St Mary's
Colchester

Science Technician (Part-Time)
Candidate Information Pack

Telephone: 01206 572544 Email: careers@stmaryscolchester.org.uk

Website: www.stmaryscolchester.org.uk/vacancies

Welcome

Dear Applicants,

Welcome to St Mary''s School. We have been educating girls from Colchester and the surrounding areas since 1908 and as such have built a very strong reputation within our local community. Throughout this time the school has grown in size and is now located on two sites. The Senior School is close to the town centre whilst the Lower School and Kindergarten enjoy a more rural location.

St Mary's is a happy and thriving school and we are proud of each and every one of our pupils. We are proud of our diverse student population and we are passionate to create a team of staff reflective of this diversity.

The Senior Leadership Team at St Mary's is small and the positive and collective vision of the team has ensured the success of the school.

This is a truly exciting time for prospective candidates who are looking to further their careers in a dynaminc learning community.

If you believe that you can rise to the broad and challenging expectations of the role and you have a genuine desire to work in an environment that has the needs of its students at heart, we look forward to hearing from you.

NICOLA GRIFFITHS
Principal

The school

St Mary's is an Independent day school in Colchester, Essex for girls age 3-16 and boys age 3-4.

Our vision is to empower girls to thrive at school and beyond.

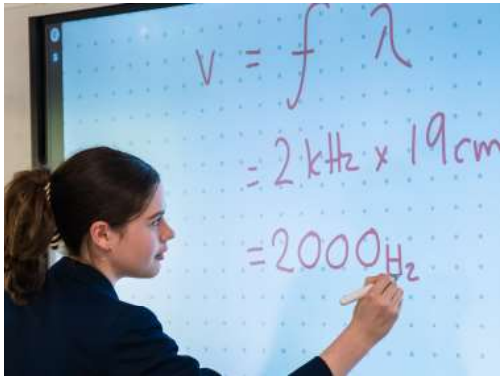
The Lower School was ranked 12th highest performing Preparatory Schools in England by the Sunday Times last year. Many girls achieve scholarships to senior school and we have an impressive 11+ pass rate for those who choose to sit the exam. At the Senior School, excellent GCSE results are achieved each year. We're able to achieve such success by tailoring the education to suit the needs of each individual in our small classes and by giving the girls the encouragement and support they need to aim high.

We are strong believers that success in life comes from more than just impressive exam results. At St Mary's we offer a brilliantly balanced education in order to develop exceptionally well-rounded individuals. With a huge variety of clubs, enrichment activities, music and drama productions, visits and international travel experiences on offer, there's ample opportunity to learn new skills and develop talents. There are numerous positions of responsibility available to the girls which help develop their leadership skills, and we foster team spirit through initiatives such as the School Council and School Houses.

For young people to thrive we firmly believe they must feel confident, relaxed and secure. Every child is known and understood and the girls feel comfortable challenging themselves and asking questions.

We believe in instilling the values of respect and courtesy, and through our charity and outreach work the students develop a strong sense of community. We are a leading Eco School and the students get a strong sense of caring for the environment as a result. As a global member of the Round Square Organisation, those who attend St Mary's benefit from our international links, which helps to broaden their horizons.

In this positive environment our young people develop the strength of character and the self-belief they need to make the very most of the life that lies ahead.



Job description

Job title: Science Technician

Reporting to: Head of Faculty - STEM

Hours: 16 hours a week (Mon-Tues), term-time only (0.32 FTE)

Salary: £27,000 - £28,500 pa (full time equivalent, dependent on experience)

Purpose of Post and Primary Objective

The purpose of the Science Technician is to work as a key part of the Science Department to support, develop and further extend the work of the department and the experiences of the pupils in line with the national curriculum, codes of practice, and School policies and procedures.

Key Responsibilities

1. Classroom
• Making up solutions.
• Assembling apparatus for demonstrations.
• Disposal of waste materials.
• Preparation and distribution of equipment to classrooms.
• Trial practical activities for new curriculum and assess its usefulness.
• Run trials of experiments prior to classes and demonstrate techniques for experiments to staff.
• General laboratory and equipment cleaning.
• Care of laboratory equipment and apparatus (to maintain in good repair after use, so it works safely for practical lessons – this includes well organised safe storage).
• Arranging maintenance/servicing/repair of equipment if unable to do so.
• Research and evaluation of effective equipment for teaching.
• Carry out health and safety checks and risk assessments in accordance with CLEAPSS.
• Help to ensure that COSHH regulations are carried out in the department and that attention of staff is drawn to relevant health and safety guidance.
• Report regularly to the Subject Lead for Science/Head of Faculty – STEM in order to review working practices and bring any concerns to their attention.
• Construct / modify equipment and apparatus.
• Use ICT database/spreadsheets as and when required to update and monitor use of equipment and chemicals.
• To update existing LabLogger templates and create new ones as required.

