



St. Matthew's
Roman Catholic High School
VOLUNTARY ACADEMY



DIOCESE OF Salford

Job Application Pack

Science Technician

We **Pray**
We **Care**
We **Achieve**





St. Matthew's
Roman Catholic High School

WELCOME TO St. Matthew's RC High School

As the Headteacher, it is my great privilege to be leading a school where the holistic development of our pupils is of primary importance.

Our commitment to the pursuit of academic excellence and our rich personal development curriculum is underpinned by our Catholic identity, brought to life through our values of praying, caring and achieving.

St Matthew's is a vibrant faith and learning community that's enriched by our cultural diversity and unique young people.

Our curriculum is broad and well-balanced, designed and delivered by expert teachers to support all pupils to reach and exceed their academic potential. This is in conjunction with a bespoke Personal Social, Health and Economic Education (PHSE) programme and a wide-ranging extracurricular offer.

It is our intention that this, supported by our ethos and values, will allow each pupil to complete a five year journey with us and take their place in society, where their gifts and talents will be of benefit to all.

We insist on the highest standards of behaviour for learning and have clear policies in place to ensure these are maintained. It is my absolute belief that this consistency of approach will enable our community to flourish and enables our pupils to live out our mission statement. If you have any questions, please do get in touch with us.

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Mr A Nightingale
Headteacher



OUR School



St. Matthew's
Roman Catholic High School

St Matthew's is a mixed Roman Catholic inner-city school based in Moston, North Manchester.

The school was established in 1977 and benefitted from a complete rebuild in 2009. The school serves close to 1400 pupils and benefits from a rich diversity across both the staff and pupil population. Our school is within easy access to the M60 motorway, providing a link to the rest of Manchester and the surrounding areas. St Matthew's is part of the Emmaus Catholic Academy Trust (CAT), which is one of three CATs in the Diocese of Salford. The school has recently started a rapid improvement journey and we anticipate the school will provide a high quality education in the near future.

We are a child centred, Christ centred community. Our core purpose is our Catholic mission: 'We pray, We care, We achieve'. Each element of our mission is important to us providing a unique education for all who join the school. St Matthew's works closely with other Catholic secondary schools to ensure we benefit from the very best practice available.

St Matthew's is located within extensive grounds and provides a bright, modern facility within an environment that supports teaching, learning and achievement across all subject areas with specialist facilities available. Computer facilities have been incorporated into the school design enabling all teaching areas to benefit from the latest IT products. We have music and drama suites, a recording studio, industry standard science laboratories, media, photography, ceramics, food and resistant materials provisions along with a dedicated sports hall and 3G pitch to enhance the physical activities of our learners.

At St Matthew's we are steadfast in our mission to keep all our pupils safe and happy, every day that they come to our school. We support all students academically and pastorally, enabling them to achieve positive outcomes at the end of their time with us. Our effective pastoral systems provide relentless care and support for all pupils, underpinning our core business of teaching, learning and achievement.

Safeguarding is at the heart of what we do at St Matthew's. All staff and volunteers are expected to have read and be fully compliant with the following policies:

- **Safeguarding and child protection**
- **Online/E-Safety**
- **Whistleblowing**
- **Staff Code of Conduct**
- **Data Protection**
- **Privacy Notice**

They are also expected to be familiar with 'Keeping Children Safe in Education, 2022'. A read receipt is required from all staff at the start of each academic year and from newly appointed staff prior to taking up appointment. St Matthew's are never complacent about safeguarding and work with the following always at the forefront of our minds... 'it could happen here'. We have rigorous and tested procedures in place which are constantly reviewed to ensure we have the highest of expectations from all our staff and volunteers when it comes to safeguarding and child protection.

Newly appointed staff are given a full induction programme with the safeguarding element of this completed prior to their commencement of work at the school.



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SAFEGUARDING AT St. Matthew's



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WHY WORK AT St. Matthew's?



St. Matthew's
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We are a Catholic school which lives out our mission each day by caring for all staff. You will be challenged to be your best and constantly improve, and you will be supported and guided every step of the way.

