

Appointment of Science Technician

September 2025

Information for Applicants



The School

St. Teresa's has a school population of 600 including over 80 boarders, and a healthy Sixth Form. The school sits in 55 acres of beautiful countryside and the school benefits from excellent facilities. In recent years the school has carried out a significant development programme and further exciting projects are in the pipeline.

St. Teresa's offers a strong, caring community based on its Catholic traditions but remains an inclusive environment that welcomes pupils and staff from all backgrounds. With recognised strengths spanning academia, sport and the creative and performing arts, we focus on the individual, allowing the girls to achieve their best and enabling them to follow their own unique path to happiness and success.

Location

St. Teresa's stands in grounds of 55 acres in an area of outstanding natural beauty between Dorking and Effingham in Surrey. There is easy access to London by road or rail; both Gatwick and Heathrow are within 45 minutes' drive. Own transport to/from the school is required as there is no public transport available.

Facilities

The school is centred around the original eighteenth century manor house, which has evolved over the years and now proudly boasts some outstanding facilities.

A number of facilities have been provided to meet the needs of a modern education. These include a Sixth Form Centre, Equestrian Centre, Tennis Academy, a Performing Arts Centre comprising a large theatre, drama studios, music classrooms, practice rooms, recording suite and an IT Hub. In addition, pupils at St. Teresa's enjoy a swimming pool and an all-weather pitch.

The Vision

In 2019, neighbouring schools St Teresa's and Cranmore formed the Effingham Schools Trust partnership to create a diamond model school, delivering all the advantages of both single sex and co-education to girls and boys. Manor House subsequently joined the Trust in September 2023, forming a dynamic educational triumvirate.

The partnership allows each school to focus on its strengths whilst retaining its individuality, offering all pupils an extraordinarily rich variety of shared events, facilities and resources. September 2025 will see the opening of the new co-educational Sixth Form, the final part of the forward-looking educational strategy that the Trust has created. It is a powerful organisation with great potential, given that it educates over 1400 pupils and has a combined turnover in excess of £25M.

The Role

St Teresa's seeks to appoint an enthusiastic, energetic, reliable and organised person to join this friendly and forward-thinking department as a Science Technician. The Technician is responsible for a wide range of duties and responsibilities connected with the provision of resources to the Science department in a healthy and safe working environment. Previous experience working in a laboratory environment, preferably within an educational setting.

The Science Department

Science is flourishing at St Teresa's and is currently one of the most popular choices at A Level and GCSE. There are currently six full time and 4 part-time teachers. You will join a friendly, supportive and hard-working team.

The department is well-equipped with online resources, textbooks and teaching equipment. Extra-curricular activities are run by the Department, responsibility for these is shared within the Department.

Main Duties and Responsibilities

- The co-ordination of the use of practical resources and facilities.
- Preparing resources and assembling apparatus, giving technical advice to teachers and pupils.
- Carry out risk assessments.
- Assist in practical classes and carry out demonstrations.
- Help ensure a healthy and safe working environment.
- Keep up to date with current procedures and information resources.
- Provide assistance and advice in meeting the practical needs of the Science curriculum.
- To attend departmental meetings and work collaboratively as a team.
- To be familiar with the aims and objectives of the Department, as outlined in the departmental handbook.
- Liaising with teaching staff and support staff both inside and outside of the department.
- To work closely with colleagues to maximise the success of the Department.
- To demonstrate a keen interest in all aspects of school life.
- To work closely with colleagues to maximise the success of the Department.
- To play an active role and contribute to the wider school community.
- To be familiar with school policies, in particular safeguarding procedures, and promote the welfare of children.

Remuneration and Benefits

Our staff enjoy working as part of a strong school community.

We reward our talented staff with a range of benefits.

Salary

Salaries are competitive and in line with independent school teaching scales.

Continued Professional Development

All staff have access to professional development training as part of the school's performance development and appraisal process. Individuals are encouraged to continue to develop their skills to provide high quality teaching and learning for our pupils.

Fee Remission

Discounts available on school fees. Full terms and conditions provided by the Director of Finance.

Pension Scheme

Generous contributory pension scheme.

Refreshments and lunch

Refreshments and lunch provided during term time.

Cycle to work

Cycle to work scheme for staff members.

Parking

Parking for staff members is provided on site.

Counselling Service

A free, confidential 24-hour telephone service available 365 days per year.

Use of School sports facilities

Staff may use the school's 25-metre indoor pool when available.

Application and Selection Process

All applicants are required to complete an **application form** containing questions about their academic and employment history and their suitability for the role.

Further information including examination results and the Independent Schools' Inspection Report can be found on the School's website www.st-teresas.com

As part of St. Teresa's commitment to safeguarding and promoting the welfare of children, any offer of employment to this post will be subject to receipt of a satisfactory Enhanced Disclosure and Barring Service check, along with qualifications, two satisfactory references and a satisfactory response to a Health Questionnaire. **Please note that references will be taken up on short listed candidates prior to interview.**

Closing Date for Applications:	Tuesday 22 nd April 2025
Applications should be sent to:	Mrs Karen Babler (Recruitment Manager) k.babler@st-teresas.com St Teresa's School Effingham Surrey RH5 6ST

St Teresa's School is committed to safeguarding and promoting the welfare of children. Our recruitment process follows the guidelines in KCSIE. Applicants undergo enhanced screening including checks with past employers, the DFE and the disclosure and barring service.

St Teresa's reserves the right to interview at any stage of the selection process.