

NOTRE  
DAME  
SCHOOL



# SCIENCE TECHNICIAN

Candidate Information Pack

Permanent  
Part Time -27 Hours a week,  
Term Time  
Required ASAP



## Our School

Notre Dame is an independent Catholic Day School set in 26 acres of beautiful, rural Surrey parkland. We warmly welcome families of all faiths and none.

At Notre Dame School, we are unashamedly holistic, and our 700 students from aged 2-18 are at the centre of everything we do. We focus on **Happiness and Success** – in that order. We are profoundly committed to this educational philosophy and through it we fulfil our aim of providing an exemplary **all-round education**. The academic, creative, physical, moral and intellectual challenges expected in all good schools, complete with state-of-the-art facilities, are balanced with fun and laughter and a trusting and compassionate atmosphere which enables everyone in our community to be the best possible versions of themselves.

For more than 400 years, pastoral care has been embedded at the heart of our approach to education. This is not at the expense of academic rigour. Rather, it forms the bedrock on which academic excellence is built: happy, comfortable and secure children and young women make confident and successful learners. All our students, from the smallest to our Sixth Formers, have access to our wonderful grounds and on-site facilities – all-weather sports pitches, indoor swimming pool, professional theatre, gymnasium, sports hall, music rooms, dedicated science laboratories, libraries and woodland forest school.

**Notre Dame School is proud to have been shortlisted for the Best Independent Girls' School of the Year Award 2025.**



“Accompanying young people in their efforts to build their lives for today and tomorrow.”





## Heritage & Ethos

The Company of Mary Our Lady was founded in Bordeaux in 1607 by **St Jeanne de Lestonnac** to educate girls of all faiths and is the oldest recognised educational order in the world. Today there are more than 300 CoMOL schools, educational foundations and projects across 26 countries.

**Notre Dame School is the only one in the UK.**

Our foundress, St Jeanne de Lestonnac, a mother of 5 children, was a progressive and dedicated educator. She grew up in an intellectual and cultured family and was exposed to many different religious and philosophical perspectives. **Her forward-thinking approach to education is as fresh and modern today**, and we strive to live up to her indomitable spirit and drive and remain committed to her mission statement:

“*No one is educated in isolation; it is the whole community that educates.*”

**St Jeanne de Lestonnac – Foundress**

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*Pupils display genuine  
kindness and respect  
for one another.*”

Independent School Inspections - ISI





## The Role

### Position Title

Science  
Technician

### Reporting to

Lead Technician/  
Head of Science

### The function of the post

Our Science Technician Team plays a vital role in supporting our Science Department, providing equipment and apparatus to enhance our outstanding Science curriculum.

Located in our brand-new state-of-the-art ND innovation centre, they provide frontline technical support working with all three Sciences, across all three key stages. They are responsible for facilitating experiments, assisting with students and staff and maintaining our high level of safety.

This is a fast-paced, diverse role that requires managing multiple tasks simultaneously and thinking on your feet. It is one of our busiest areas of the school, and a function that is loved by our girls.

# Main Duties & Responsibilities

## Key Objectives

- To provide full technician support to teaching staff and Lead Science Technician in the Science Faculty, particularly in the preparation and cleaning/clearing of lesson materials
- Place orders, check deliveries and invoices
- Maintain financial records of orders and have an awareness of budgetary implications to report to the Lead Technician.
- Attend Faculty meetings where necessary to update teaching staff on technical issues
- Monitor levels of chemical and other consumables within the faculty and maintain adequate stocks
- Maintain technical equipment ensuring quality and safety, undertake repairs and modifications or report damage in accordance with School Policy
- To assist in preparing lesson materials where needed
- To ensure the efficient preparation and organisation of equipment for lessons as required
- To clean equipment and laboratories after each lesson and any chemical spillages when they occur
- The preparation, delivery and setting out apparatus requested by Science teaching staff and clearing away when finished
- Working in co-operation with other technicians to ensure the smooth and safe running of all aspects of the department
- To ensure safe storage and use of laboratory equipment
- To undertake all administrative tasks relating to the role
- To liaise with caretaking staff regarding gas/fumes issues that may arise
- To comply with individual responsibilities in accordance with the role for H&S in the workplace
- To prepare materials and equipment for lessons and projects, including the preparation of demonstration materials and resources and the stocking of classrooms with consumable items.
- Clean and maintain the department's equipment and organisation of its facilities.
- Maintain machinery and equipment in accordance with
- Health and safety requirements, including weekly material and equipment checks across all DT rooms, and report directly to the Lead Technician or Head of department.
- To assist all teachers in the sourcing of materials and equipment.
- Prepare materials and equipment for use in lessons assisting teaching staff with set-up and clear-away of more complex lessons if required.
- Store chemical stocks in an orderly and safe manner
- Maintain apparatus in a usable state and undertaking minor repairs where feasible

