



**"Deo Reddite Dei"**

"Give back to God what belongs to God"

Dear Applicant,

## Senior Science Technician: Application Pack

Thank you for your interest in the position of Senior Science Technician at St. John Fisher Catholic Comprehensive School. Our application pack offers the following information, which we hope will assist you in deciding if you have the right qualities to work here and whether our school is the best place for you to further your development and career.

- External Advertisement
- Job Description
- Our History
- Mission Statement
- How to Apply

The following important documents are also available on our website:

- School Prospectus [https://stjohnfisher.school/wp-content/uploads/PDF/KS3\\_CURRICULUM/sjf\\_KS3\\_16-Propectus-2018-web.pdf](https://stjohnfisher.school/wp-content/uploads/PDF/KS3_CURRICULUM/sjf_KS3_16-Propectus-2018-web.pdf)
- Sixth Form Prospectus [https://stjohnfisher.school/wp-content/uploads/2019/11/SJF\\_SIXTHFORM\\_PROSPECTUS.pdf](https://stjohnfisher.school/wp-content/uploads/2019/11/SJF_SIXTHFORM_PROSPECTUS.pdf)
- Application Forms <https://stjohnfisher.school/home/about-us/vacancies/>

We look forward to receiving your completed application.

Yours faithfully,

Tanya Chapman and Sam Bowers  
(Assistant Headteachers)

**MRS D.LENNON**  
HEADTEACHER

**Upper Site** Ordnance Street,  
Chatham, Kent, ME4 6SG

**Lower Site** 79 Maidstone Road,  
Chatham, Kent, ME4 6DP

**t** 01634 543123  
**e** headteacher@stjohnfisher.school  
**w** www.stjohnfisher.school

**f** @StJohnFisherMedway

**t** @St\_JohnFisher



# St. John Fisher

CATHOLIC COMPREHENSIVE SCHOOL

**"Deo Reddite Dei"**

"Give back to God what belongs to God"

## External Advertisement: Required immediately SENIOR SCIENCE TECHNICIAN

Fixed Term until December 2022

Grade C1

The Governing Board is seeking to appoint an enthusiastic and well-qualified Science Technician.

The successful candidate will be an experienced Science Technician with the ability to lead others within a team. They will work closely with the Senior Leader who line manages the faculty, to support them to create an engaging and challenging curriculum for students of all abilities across all sciences.

St. John Fisher Catholic Comprehensive School is a non-selective coeducational secondary school for students age 11-18. A split site school with free parking, we are moving to brand new buildings in 2022. Our mission statement is that **'St. John Fisher Catholic Comprehensive School educates students, spiritually and educationally forming them through Faith so that they can achieve their aspirations and contribute to their community'**. As a Catholic school, we are passionate about the formation of the whole student, making sure that we develop students into good people as well as ensure they get good results.

The school is in Medway, a 30-minute distance from London by road or high-speed rail link. Medway benefits from a multimillion-pound regeneration programme bringing new housing developments and facilities for its inhabitants; it also has the lowest council tax rates in Kent. St. John Fisher also offers subsidised accommodation for employees and this will be offered to the successful candidate, should they be interested.

We are happy to offer virtual visits and informal discussions of the role: please contact [t.chapman@stjohnfisher.school](mailto:t.chapman@stjohnfisher.school) or [s.bowers@stjohnfisher.school](mailto:s.bowers@stjohnfisher.school) for further information.

Closing date for applications is Wednesday 17<sup>th</sup> February 2021

Interviews will take place shortly after the closing date.

*Shortlisted candidates only will be contacted for interview which will take place shortly after the deadline. St. John Fisher Catholic Comprehensive School is an Equal Opportunities Employer, committed to safeguarding and promoting the welfare of all students. Any offer of appointment will be subject to satisfactory references and an enhanced DBS check will be required for all successful applicants.*

**MRS D.LENNON**  
HEADTEACHER

**Upper Site** Ordnance Street,  
Chatham, Kent, ME4 6SG

**Lower Site** 79 Maidstone Road,  
Chatham, Kent, ME4 6DP

**t** 01634 543123  
**e** [headteacher@stjohnfisher.school](mailto:headteacher@stjohnfisher.school)  
**w** [www.stjohnfisher.school](http://www.stjohnfisher.school)

**f** @StJohnFisherMedway

**t** @St\_JohnFisher



Archdiocese  
of Southwark





# St. John Fisher

CATHOLIC COMPREHENSIVE SCHOOL

**"Deo Reddite Dei"**

"Give back to God what belongs to God"

## JOB DESCRIPTION

**Designation:**

**Senior Science Technician**

**Grade:**

**C1**

**Employed for:**

**Fixed Term until December 2022**

37 hrs per week, term time only + 5 SDD

**Hours:**

8:00 am – 4:00pm Monday to Thursday, 8:00 am – 3:30 pm  
Friday, with 30 minutes unpaid break for lunch

