



CTK ST MARY'S

A CHRIST THE KING SIXTH FORM

CTK St Mary's
Sidcup, DA14 6BE

Are you an exceptional Science Technician? Join us at CTK St Mary's, a professional centre for excellence, where students aspire to be the best and to reach the top in their chosen ambitions.

Science Technician (Part-time, Approx. 0.4 – Part Year)

Start Date: Immediate start preferable

Actual Salary Range: £8,039.70 to £8,299.69 including London Weighting

CTK St Mary's is part of the Christ the King Sixth Forms group of three highly successful sixth forms located in south east London and Kent. As a sixth form centre for excellence, CTK St Mary's offers a wide range of both A Level and vocational courses. Located in Sidcup, on the Kent borders and surrounded by green playing fields, CTK St Mary's students are inspired and motivated to succeed.

An opportunity has arisen for an exceptional Science Technician to join the Science Department assisting in the provision of materials and equipment to enable teachers to deliver the curriculum and to provide technical advice and assistance to teaching staff and students.

This vacancy is for 14.4 hours per week. Part year staff work approximately 40 weeks per academic year.

This is an excellent opportunity to join a talented staff team in a purpose built Sixth Form. You will be supported to develop your career in an environment of positive encouragement and mutual respect. You'll be a key part in provide outstanding learning, stretching and challenging students to reach their potential. You will ensure they feel confident about going out into the world and being extraordinary in life and in their future career.

Join us to be inspired, be extraordinary, and be the best you can be.

For details of how to apply and a job description please visit the vacancies page of our website,
<https://www.ctl.ac.uk/vacancies/>

Closing Date: 10am on Monday 3rd October 2022

Interviews: Friday 7th October 2022

Christ the King Sixth Forms is committed to the safeguarding and welfare of young people. An enhanced DBS check will be undertaken for the successful applicant along with appropriate child protection screening, as per safer recruitment guidelines.



INVESTORS IN PEOPLE™

Job Description and Person Specification

Job Title	Science Technician
Responsible to	Assistant Principal (Science)
Job Purpose	The provision of materials and equipment to enable teachers to deliver the curriculum and to provide technical advice and assistance to teaching staff and students.

The main activities and responsibilities are:

- 1.1 To work as a member of a team responsible to the Assistant Principal (Science), assisting in the provision of a technical service to the science teaching staff.
- 1.2 To assist teaching staff in determining the technical support needs generated by the curriculum and, in particular, curriculum change.
- 1.3 Preparing apparatus, materials and solutions and setting up equipment and apparatus for use in practical classes, including practical examinations, retrieving and clearing away apparatus and materials.
- 1.4 Carrying out general maintenance (including cleaning) of apparatus and equipment and basic maintenance of general laboratory services and facilities, reporting faults to the Curriculum Leader for Science.
- 1.5 To assist and work with teaching staff in practical classes as appropriate.
- 1.6 To organise and store equipment, materials and apparatus as directed.
- 1.7 To work with the department in the ordering of materials and equipment and setting up and maintaining a system of stock control including;
 - a) participating in the selection of new items of equipment and recommending specifications where appropriate;
 - b) investigating sources of supply and maintaining a bank of purchasing information;
 - c) co-ordinating departmental orders, including processing and progressing;
 - d) receiving deliveries, certifying invoices for payment and keeping financial records regarding progress of expenditure;
 - e) maintaining stock records and levels, including stock books;
 - f) to help with the organisation and re-organisation of workshops, specialist rooms and storerooms.

- 1.8 Disposal of waste laboratory materials as directed, in accordance with established guidelines and practices.
- 1.9 Ensuring general maintenance of science rooms including general tidiness.
- 1.10 To carry out routine care of plant and animal collections.
- 1.11 To maintain satisfactory standards of safety and security in relation to the Science Department in accordance with College policy.
- 1.12 To set up and operate audio and visual equipment as appropriate, within teaching areas if necessary.
- 1.13 To prepare displays, working closely with the Reprographics Section.
- 1.14 To assist staff with their photocopying needs.
- 1.15 To perform other duties relating to the Science Department appropriate to the post.
- 1.16 Taking part in professional development activities including appraisal.
- 1.17 Promote equal opportunities for students and staff.
- 1.18 Undertake other tasks as required by the Principal, after due consultation.

This job description may not necessarily be a comprehensive description of the post. It may be reviewed and subject to modification or amendment at any time after consultation with the post holder.

2. Person Specification/Selection Criteria

The successful candidate will be expected to have the following skills and attributes:

- 2.1 An understanding and support for the Catholic ethos of the College.
- 2.2 Qualified to at least Level 3 standard in a scientific discipline.
- 2.3 Experience relevant to the duties of the post is desirable.
- 2.4 The ability to work unsupervised.
- 2.5 The ability to organise own work and operate prescribed systems.
- 2.6 The ability to work as a member of a team in a college environment.
- 2.7 Specific technical skills and knowledge in relation to the technical service to teaching of Biology, Chemistry, Physics and Applied Science to A Level standards.
- 2.8 The ability to communicate effectively and to establish professional relationships with staff and students.

2.9 Awareness of the need for personal development, both as a member of the team and as an individual and a willingness to participate in INSET and appraisal.