museums, restaurants and shops. It boasts excellent schools, rugby and football teams and Olympic standard training facilities at the University of Bath.

Bath is served by many attractive towns and villages, and our staff and students come from diverse locations.

Behaviour for Excellence



St Gregory's Catholic College at a glance

RE

- Religious Education
- Philosophy and Ethics
- Chaplaincy

English

- English Language
- English Literature
- Literacy and Oracy

Maths

- Maths
- Computer Science
- Business and Economics

Science

- Biology
- Chemistry
- Physics

Performing Arts

- Music
- Dance
- Drama

Leadership

- Headteacher
- Director of Studies (Deputy Head Academic)
- Director of Pastoral Care (Deputy Head Pastoral)
- Assistant Headteacher Director of Sixth Form
- Assistant Headteacher Literacy and Oracy
- Assistant Headteacher Wider Participation and Enrichment
- Assistant Headteacher Behaviour and Attendance
- School Business Manager
- Facilities and ICT Manager

PE

- Physical Education

Careers

- Careers

Technology

- Food technology
- Design and Technology

Art and Photography

- Art
- Photography

MFL

- French
- Spanish
- Mandarin

Humanities

- History
- Geography
- Politics
- Sociology
- Psychology
- Child Development (until August 24)

Inclusion

- SENCo
- One to one and small group support

Pastoral

- DSL, DDSL
- Behaviour and Attendance
- HOY
- Alternative provision
- Medical

Business Operations

- Attendance
- Admissions
- Data
- Exams
- Finance
- HR
- Sixth Form
- Main Office
- Reception
- Secretariat

Facilities and ICT

- ICT
- Facilities



“Inspiration from the Gospel values are the ‘hallmarks’ of the education that pupils receive. Pupils reflect positively on their own beliefs and opinions, as well as those of others. Interactions between staff and pupils and between pupils are warm and respectful.”

Ofsted,

Job Description

This job description should be read in conjunction with the professional duties set out in the governors' Pay Policy and Performance Management Policy.

The Governors of Saint Gregory's are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. An enhanced certificate from the Disclosure and Barring Service is required for this post prior to commencement.

1. Core Purpose

- 1.1 To provide technical and administrative support, practical assistance and advice where required to staff and students of the school.

2. Key Duties and Responsibilities

- 2.1 To prepare classrooms, laboratories and workshops for use by staff and pupils ensuring a safe working, tidy and healthy environment is provided at all times.
- 2.2 To prepare, supply and collect, and be responsible for teaching materials, displays, apparatus and equipment, providing technical assistance and support to teaching staff and pupils on the safe and economic use of equipment and materials (including electrical equipment), working with teaching staff in the creation of new teaching resources and materials.
- 2.3 To demonstrate, advise and assist in practical activities and support practical experiments where necessary.
- 2.4 To assist in using IT and AVA equipment associated with displays, machinery and experiments, ensuring the availability and security of equipment used.
- 2.5 To maintain and repair equipment and apparatus or organise maintenance and repair, seeking specialist assistance when necessary, in order to ensure safe and efficient operation.
- 2.6 To ensure that workshops, laboratories, classrooms and all equipment used are kept clean, tidy and in a safe condition, also undertaking routine and non-routine checking, maintenance, calibration, cleaning and fault investigation.
- 2.7 To be responsible, in their work undertaken, for the safe storage of equipment and materials and the disposal of waste and hazardous materials, according to the relevant regulations, guidelines and school procedures and in line with Health and Safety good practice.
- 2.8 To participate in maintaining records of stock levels and loans of equipment and materials and undertake annual stocktaking, ordering new stocks, supplies or equipment when authorised by teaching staff, taking receipt of materials and equipment delivered and passing invoices for payment.
- 2.9 To provide a courteous and welcoming reception service for visitors to the school and provide an approachable and professional reception service for our internal staff and students.
- 2.10 To have delegated responsibility where required for petty cash and the purchase of relevant items locally when authorised, assessing the availability of suitable alternatives in line with best value principles and maintaining records of transactions and expenditure in accordance with the schools financial guidelines.
- 2.11 To assist with the issue and return of textbooks as required and undertake other appropriate clerical duties when necessary.
- 2.12 To assist in the organisation and preparation of displays for open evenings and other appropriate school functions as and when required.
- 2.13 To assist in the organisation and preparation of lunch time and afterschool clubs.
- 2.14 To ensure at all times, in their work undertaken, and in all the above activities that Health and Safety Regulations, and other relevant regulations and guidelines such as COSHH