• Collaborate with other technician and teachers to prepare resources for senior school science events, including open days, taster days, British Science Week, activities week, and other related science occasions
• Responsible for the planning and delivery of extra-curricular sessions such as STEM enrichment and a science club.

2. Teachers
• Offer technical advice regarding equipment/chemicals where necessary.
• Research and review potential new practical experiments and demonstrations for schemes of work
• Maintain close communication with other staff in the department and assist as required.
• Attend department meetings.

3. Pupils
• Provide pupils with technical assistance when required.
• Assist with photocopying as required.
• Organise the collection of work by pupils and retain anything which is required for displays.

4. General
• Liaise with other technician with regards to the purchase of science equipment.
• Set out electrical appliances for Portable Appliance Testing.
• Retain and update instructions for equipment and workshops.
• Purchase items from local shops
• To maintain a tidy and safe working space in the prep room and chemical store.

5. Additional Requirements
• Some flexibility may be required outside of the School's core operational day in order to support events such as science related school trips and events.
• Attendance at Health & Safety meetings.
• Science department fire warden.
• To liaise with other technician on a weekly basis, delivering curriculum-based practicals, proportionate to total technician hours.
• To attend INSET training.
• To play a full part in the life of the school community, to support its mission and ethos and to encourage and ensure staff and pupils follow this example.
• To comply with whole school policies and procedures.
• To complete relevant training required.
• Any other duties which may reasonably in connection with the position or as required by the Principal.

6. Other Information
These duties will be developed into short and longer-term targets in consultation with the postholder. The post holder provides a range of support and therefore work is generated throughout the day. Due to the routine of schools, the workload may not be evenly spread throughout the year. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not have been identified.The job description is current at the date shown, but, in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job, commensurate with the grade and job title.

St Mary's is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All candidates must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.

Person specification

(E) = Essential
(D) = Desirable

Qualifications/Knowledge

- GCSE Maths and English (Grade C or above) or equivalent recognised qualification (E)
- Science qualification (E)
- Detailed knowledge of Health and Safety procedures, including CLEAPPS and COSHH guidelines (E)
- Current first aid qualification (D)

Skills and Expertise

- Practical experience of laboratory environments (E)
- Worked in a school environment (D)
- Chemical / biological waste handling (D)
- Able to operate Microsoft Word and Excel at a competent level (E)

Personal Qualities

- Ability to establish positive relationships with staff, pupils and parents (E)
- Ability to multi-task, be flexible and meet deadlines (E)
- Methodical and well organized (E)
- Strong numeracy and literacy (E)
- Accuracy and attention to detail (E)
- Positive outlook (E)
- A commitment to safeguarding and promoting the welfare of children and young people (E)
- Willingness to undertake appropriate Continued Personal Development (CPD) (E)
- Strong support for the ethos of the school (E)

Benefits

Employee Assistance Programme
Confidential 24-hour helpline
Counselling sessions
Wellness app

Meals and Refreshments
Lunch available during term-time
Tea and coffee facilities provided

Physical Health
Occupational health support
Annual flu vaccination
Discounted gym membership
Benenden Healthcare (optional)
Bike2Work Scheme

Financial
Staff discount for School fees (subject to qualifying criteria)
Financial coaching through the EAP
Regular benchmarking of salaries
Access to BlueLight Card and other discounts

Professional Development
Life and leadership coaching through the EAP
INSET training

Additional Benefits
Pleasant working grounds and location
Free parking on site

Application process

Closing date for applications: Friday 5th September 2025

Date of interviews: On a rolling basis

An application form can be downloaded from the school website:
www.stmaryscolchester.org.uk/vacancies

Candidates should complete their application form and return it to Mrs M Terry, HR & Compliance Officer at:

Email: careers@stmaryscolchester.org.uk
Post: St Mary's School, 91 Lexden Road, Colchester, Essex, CO3 3RB

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not have been identified; therefore, employees will be expected to comply with any reasonable request from the Principal including ad hoc projects and to undertake work of a similar level that is not specified in the job description. The job description is current at the date shown, but, in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job, commensurate with the grade and job title.

Safeguarding

St Mary's is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All candidates must be willing to undergo child protection screening.
Please visit www.stmaryscolchester.org.uk/vacancies/ to read our Application & Recruitment process explanatory notes.

Privacy notice

Please read our Privacy Notice for Job Candidates, which can be found at www.stmaryscolchester.org.uk/vacancies/
We respect your privacy and are committed to protecting your personal data. Our Privacy Notice will inform you as to how we look after personal data held by us and tell you about your privacy rights and how the law protects you. It is important that you read this Privacy Notice together with any other privacy notice or fair processing notice we may provide on specific occasions when we are collecting or processing personal data so that you are fully aware of how and why we are using personal data. This Privacy Notice supplements the other notices and is not intended to override them.

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