**Professional Relationships:**

**Responsible To:**

Curriculum Leader for Science and Computing

**Responsible For:**

Science Technicians

Key Responsibilities	Activities that are likely to be carried out	Suggested frequency
To be responsible to the Head of Science in coordinating the use of, and development of practical resources and facilities, including the provision of guidance and support in meeting	<ul style="list-style-type: none"> <li>Organising the technical support team to the science department, including assisting in practical classes, carrying out demonstrations(if required), preparing resources, assembling apparatus.</li> </ul>	Daily

**MRS D.LENNON**  
HEADTEACHER

**Upper Site** Ordnance Street,  
Chatham, Kent, ME4 6SG

**Lower Site** 79 Maidstone Road,  
Chatham, Kent, ME4 6DP

**t** 01634 543123

**e** headteacher@stjohnfisher.school

**w** www.stjohnfisher.school



@StJohnFisherMedway



@St\_JohnFisher



Archdiocese  
of Southwark





the practical requirements of the science curriculum, including liaising with all areas of the school and outside organisations.	<ul style="list-style-type: none"> <li>Giving technical advice to teachers, technicians and pupils/students.</li> <li>Carrying out risk assessments for technician activities.</li> </ul>	Daily
To ensure that the technical team is resourced, organised and developed to meet the performance standards required by the department.	<ul style="list-style-type: none"> <li>Managing, monitoring performance and supervising colleagues</li> <li>To be responsible for ensuring that newly appointed technicians are inducted into the department. This will include responsibility for personal development and performance management of all science laboratory technicians.</li> </ul>	Daily
To take a lead role in the design, development and maintenance of specialist resources and/or long term projects and offer professional guidance, assistance and support to pupils and teachers on the practical aspects of the curriculum.	<ul style="list-style-type: none"> <li>Designing, constructing and modifying apparatus.</li> <li>Setting up and caring for plant and animal collections.</li> <li>Preparing standard solutions etc, purifying chemicals, treating waste.</li> <li>Developing new procedures, processes and resources to support curriculum and legislative changes. Keeping up to date with any changes from CLEAPSS and planning for their implementation.</li> </ul>	As required  Daily  As required
To be responsible for setting up and monitoring systems used in the management and control of practical resources, including: <ul style="list-style-type: none"> <li>Leading on stock control, compiling orders, liaising or negotiating with</li> </ul>	<ul style="list-style-type: none"> <li>Maintaining resources.</li> <li>Keeping stock records.</li> <li>Ordering stock.</li> <li>Keeping financial records.</li> </ul>	As required  Annually  As required  Weekly

**MRS D.LENNON**  
HEADTEACHER

**Upper Site** Ordnance Street,  
Chatham, Kent, ME4 6SG

**Lower Site** 79 Maidstone Road,  
Chatham, Kent, ME4 6DP

**t** 01634 543123  
**e** headteacher@stjohnfisher.school  
**w** www.stjohnfisher.school

**f** @StJohnFisherMedway

**t** @St\_JohnFisher



# St. John Fisher

CATHOLIC COMPREHENSIVE SCHOOL

**"Deo Reddite Dei"**

"Give back to God what belongs to God"

<p>suppliers and maintaining appropriate records.</p> <ul style="list-style-type: none"> <li>Monitoring, controlling and keeping financial records of the departmental expenditure in accordance with the school's policy.</li> <li>Ensuring the availability of suitable materials and equipment and suggesting alternatives for suitability and economy.</li> <li>Keeping legal records (alcohols, poisons, flammables etc.) and ensuring hazardous equipment is labelled using COSHH regulations.</li> </ul>		
<ul style="list-style-type: none"> <li>To undertake the lead role within the science department on both routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment to the required standard.</li> <li>Coordinate the appliance testing of the fume cupboards, autoclave and other pressurised devices.</li> </ul>	<ul style="list-style-type: none"> <li>Ensuring the department's resources and maintained to the required standards.</li> </ul>	<p>Weekly</p> <p>Annually</p>
<ul style="list-style-type: none"> <li>Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.</li> <li>To comply with any reasonable request from the line manager to</li> </ul>		As required

**MRS D.LENNON**  
HEADTEACHER

**Upper Site** Ordnance Street,  
Chatham, Kent, ME4 6SG

**Lower Site** 79 Maidstone Road,  
Chatham, Kent, ME4 6DP

**t** 01634 543123  
**e** headteacher@stjohnfisher.school  
**w** www.stjohnfisher.school

**f** @StJohnFisherMedway

**🐦** @St\_JohnFisher



Archdiocese  
of Southwark





# St. John Fisher

CATHOLIC COMPREHENSIVE SCHOOL

**"Deo Reddite Dei"**

*"Give back to God what belongs to God"*

undertake work of a similar level that is not specified in this job description.		
--	--	--

It is an Employee's responsibility to take reasonable care of themselves and others and anybody affected by their undertaking including any act(s) or omissions.

