



THORNLEIGH SALESIAN COLLEGE
JOB VACANCY PACK

Science Technician

Sharples Park, Bolton BL1 6PQ
Tel: 01204 301 351
contact@thornleigh.bolton.sch.uk
www.thornleigh.bolton.sch.uk



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MISSION STATEMENT

THORNLEIGH SALESIAN COLLEGE IS A COMMUNITY ROOTED IN FAITH IN JESUS, WHERE ALL ARE VALUED, LOVED AND CHERISHED SO THEY CAN ASPIRE FOR ACADEMIC EXCELLENCE IN AN ATMOSPHERE OF COMPASSION AND FORGIVENESS WHICH SEEKS TO REACH OUT IN SERVICE AND GRATITUDE.



Thornleigh Salesian College

THANK YOU FOR YOUR INTEREST IN JOINING THORNLEIGH SALESIAN COLLEGE.

This is an exciting opportunity to become part of our thriving and successful 11-18 Roman Catholic School.

Guided by the Salesian ethos of Don Bosco, we are a community that values every individual, fostering an environment of kindness, respect and ambition. Our shared mission is to inspire and support every young person to achieve their full potential.

As a highly regarded and oversubscribed school in both the local community and the Diocese of Salford, we are proud to deliver excellence in all that we do. Ofsted has praised our school as a place where students feel safe, supported and inspired. They highlighted that:

“Pupils and students in the Sixth Form benefit from high quality pastoral care. They enjoy positive relationships with staff. The school is a calm place. Pupils work purposefully. Behaviour is well managed by staff.”

Relationships are at the heart of everything we do at Thornleigh. Students and staff alike benefit from a strong sense of community and shared purpose.

Our students frequently tell us that ‘the best thing about their school is their teachers’ and we are committed to ensuring that staff feel equally valued and supported.

We believe in investing in our staff. From excellent professional development opportunities to a strong focus on staff well-being, we are dedicated to helping you thrive in your career. At Thornleigh Salesian College, you will find a supportive, ambitious and caring environment where you can make a real difference to the lives of young people.

If you are passionate about education, driven to make a difference and excited by the opportunity to join a school with a clear mission and strong sense of community, we would love to hear from you.

Please don't hesitate to get in touch if you have any questions or would like to discuss this opportunity further.

We look forward to welcoming you to our school.

Mike Fitzsimons
Headteacher



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PUPILS CLEARLY
DISPLAY THE
SALESIAN VALUES.

OFSTED 2024



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PASTORAL CARE IS
AT THE HEART OF
THE SCHOOL MISSION.

CATHOLIC SCHOOL INSPECTION 2024

SCHOOL POLICIES AND IMPORTANT READING

Please scan the QR Codes below:



SAFEGUARDING &
CHILD PROTECTION
POLICY



KEEPING CHILDREN
SAFE IN EDUCATION



Job Vacancy

Science Technician

Part time (22.5 Hours)

Grade D (SCP 6 – SCP 11)

(£25,989 – £28,142)

This salary will be pro rata'd

Term Time Only

Required as soon as possible

The Governors of Thornleigh Salesian College are seeking to appoint a Science Technician to join our excellent Science Department.

The ideal candidate will support the delivery of engaging and effective science lessons by ensuring that resources, equipment, and laboratories are well-prepared, safe, and effectively maintained.

We can offer:

- The opportunity of working in a well-resourced, innovative and supportive Science department.
- Opportunities to collaborate with outstanding and dynamic teaching professionals
- Excellent professional development opportunities
- A supportive and generous well-being offer

Closing Date: Wednesday 24 June - 9am

Interview Date: To Be Confirmed

Application packs can be downloaded from the school website www.thornleigh.bolton.sch.uk

Please send completed application forms to hr@thornleigh.bolton.sch.uk

Visits to the school are welcome. Please contact hr@thornleigh.bolton.sch.uk to arrange.