regulations and school procedures, are adhered to and observed. This may involve participating in regular and routine checking and testing procedures and risk assessments where appropriate, and contributing to the assessment, monitoring and review of Health and Safety procedures and policies.

- 2.15 To assist teaching staff as directed and undertake other duties and responsibilities commensurate with the post, including assisting or advising other Technicians in areas of particular competence or skill.

3. Physical Effort and Working Environment

- 3.1 At certain points of the day the postholder will be expected to undertake bending, lifting and washing up in the course of their duties.
- 3.2 Due to the nature of the post there will be an expectation that the postholder will be exposed to small amounts of flammables, hazardous chemicals, dirt and dust on occasions.

4. Supervision Received

- 4.1 The post holder will be directly managed by the Senior Science Technician and supervised by appropriate Science leaders. The postholder will be expected to work collaboratively with all school staff and service users.

5. Contacts

- 5.1 Appropriate staff across all schools; the Local Authority, students, outside agencies, professional bodies and commercial firms as and when necessary.

6. Professional Development

- 6.1 The postholder will be expected to undertake any appropriate training provided by the school to assist them in carrying out any of the above duties.

7. Additional Responsibilities

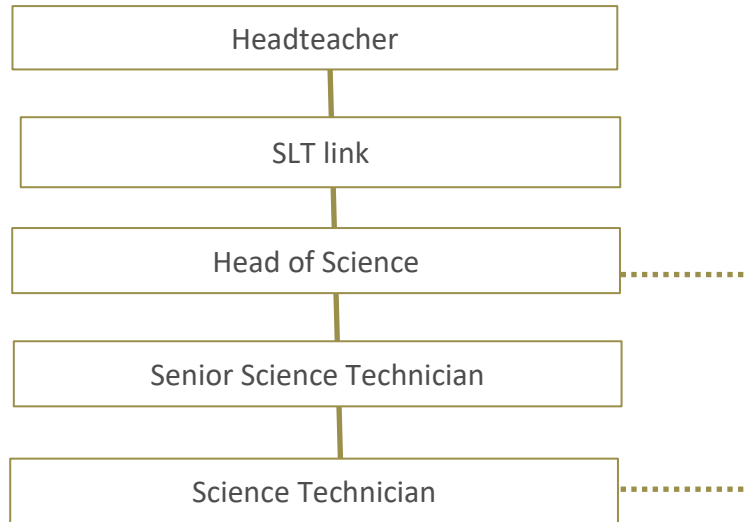
- 7.1 To ensure that all duties and services provided are in accordance with the school's Equal Opportunities Policy.
- 7.2 To ensure compliance of Data Protection at all times.
- 7.3 The postholder will be expected to undertake any appropriate training provided by the school to assist them in carrying out any of the above duties.
- 7.4 This job description only contains the main accountabilities relating to the post and does not describe in detail all of the duties required to carry it out.
- 7.5 To perform, in accordance with any direction which may reasonably be given to you by the Headteacher from time to time, such particular duties as may reasonably be assigned to you.

8. Special Notes and Conditions

- 8.1 All employees of Saint Gregory's are expected to be supportive of the Christian ethos of the school, its aims and Mission Statement.
- 8.2 The postholder will be expected to contribute to the protection of children as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.
- 8.3 The postholder will be required to promote, monitor and maintain health, safety and security in the work place.

8.4 This job description will be reviewed annually or more frequently if necessary by the Headteacher in consultation with the post holder.