Our aim is to help everyone achieve this by providing the following:

- Research-led CPD package for all staff, with weekly sessions dedicated to helping everyone become more effective in their role.
- Frequent career-development opportunities including access to qualifications eg NPQ, Apprenticeship programmes
- Generous non-contact time above the national average to enable teaching staff time to prepare and plan effectively.
- Average class sizes below the national average with approximately 25 per class. Option groups in KS4 often significantly smaller.
- Joint-planning of effective lessons across all departments to share outstanding practice yet reduce workload.
- Rigorous yet sensible marking policy which focuses on 'quality not quantity'.
- Highly effective and wide-ranging pastoral support structure to enable teachers to teach.
- Opportunity to boost salary via voluntary paid lunchtime duties.
- Employer Assistance Programme available to all staff via 'Health assured', offering 24/7 access to online GP as well as other services such as Telephone counselling, support regarding family issues, debt concerns, lifestyles addictions, relationships and legal. In addition, you will also have access to an online health portal which can offer personal coaching, emotional support, health checks, medical fact sheets, fitness advice and BMI assessment.
- Newly refurbished staff room offering quiet space for staff to work, free tea and coffee available at all times.
- Access to Education Mutual Healthcare including Physiotherapy, Mental Health services and surgical assistance.



TRAVELLING TO St. Matthew's



St. Matthew's
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North bound

Take exit 21 from M60

At Junction 21, exit towards A663/Rochdale/A627 (M) Chadderton (0.2 miles)

Turn left onto the A6104 slip road to Hollinwood/Oldham/A62/Manchester/A663 (82 ft)

Turn left onto Semple Way/A6104 (194 ft)

Turn right onto Hollinwood Avenue/A6104 (0.5 miles)

Turn left onto Broadway/A663 (0.4 miles)

Turn right onto Nuthurst Road (0.3 miles)