# The Person

Based onsite for 27 hours a week with a mutually agreed working pattern, with occasional event commitments, the successful candidate will support the team in delivering an impactful customer, parent, and student experience that enhances the school's brand, reputation, and vision.

Working across multiple platforms and tasks, you will ensure that our Science Technician provision is consistent, high-quality, and safe, while maintaining an exceptional safeguarding.

A desirable candidate will have:

- A specialisation in Biology is advantageous.
- Strong background in Science and/or being a Science Technician
- Excellent organisational and time management skills, with the ability to work independently and as a team, being supportive to colleagues and delegating, as necessary.
- Ability to work safely with hazardous equipment and chemicals.
- Strong attention to detail
- Strong oral and written communication skills
- Strong ICT skills and a readiness to use new technologies
- The ability to liaise professionally with a range of internal and external stakeholders
- The ability to work accurately at speed, safe and under pressure
- A knowledge of and interest in working in a school environment.

## **Health and Safety**

All employees have a legal duty to ensure the safety of themselves and all the pupils and staff within the school as detailed in the Health and Safety at Work Act 1974.

## **Data Protection**

All employees should familiarise themselves with and follow the Data Protection guidelines and practices.

## **Safeguarding**

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 duties and responsibilities contained within this job description may change from time to time according to the requirements of the role and it is not intended to have contractual effect*

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*"The School is highly successful in meeting its aim of preparing young people for their role as responsible citizens of the wider world."*

Independent School Inspections – ISI



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## Benefits of Service

### Hours of work

Permanent

Part Time – 27 Hours per week

Term Time

*Due to the nature of the role and the current team timetable, we are happy to have conversations with the successful candidate to mutually agree on a working pattern*

### Remuneration

NDSP 25

£31,326.00 FTE

**£17,367.13 Actual**

### Benefits

The School has high expectations of its staff and therefore looks to reward them with a competitive salary scale and beneficial conditions of service.

- There is an extensive induction programme for all new colleagues, and ongoing professional development is encouraged
- Staff development programme
- Staff wellbeing programme, including 2 paid well-being sessions each year
- Financial contribution to eye tests and glasses for eligible staff
- Employee Assistance programme – counselling, financial advice etc.
- Staff discount on School fees after six months continuous service
- Free lunch during term time
- Free coffee/tea during term time
- Free use of the School's leisure and sporting facilities, including a heated indoor pool
- Commute by school coaches during term time, subject to availability
- Employee Referral Bonus Schemes
- Electric Car Charging
- Free parking



## Selection Process

Shortlisted candidates will be interviewed by a recruitment panel including members of the Senior Leadership Team and members of HR. Candidates will be required to undertake a task related to the role applied for and be given a tour of the school. Please note that before making an application for any vacancy listed, you should familiarise yourself with our **Recruitment Privacy Notice, Safeguarding Policy, Safer Recruitment Policy, Keeping Children Safe in Education and Equal Opportunities Policy** which are available at:

[Policies & Reports | Notre Dame School](#)

Notre Dame School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers, online checks prior to appointment and the Disclosure and Barring Service.

The School is an equal opportunities employer and is fully committed to a policy of treating all employees and job applicants equally and does not discriminate on the grounds of race, physical or mental disability, national origin, colour, family status, gender, religion, sexual orientation, age or any other characteristic protected by law.

**For any queries, please contact HR at [recruitment@notredame.co.uk](mailto:recruitment@notredame.co.uk) or call 01932 589480.**

Apply Now:

**Please complete the online application process available on our career on Indeed**

**[Notre Dame School Cobham Careers and Employment | Indeed.com](#)**

**Closing Date**

**As successful candidates are sourced and apply.**

**We reserve the right to interview, as suitable candidates are sourced**

**Start Date**

**ASAP**