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

We ask that you accept, in the interests of economy, if you have not heard from us within 3 weeks of the closing date, that you have been unsuccessful on this occasion.

In accordance with Keeping Children Safe in Education 2025, an online search will be completed on all shortlisted applicants prior to interview. Any relevant information will be discussed further with the applicant during the interview process.

Job Description

Every member of staff at Thornleigh Salesian College is expected to endeavour to maintain and develop the Catholic and Salesian character of the school, and to support and promote the aims and mission of the school in and through the exercise of all contractual duties and any voluntary activities.

| MAIN DUTIES | |
|--------------------|---|
| 1. | Support for the Pupil |
| | Use specialist skills, training and experience to support pupils. |
| | Administer First Aid as and when required (first aid training will be given) |
| 2. | Support for the Teacher |
| | To assist in the creation and maintenance of purposeful, orderly and productive working environment. Timely and accurate preparation, organisation and use of specialist equipment, resources and materials. Preparing and setting up VCRs, Laptop computers, Digital projectors, Data Logging equipment etc. Contribute to scheme of works on practical matters and help support teaching staff on practical issues outside their specialist areas. Maintain records as requested. Assisting in the stock and inventory control of Science department equipment and resources. |
| | To assist in the implementation of the COSHH Regulations and the College and Science Department Health and Safety policies within the Science department. |
| | Provide clerical/admin support on the instruction of the Head of Department. |
| | To assist in the maintenance of specialist equipment, check for quality/safety, undertake repairs/modifications within own capabilities. Reporting repairs, alterations or maintenance work required to maintain the building fabric, equipment and furniture/fittings. |
| | Assisting in the ordering of science equipment, materials and chemicals from approved suppliers in order to ensure a sufficiency of supplies to enable the Science Department to function correctly. |
| | Assist in the care of livestock and plants in laboratories, greenhouses and wild life areas. |
| | Assist in the trailing of experiments and investigations. |
| 3. | Support for the school |
| | Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentially, reporting all concerns to an appropriate person. |
| | Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop. |
| | Contribute to the overall ethos/work/aims of the school. |
| | Appreciate and support the role of other professionals. |
| | Participate in training and other learning activities and performance management as required. |
| | Assist with the preparation of materials required for any Science clubs. |
| | The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time. |

Person Specification

| Criteria | Essential | Desirable |
|-----------------------------|--|----------------------------|
| Knowledge | <ul style="list-style-type: none"> ▪ Knowledge of working in Science Laboratory | |
| Qualifications | <ul style="list-style-type: none"> ▪ GCSE: science subjects or equivalent – Grade A*- C | Science A Levels or degree |
| Experience | <ul style="list-style-type: none"> ▪ A minimum of one year’s working knowledge of basic science, specifically physics and biology with appropriate laboratory experience. | |
| Skills and Abilities | <ul style="list-style-type: none"> ▪ An ability to communicate successfully with a variety of people both verbally and in writing. ▪ Ability to prioritise workloads and meet deadlines ▪ Have good practical skills ▪ Ability to work in a busy environment with students ▪ Ability to process and interpret instructions in various formats detailing technical setups ▪ Ability to work with minimal supervision and as part of a team ▪ Have knowledge of laboratory equipment and its uses, including the preparations required for ▪ Practical lessons in schools and/or colleges ▪ A willingness to undertake initiatives and new ideas ▪ Ability to solve problems ▪ Knowledge of materials, of their handling and storage, and of basic Health & Safety guidelines | |
| Other requirements | <ul style="list-style-type: none"> ▪ A flexible and positive approach to work ▪ Willingness to undertake relevant training ▪ Willingness to work flexibly to meet the needs of the school and ensure deadlines are met | |

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified. This job description details duties and responsibilities but does not indicate the amount of time to be spent carrying them out. No part of it may be so construed. In allocating time to the performance of duties and responsibilities, the post holder must use directed time in accordance with the school’s policy as published in the Staff Handbook and having regard to the School Teachers’ Pay and Conditions Document.