South bound

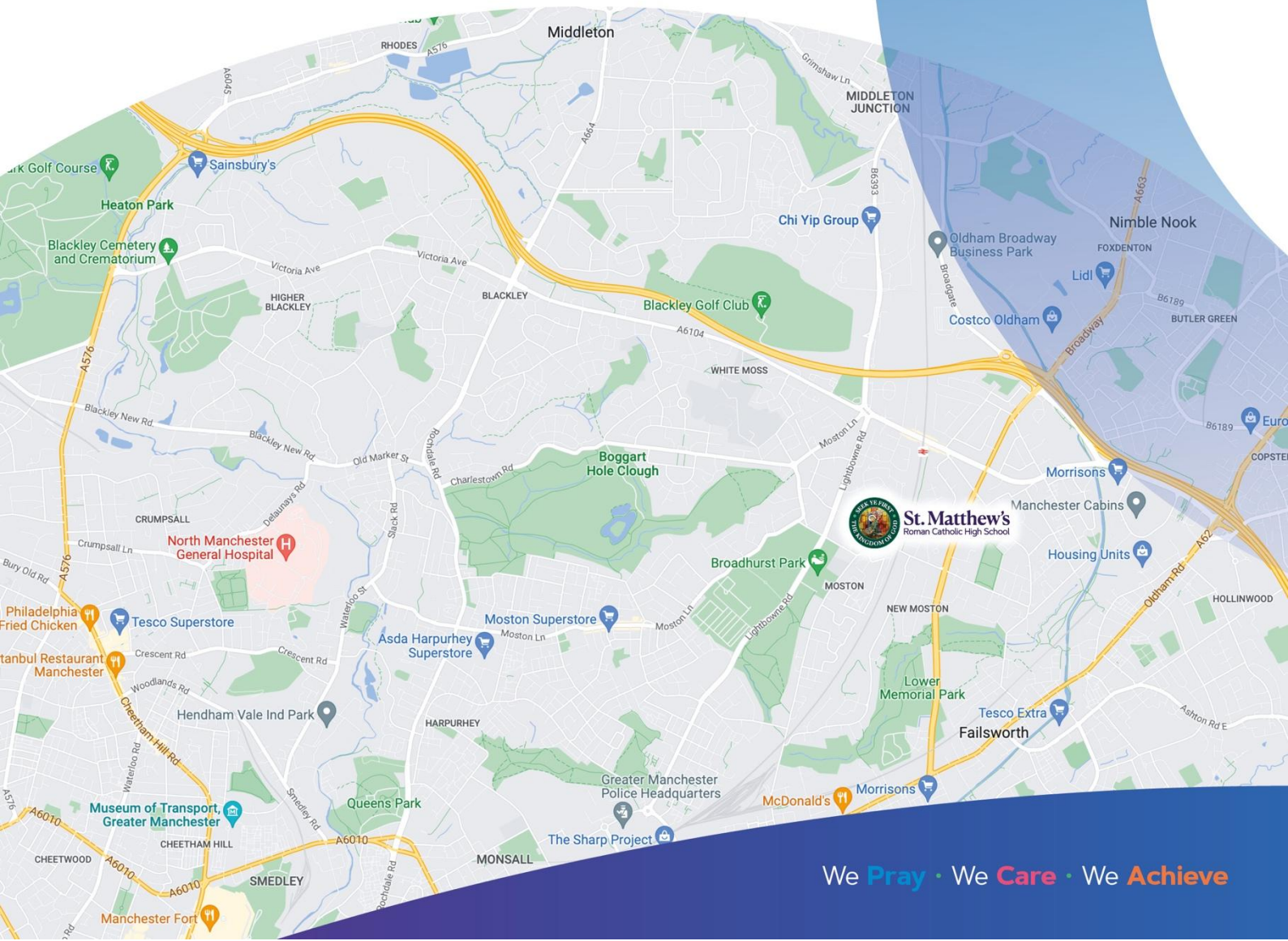
Take exit 20 from M60

Use the right 2 lanes to turn right onto Alkrington Interchange/Rochdale Rd/A664

Turn left onto Victoria Avenue East/A6104 (2.3 miles)

At the roundabout take the 4th exit onto Lightbowne Rd/B6393

Turn left onto Nuthurst Road



Science Technician



St. Matthew's
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Full time, permanent, term time only + 5 days

Salary: NJC Grade 4, SCP 7 – 11 (FTE 26,403 to £28,142) actual salary approx. £23,178 to £24,705 per annum

Start date: As soon as possible

The Governors are looking to appoint an enthusiastic, hard-working, team player, who will join us in the role of a Science Technician.

Brief overview of position;

To provide technical support for the Director of Science and other teaching members of the Science Team to facilitate the best use of their time and ensure the efficient and timely provision of resources used in the delivery of the curriculum.

Reporting to: Director of Learning, Science

To arrange an informal visit, please contact Mrs Gibson, Headteacher's PA, on 0161 681 6178 or by email at k.gibson@smrchs.com

Closing date for applications
Tuesday 27 January 2026 at 9am

Interview date
Tuesday 3 February 2026

Application packs can be downloaded from the school website www.smrchs.com. Completed applications and supporting documentation should then be submitted by email to Mrs Gibson at k.gibson@smrchs.com

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

St Matthew's is also committed to providing a diverse and inclusive community, ensuring equal opportunity. We welcome and we encourage applications from everyone, including groups currently under represented in our workforce.

The successful applicant will be required to complete an enhanced DBS check.



Description

The job description below gives an insight into the responsibilities of the post of a Science Technician and while this is not an exhaustive list, it should allow candidates to have an understanding of what this role entails, and for what the successful candidate will be held accountable for. The person specification provides an indication of the skills and experience that we are seeking.

The post holder will report to the Director of Science. Apart from other colleagues in the school, the main contacts of the job are: Teaching staff, other support staff and pupils.

