

Our Lady Queen of Peace

Catholic High School



Application Pack

Science Technician

May 2026

Dear Applicant

Thank you for expressing an interest in our post of Science Technician at Our Lady Queen of Peace Catholic High School. Our Lady Queen of Peace is a fully inclusive Catholic school in Skelmersdale. We warmly welcome students of all abilities and backgrounds.

Our Lady Queen of Peace Catholic High School is a very special Catholic community, in the heart of Skelmersdale, where everyone works hard to ensure that our young people receive an education in an environment where they are cared for, and where they can fully develop and thrive.

Our Mission Statement 'In Christ We Grow' recognises that gospel values are at the centre of every aspect of school life. Our expectations are high for every young person, and we expect everyone in our community to strive for excellence through caring, sharing and achieving their very best.

Our Lady Queen of Peace is looking for a Science Technician who:

- Embraces the Catholic Mission and Ethos of the school
- Is passionate about working with young people
- Will support the education, personal and social development of pupils
- Will work collaboratively with class teachers
- Is a good communicator
- Is ambitious and highly aspirational for students
- Wants to forge strong relationships with students of all abilities and backgrounds
- Will inspire students to work hard and achieve their best despite any personal difficulties they may be experiencing
- Cares deeply for the vulnerable and disadvantaged
- Has high standards and expectations
- Wants to make a huge difference to the lives of our young people

The school is on a journey of rapid improvement and has an exciting future. It will provide the training and support needed and the opportunity for you to develop your skills successfully as an Administrative Assistant. You will be a valued member of the staff team and we look forward to receiving your application.

If you wish to visit the school in advance, please contact the HR Manager Mrs N. Barber via email: n.barber@olqp.lancs.sch.uk. You will be made very welcome.

The closing date for the return of completed application forms is **9.00am** on **Friday 22nd May 2026**. Only shortlisted applicants will be contacted. **Please note, interviews will take place on Thursday 4th June 2026**. The post is subject to relevant safeguarding checks which include a satisfactory enhanced DBS clearance.

Kind regards

Mrs. M Henshaw
Headteacher

Job Description

Mission Statement

In Christ We Grow

As a learning community we live out our Mission Statement striving for excellence through caring, sharing and achieving.

Salary	Grade 4, point 4-6, £25,185 - £25,989 pro rata Actual Salary £21,619 - £22,921
Required	September 2026
Contract	Permanent
Hours of Work	36½ hours per week, Term Time only 7.45am – 4.00pm Monday – Thursday 7.45am – 3.00pm Friday <i>(A degree of flexibility in working hours may occasionally be required by negotiation between the hours of 7:30 a.m. and 5.30 p.m.)</i>

Job Overview:

The Science Technician is to provide day-to-day support to the Science department, including the preparation of materials, setting up of equipment for class practical sessions and maintain equipment for use.

The post holder will be expected to show enthusiasm, commitment, flexibility and the ability to work on his/her own initiative with good organisational and communication skills.

Duties & Responsibilities:

- To organise the preparation and construction of materials and equipment for use in lessons, as requested by the class teacher
- Ensure the safe and secure collection at the end of each lesson for all items issued, clean and return to stock.
- Work as a support to teachers and communicate any discrepancies.
- Dispose safely of all waste materials, including chemical residues.
- Maintain apparatus/equipment used by the Science department and report any damage/needs.
- Carry out basic laboratory maintenance.
- Responsible for stock levels of perishables, materials, equipment, books and stationery and assist the Subject Leader in ordering/purchasing of materials and equipment.
- Maintain tidy and organized work spaces and storage areas.
- Contribute to develop new investigative techniques and equipment.
- Provide specialist advice and guidance as required.
- Carry out routine administration tasks for the Subject Leader, as required.
- Operate relevant equipment/ICT packages (MS Office, internet, email, etc.)

