



ST CATHERINE'S SCHOOL  
TWICKENHAM



St Catherine's School

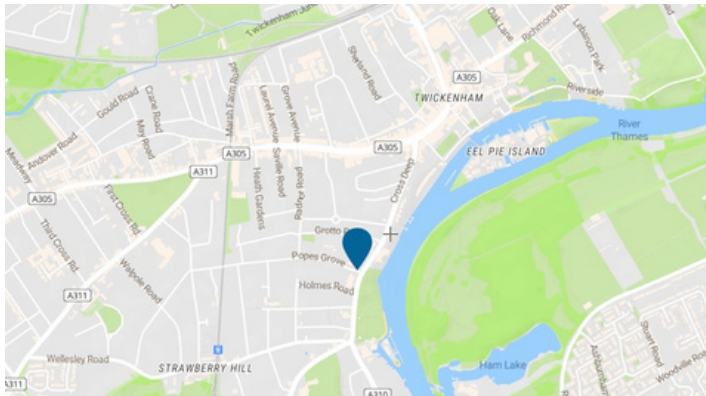
# JOB APPLICATION PACK

**Science Technician**  
**Part time/Full time**  
**To start as soon as possible**

# AN INTRODUCTION TO ST CATHERINE'S

## OUR HISTORY:

St Catherine's School is a Catholic independent Girls' Day School, which draws pupils from a wide catchment area and from a range of backgrounds. The site of St Catherine's has been famous since the poet, Alexander Pope, came to Twickenham in 1719. He developed extensive gardens behind his riverside villa and the School is now situated in this garden. In 1992 the School became fully independent and now operates as a charitable trust.



## OUR LOCATION:

The School enjoys an enviable position next to the River Thames and yet only a short distance from the centre of Twickenham. Strawberry Hill Station is a ten minute walk from the School and Twickenham Railway Station, 15 minutes. Both have regular services to London (Waterloo), Surrey, Berkshire and Middlesex.

## OUR FAITH:

Approximately 40% of our girls are Catholic, and we also warmly welcome girls from all faiths who are in sympathy with the Christian values taught by the School. Girls and staff participate in prayers during assemblies and meetings, and attend mass. The School's focus on ethos and on the Catholic tradition allows us to help girls to explore deeper values. This also underpins our excellent pastoral care system and, although the pastoral and academic oversight of every pupil is primarily the responsibility of the Form Tutor, all staff are involved in the care of pupils.

## OUR COMMUNITY:

We strive to help every girl achieve her personal best by providing a broad and balanced education within a stimulating, secure and supportive environment which encourages learning. Success is achieved through personal responsibility, high expectations and a close partnership between parents and school. Emphasis is placed on self-discipline, responsibility, kindness, service, and respect for others. Since we are a relatively small school the staff are able to know the pupils as individuals and this engenders a strong community.

## OUR SCHOOL:

The School is organised into the Preparatory School, Senior School and Sixth Form all of which are located on the same site. On leaving the Preparatory School at 11, most pupils enter the Senior School. It is also expected that most Year 11 pupils will enter the Sixth Form. Academic standards are high and the intake is selective at all ages.





# SCHOOL MISSION



## SCHOOL MISSION STATEMENT

We are inspired by St Catherine of Siena, who said 'Be who God wants you to be, and you will set the world on fire', to form young women of confidence and compassion, ready for service and leadership in the world. We fulfil our mission through these values:

**Community:** a place of cheerfulness, dignity and tolerance, where all are welcome

**Faith:** a Christ-centred school with time for reflection; a culture of gratitude and friendship

**Courage:** with self-knowledge, resilience and integrity, and a readiness for challenge

**Scholarship:** where gifts are developed through curiosity, imagination and ambition

**Service:** commitment to others, to stewardship, and to justice and hope for all





# AN OUTSTANDING SCHOOL

*"Pupils of all ages show excellent self-confidence, self-awareness and self-esteem. They learn to think for themselves, make their own choices and decisions and to persevere"*  
ISI Report

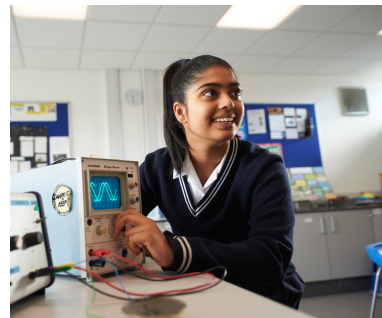
## SCHOLARSHIPS:

Academic Scholarships are awarded for Year 7 and for the Sixth Form to pupils of high academic promise who will benefit from the opportunities that St. Catherine's provides and who will contribute strongly to the life of the school. Music, Art, Drama and Sports Awards are also available, and the all-rounder Siena Scholarship is awarded for the last four years of St Catherine's schooling.

## CURRICULUM:

The Prep curriculum promotes creativity and curiosity and establishes firm foundations for all pupils; specialist teaching enriches the programme and includes French, Spanish, Drama, Food and Nutrition, Music and PE.

In the Senior School pupils follow courses in English, Mathematics, Science, Religious Studies, History, Geography, Drama, Music, Art, Physical Education and Food and Nutrition, and all pupils in Years 7 to 9 study Spanish, French and German. Emphasis is also placed on the development of Computer Science skills and the school has ICT suites which can accommodate whole classes. Most pupils study ten subjects to GCSE level and three or four subjects to A Level. Sixth Form pupils can choose from a wide selection of subjects and they also have the opportunity to work towards gaining an Extended Project Qualification (EPQ).