Main duties and responsibilities:

Practical support in lessons

- Basic construction of apparatus
- Prepare, set-up and check apparatus, materials and solutions for practical lessons, demonstrations and required and assessed practical lesson.
- Retrieve and clear away apparatus.
- Disposal of waste laboratory materials as directed according to established guidelines

Managing resources

- General maintenance (including cleaning) of apparatus and equipment and basic maintenance of general laboratory equipment
- Participating in the organisation and storage of equipment, materials and apparatus as required
- Carry out risk assessments for practical activities
- Assist in the maintenance of department records
- Ordering and stock control of materials

Additional duties to support the running of the Science Department

- Undertake routine duties (e.g., filing and elementary first aid) as necessary to ensure the provision of a sufficient clerical support service
- Undertake reprographics and associated duties, when required.

Health and Safety specific to the Science Department

- Participate in the maintenance of satisfactory standards of safety and security in relation to the technician service to the Science Department in accordance with both school, trust and LA policy.
- Promote the observance of a safe and healthy working environment
- Up-to-date awareness of Health and Safety procedures and COSHH requirements

Health and Safety

To take all reasonable steps to ensure the Health and Safety of students and staff within the teaching base environment. To promote and safeguard the welfare of students in accordance with the school's child protection policy.

Flexibility

Notwithstanding the detail in this job description to undertake such work as may be determined by the Head teacher from time to time, up to or on a level consistent with the principal duties of the job.



KEY



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Responsibilities

General

- To complete a First Aid at Work course
- Experience of working with or caring for children of a relevant age.
- Numeracy/literacy skills with a good level of knowledge and understanding.
- Ability to relate well to children and adults.
- Ability to work as part of a team.
- An understanding of the role of a Science Technician and other professionals working in the classroom.
- Ability to use relevant technology e.g. photocopier.
- You must be able to establish excellent relationships with pupils and colleagues.
- Possess excellent communication and organisational skills combined with the ability to prioritise time and tasks in order to provide a friendly and efficient service.

Personal Style and Behaviour

- Tact and diplomacy in all interpersonal relationships with the public, pupils and colleagues at work.
- Self-motivation and personal drive to complete tasks to the required timescales and quality standards.
- The flexibility to adapt to changing workload demands and new school challenges.
- Personal commitment to ensure that the provision of support is equally accessible and appropriate to meet the diverse needs of the pupils.
- Personal commitment to continuous self-development.
- A commitment to school improvement.
- Be willing to consent to and apply for an enhanced disclosure check to the DBS (Disclosure and Barring Service).

Wider school responsibilities

- Support the school's aims and objectives, take a full part in the liturgy and prayer life of the school and play a major role in the development of the school's Catholic ethos and fulfilment of the School Mission Statement.
- Fulfil any other reasonable duties requested by the Headteacher





PERSON Specification

The person appointed will:

- Be committed to the Catholic ethos of the school;
- Demonstrate understanding of the role their subject plays in the delivery of the Mission of a Catholic School
- Demonstrate a commitment to the wellbeing and safeguarding of young people
- Good communication skills, both written and verbal
- Ability to work as a member of a team and work on own initiative
- Willingness to undertake training as required

Have experience of:

- Maths and Science GCSE to grade C or above is essential, NVQ Level 3 or equivalent is desirable
- Clear communication both one to one and with large groups
- Effective time management and organisation
- Excellent interpersonal relationships
- Have previous experience of a school laboratory and understanding of school laboratory procedures
- Basic IT skills
- Self-motivation
- Attention to detail

Where the postholder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out the duties of the job.





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Contact

St Matthew's RC High School
Nuthurst Road
Moston
Manchester
M40 0EW

Tel: 0161 681 6178

Web: www.smrchs.com

Email: contact@smrchs.com

Headteacher: Mr A Nightingale



DIOCESE OF  SALFORD

OUR MISSION

We pray as a community with Christ and with the teachings of the Gospel at our centre, shown in the things we do and in the ways we worship together.

We care for everyone in our school community, respecting them as individuals created by God and recognising and celebrating talents and successes. We see caring for others in the world outside of our school as part of our Christian responsibility.

We achieve the best we can in all aspects of school life by learning in lessons, succeeding in examinations and committing to extra-curricular activities.

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