9. Organisational Management Chart



Person Specification

Science Technician	Essential	Desirable
Safeguarding Children		
A clear understanding and commitment to safeguarding and promoting the welfare of children and young people	✓	
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓	
Appropriate attitudes to the use of authority and maintaining discipline	✓	
Qualifications and professional development		
Minimum of 5 GCSE (or equivalent) passes at Grade C (or equivalent) or above including literacy and numeracy OR Two years' experience in a technician's role with evidence of in- service training and literacy and numeracy to GCSE standard (or equivalent)	✓	
Track record of professional success	✓	
Relevant professional qualification or equivalent OR A level or equivalent in science		✓
Experience/Knowledge		
Working knowledge of Health and Safety policies and procedures	✓	
Experience of working with outside agencies		✓
Experience of dealing with sensitive data		✓
Experience of working in a support function in a school setting		✓
Skills and attributes		
Willingness to learn and develop	✓	
Excellent IT skills	✓	
Excellent communication skills	✓	
Excellent organisational skills including punctuality	✓	
Flexible attitude to work	✓	
Resilience and calmness especially when working under pressure	✓	
Initiative in undertaking tasks, ability to finish tasks and meet deadlines	✓	
Personal Attributes		
Personable, approachable and courteous at all times	✓	
Ability to relate well to both children and adults	✓	
Able to work as part of a team	✓	
Able to prioritise own workload and self-motivate	✓	
Ability to work independently to a brief when required	✓	
Willingness to listen to, reflect and act on feedback	✓	
Child centred approach to working	✓	
A positive role model for students and staff	✓	
Supportive of Christian ethos of school	✓	
Emotionally intelligent	✓	
Willing to contribute to the wider life of the school	✓	



“The high quality of pastoral care shown to all members of the community, both students and staff, is outstanding.”

Clifton Diocese Section 48 Inspection Report



Why work for us?

An inclusive and diverse workplace

We are fully committed to sustaining a positive and mutually supportive working environment free from harassment, discrimination, bullying and victimisation where staff can work collaboratively and productively together, and where all staff are equally valued and respected.

Through working collaboratively with Staff, Students, Parents, Volunteers and Governors we aim to remove barriers that you may face and promote equality of opportunity so that you can achieve your full potential in our school.

Applications

Closing date: Midnight Sunday 14 July
Interviews: Week commencing Monday 15 July

Applicants are asked to submit their application form online at either <https://mynewterm.com/> or <https://www.eteach.com/>.

We are not currently able to accept postal applications at this time.

No other material (such as testimonials, résumés or CVs) will be considered during the selection process.

To discuss the role further with Mr Dorney, Head of Science please email dorneyp@st-gregorys.org.uk.

We are an equal opportunities employer and are committed to safeguarding and promoting the welfare of children.

We follow safer recruitment practices and appointments are subject to an enhanced DBS check, satisfactory professional references, qualification verification including certificates of good standing, overseas certificates of good conduct and social media check.

Please note that you must have the existing right to work in the UK to apply for this post.

All staff are expected to undertake comprehensive child protection training and must share in the school's commitment to the safeguarding and wellbeing of our students and staff.

A copy of the Safer Recruitment Policy and our CP Policy can be found on our website at https://saintgregorys.s3.amazonaws.com/uploads/key_information/Child-Protection-and-Safeguarding-Policy-2023-2024.pdf?t=1715437724

School Creed



At Saint Gregory's, we are a family.

We believe in the living presence of God
in our school, our community and world.

We are all equal and worthy of dignity and **RESPECT**,
In a community founded on inclusion and diversity.

We support each other and recognise our potential to thrive.

ASPIRATION and quality education are at the heart of our mission.

We walk together in the footsteps of Jesus and witness to the Gospel.

Our **RESPONSIBILITY** is to always be kind and caring to all,
And to be stewards of creation.

We all have **VIRTUES** and are valued and loved in the sight of God.

Each of our lives is a gift to be nurtured

As we journey together towards our true vocation.

In Christ we flourish.

Amen.



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