## Staff Development:

- To participate in induction training, staff review processes and professional development opportunities.
- To assess development and training needs and discuss with line manager.
- To set your own targets before any development activity and review and evaluate the activity after completion, cascading information to the appropriate team when relevant.
- To keep personal records of all staff development activities in which you are/have been involved.

To carry out as requested from time to time any other relevant duties as may be reasonably required by the Headteacher.

The job description will be reviewed at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation with you.

**MRS D.LENNON**  
HEADTEACHER

**Upper Site** Ordnance Street,  
Chatham, Kent, ME4 6SG

**Lower Site** 79 Maidstone Road,  
Chatham, Kent, ME4 6DP

**t** 01634 543123  
**e** [headteacher@stjohnfisher.school](mailto:headteacher@stjohnfisher.school)  
**w** [www.stjohnfisher.school](http://www.stjohnfisher.school)

**f** @StJohnFisherMedway

**t** @St\_JohnFisher



# St. John Fisher

CATHOLIC COMPREHENSIVE SCHOOL

**"Deo Reddite Dei"**

*"Give back to God what belongs to God"*

## Our History

St. John Fisher Catholic Comprehensive School has a proud history of educating our local Medway community. Established in 1964, we are the only Catholic secondary school in the local authority and the only secondary school operating across two sites. One of seven secondary modern schools in the area, we are a diverse community, proud to educate Catholic students as well as those of other faiths and none.

Our students often refer to us as their second family, and it is a great place to work as a teacher. Our community of staff is incredibly supportive of each other, and our personalised CPD programme means that everyone's career development is supported in a way that is specific to them. We are passionate about work-life balance, finishing lessons early on a Wednesday afternoon so that CPD and meetings can largely take place during normal school hours, and we provide counselling services free of charge to those who need them. In addition, our feedback policy asks that staff read student books and then get the class to respond collectively in the next lesson in purple pen, rather than requiring that every set of books be deep marked on a frequent basis.

The school has been on a trajectory of improvement since the appointment of the Headteacher, Dymrna Lennon, in September 2016. This was recognised in our 'Good' Ofsted in May 2019, with inspectors commenting that 'standards across the school have improved since the last inspection' and 'Teaching, learning and assessment are strong across subjects.' Our August 2019 GCSE results were our best-ever and our A Level results were the second highest comprehensive school results in the local authority. SJF's sixth form offers a wide range of academic and vocational qualifications, further extended by our collaborations with local grammar schools. It has a comprehensive intake, ranging from students who are re-taking Level 2 qualifications all the way to those who are enrolled in our Oxbridge programme, helping students to reach the top universities.

SJF is the recipient of a multimillion-pound grant from the Department for Education's Priority Schools Building Programme which will be used to build new school facilities for our students so that they have the resources they deserve. We will move into our new school in 2022.

SJF undoubtedly has a proud history, but we are even more excited about the future. We hope that you'll want to be part of it.

**MRS D. LENNON**  
HEADTEACHER

**Upper Site** Ordnance Street,  
Chatham, Kent, ME4 6SG

**Lower Site** 79 Maidstone Road,  
Chatham, Kent, ME4 6DP

**t** 01634 543123

**e** [headteacher@stjohnfisher.school](mailto:headteacher@stjohnfisher.school)

**w** [www.stjohnfisher.school](http://www.stjohnfisher.school)



@StJohnFisherMedway



@St\_JohnFisher



Archdiocese  
of Southwark





# St. John Fisher

CATHOLIC COMPREHENSIVE SCHOOL

**"Deo Reddite Dei"**

"Give back to God what belongs to God"

## Our Mission Statement

St. John Fisher Catholic Comprehensive School educates students, spiritually and educationally forming them through Faith so that they can achieve their aspirations and contribute to their community.

## How to Apply

To apply, please complete our application form, downloadable from our website <https://stjohnfisher.school/home/about-us/vacancies/>. As part of this application, please include a supporting statement of no more than 1300 words, outlining your suitability for the role and stating how your qualifications and previous experience have prepared you for this position.

Your completed application form should be returned to:

Miss T Chapman/ Mr S Bowers  
St. John Fisher Catholic Comprehensive School  
Ordinance Street  
Chatham  
ME4 6SG

Or by email to [t.chapman@stjohnfisher.school](mailto:t.chapman@stjohnfisher.school) (or sam?)

Applications must be returned no later than 9am on Wednesday 17<sup>th</sup> February.

*Early applications are encouraged. We reserve the right to close the vacancy early if a suitable candidate is found Interviews will take place shortly after the closing date*

**MRS D.LENNON**  
HEADTEACHER

**Upper Site** Ordinance Street,  
Chatham, Kent, ME4 6SG

**Lower Site** 79 Maidstone Road,  
Chatham, Kent, ME4 6DP

**t** 01634 543123  
**e** [headteacher@stjohnfisher.school](mailto:headteacher@stjohnfisher.school)  
**w** [www.stjohnfisher.school](http://www.stjohnfisher.school)

**f** @StJohnFisherMedway

**t** @St\_JohnFisher



Archdiocese  
of Southwark