Additional Responsibilities:

- To take responsibility for managing own time and liaising with the Subject Leader of Science
- To undertake Health & Safety training and, in time, undertake a proactive role in leading Health and Safety within the Science department
- First Aid trained or willingness to undertake First Aid training
- Support school events, e.g. Induction Day, Open Evening, etc.
- Attending appropriate training courses and take responsibility for personal professional development opportunities.
- Ensure that high standards of Health and Safety are maintained in the workplace.
- Any other duties appropriate to the grade at the request of the Headteacher and SLT.
- Assisting in the absence of any other associate staff as directed by the Headteacher or Line Manager.
- To adhere to all school policies and procedures.

Note: Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task to be undertaken may not be identified and other duties, at no higher a responsibility level, may be interchanged with/added to this list at any time.

Our Lady Queen of Peace Catholic High School is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to a satisfactory Disclosure and Barring Service (DBS) enhanced disclosure certificate. The school is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share that commitment.

Person Specification

CRITERIA	ESSENTIAL	DESIRABLE	ASSESSED
Qualifications and Training	<ul style="list-style-type: none"> Hold a recognised qualification at NVQ level OR equivalent experience in Science Possession of, or the ability to demonstrate the capability to gain, relevant qualifications, licences or equivalent First Aid training (or willingness to undertake training) 	<ul style="list-style-type: none"> GCSEs including Maths & English or equivalent Additional qualifications Enhanced skills appropriate to the job role 	Application Form
Experience	<ul style="list-style-type: none"> Previous relevant experience or the ability to demonstrate the competence to carry out the role 	<ul style="list-style-type: none"> Experience of working with chemicals and science equipment Experience of working with children or in an educational setting Experience of working with children or in an educational setting 	Application Form
Skills, Knowledge and Aptitudes	<ul style="list-style-type: none"> Computer literate Knowledge of Windows computer systems and software e.g. Microsoft Office Ability to learn new IT systems Ability to relate well to children Ability to work unsupervised Time management skills Organisational skills 		Application Form References Interview
Approach to Work	<ul style="list-style-type: none"> Flexibility Adaptable in performing a variety of tasks and roles Be receptive to change Teamwork Initiative Genuine interest in the education of young people Excellent attendance and punctuality Prepared to take every opportunity to further professional development 		Application Form References Interview
Personal Qualities	<ul style="list-style-type: none"> Excellent communication and literacy skills Passionate about Science Enthusiasm Reliability Integrity Tact Patience Excellent interpersonal and communication skills Good sense of humour Capacity for hard work and resilient Ability to form and maintain appropriate relationships and personal boundaries with learners Committed to supporting the Catholic ethos of Our Lady's Commitment to safeguarding and protecting the welfare of children and young people 	<ul style="list-style-type: none"> Practising Catholic 	Application form Interview References Task

Our Lady Queen of Peace

Catholic High School

Science Technician

Application Process

Number of Roll : 790

Please visit our website www.olqp.org.uk for more information about the school.

Closing date for applications: 9.00am on Friday 22nd May 2026
Interviews: Thursday 4th June 2026

Applicants are asked to provide a completed application form including a supporting statement detailing why you believe your experiences, skills, personal qualities, training and/or education are relevant to your suitability for the post and how you meet the person specification.

Governors prefer applications to be returned by email to Mrs N Barber
n.barber@olqp.lancs.sch.uk

Please note: Receipt of an application will be acknowledged by email. Only successful applicants will be contacted. It is our policy to take up references for shortlisted applicants from their present school. It would assist this process if you are able to provide email addresses for all referees on your application form. Applicants will be asked to produce original certificates for all education qualifications stated in the application form prior to the appointment being confirmed. All appropriate safeguarding and attendance at work checks will be requested.

If you have any questions regarding the application process, please contact us via the details below:

Our Lady Queen of Peace Catholic High School
Glenburn Road
Skelmersdale
Lancashire
WN8 6JW

Tel : 01695 725635
Email : n.barber@olqp.lancs.sch.uk
Website: www.olqp.org.uk

PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL SCHOOL POLICIES.

Our Lady Queen of Peace Catholic High School is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. The school will also be conducting an online search on any shortlisted candidates. This post is subject to a satisfactory Disclosure and Barring Service (DBS) enhanced disclosure certificate. The school is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share that commitment.