## CO-CURRICULAR ACTIVITIES:

We attach great importance to a well-rounded education and co-curricular activities play a significant role in the life of the School. Competitive events are held throughout the year and there is a healthy rivalry between the four houses (Bronte, Cavell, Nightingale and Pankhurst). The Duke of Edinburgh Award Scheme is a popular option. Sports include swimming, netball, athletics, hockey, tennis, gymnastics and rounders, and our pupils achieve considerable success at county, regional and national level. Music also plays an important part in the life of the school and all pupils are encouraged to participate in choirs, orchestras, ensembles and the varied programme of concerts and informal performances.





# OUR FACILITIES



At St Catherine's, sports include swimming, netball, football, athletics, hockey, tennis, gymnastics and rounders, and Prep and Senior pupils achieve considerable success at county, regional and national level. Music also plays an important part in the life of the school and all pupils are encouraged to participate in choirs, orchestras, ensembles and the varied programme of concerts and informal performances. Facilities are very good and include an indoor swimming pool, multi-purpose hall, playing field, and netball/tennis courts.

Over the past ten years the school has invested heavily in new facilities, including a Sixth Form Centre, Drama Studio/Lecture Theatre, dining facilities and other teaching areas, as well as upgrading the Science Block - and new projects are underway.





# JOB INFORMATION



## SCIENCE TECHNICIAN

The Science Department is a lively, successful and ambitious one. The Science teachers and current technician work closely together to provide a dynamic curriculum and are proud of the strength of the science subjects at A Level, success at public examinations, and the enthusiastic involvement from all pupils in co-curricular and extension activities.

We seek to appoint a second Science Technician to contribute to the smooth running of the Science Department; he/she will help to coordinate the use and maintenance of practical science resources and facilities as well as provide assistance and advice in meeting the practical needs of the science curriculum.

### KEY RESPONSIBILITIES

#### Apparatus Preparation

- Prepare apparatus and equipment for science lessons and other activities, such as Science Club;
- Clean and tidy away apparatus and equipment after lessons/activities and ensure laboratories and prep rooms remain a safe environment;
- Prepare stock solutions of chemicals, providing Hazcards where necessary;
- Deal with spillages in a timely and safe manner;
- Assemble, modify and test apparatus, ensuring it is fit for purpose.



# JOB INFORMATION

## Stock-keeping and Administration

- Ensure stock levels of chemicals are appropriately maintained and an accurate and up-to-date stock list/inventory is kept;
- Unpack, check and store deliveries of apparatus, chemicals and specimens, updating the Inventory where necessary;
- Manage the distributing and storing of textbooks, stationery, etc.;
- Photocopy worksheets, test/exam papers, as requested;
- Carry out general administrative tasks so as to support the effectiveness of the Department, including ensuring good working order of ICT and audio visual equipment.

## Safety

- Keep up-to-date with the latest CLEAPSS advice on health and safety requirements, ensuring a safe environment for both staff and pupils;
- Identify and undertake appropriate training opportunities;
- Ensure safe storage of all chemicals, equipment and apparatus;
- Dispose of all waste materials in a safe and appropriate manner;
- Carry out health and safety checks and risk assessments on all laboratories, prep rooms and stores, including termly checks on apparatus and equipment, radioactive wipe tests and technician activities.

## Support and Maintenance

- Assist in practical classes and provide technical support to staff and pupils;
- Care for any plants and animals within the Department;
- Carry out small repairs to defective apparatus and equipment.





# JOB INFORMATION

## PERSON SPECIFICATION:

### Qualifications and Experience

- Ideally qualified to degree level in a relevant field;
- Demonstrable experience in an educational setting or science-based environment working with biological/chemical/physical apparatus to A Level standard;
- Knowledge of relevant Health and Safety, including COSHH regulations in relation to the safe handling and storage of chemicals;
- Knowledge of safe working practices in relation to the handling and usage of hazardous equipment and tools;
- Experience in providing demonstrations.

### Skills and Abilities

- Excellent communication skills with the ability to liaise with staff, pupils and outside agencies;
- Ability to work both collaboratively as part of a team and independently, with the flexibility and capacity to adapt to the changing demands of the job;
- Willingness and flexibility to provide support for a number of people and carry out all tasks as required with a cheerful and flexible 'can do' attitude;
- Excellent record keeping and administration skills;
- The ability to learn specific, practical techniques and apply this knowledge to solve technical problems including the ability to use, maintain and calibrate technical equipment;
- Evidence of commitment to Continuing Professional Development;
- Be fully supportive of the aims and ethos of a Catholic school;
- Adhere to all School policies, and ensure the health and well-being of pupils is maintained at all times;
- Adhere to, and ensure compliance, with the School's Safeguarding Policy at all times.

This role may be altered to meet the changing needs of the School, and will be reviewed in consultation with the post holder. The salary, which will depend on qualifications and experience, will be discussed when the position is offered to the successful candidate.





# JOB INFORMATION



If you feel you have the experience, enthusiasm and commitment necessary for this post, then we would be delighted to receive an application from you using the School's application form. CV's will not be considered.

Please return your completed application form and covering letter addressed by email to [recruitment@stcatherineschool.co.uk](mailto:recruitment@stcatherineschool.co.uk)

**Closing date for applications: 9am, Monday 4 December 2023.**

**Interviews will be held from: Wednesday 6 December 2023.**

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The successful applicant will be subject to a number of safer recruitment checks including an enhanced DBS, Barred List and online and social media checks as part of Keeping Children Safe in Education and, once in post, receive further training and updates.

Thank you for the interest you have shown in our School. We look forward to receiving your application.

Mrs Johneen McPherson  
Headmistress