



## Graduate Assistant - Chemistry Technician

Part Time (15 hours per week, term time only), fixed term from September 2026 - July 2027

### Job Description

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We seek to appoint from September 2026 to July 2027 a Graduate Assistant - Chemistry Technician.

## About St Catherine's School

St Catherine's was founded in 1885 and in 2025 celebrated 140 years of successful education for girls. The School is an Independent Church of England Day and Boarding School, in membership of the Girls' Schools' Association and the International Coalition of Girls' Schools, with 770 pupils aged between 3 and 18. The Prep School has 220 pupils aged 3 to 11 and the Senior School 550 pupils aged 11 to 18, of whom some 165 are in the Sixth Form and 150 are boarders aged 11 to 18. The School is situated in a 25-acre site in the village of Bramley, three miles south of Guildford off the main Horsham Road (A281) and on the edge of the Surrey Hills Area of Outstanding Natural Beauty.

St Catherine's is a selective academic girls' school which prides itself on its excellent A Level results and the university places which all its leavers secure, including good numbers at Oxbridge. However, this is not at the expense of our commitment to the broader ideal of an all-round education for all our pupils, which will prepare them for full and happy lives as well as successful careers.

The School underwent a full ISI Inspection under their new framework in October 2023 and the Inspectorate's report along with an Executive Summary from St Catherine's may be viewed [here](#). Our Good Schools Guide Reviews can be found [here](#) along with Parent Testimonials which can be found [here](#).

## Why join us?

This is an exciting time to join our school as we continue to modernise and evolve. As a Graduate Assistant, you will be fully involved in the life of the school and will provide support for the Chemistry department, as well as fulfill other school duties as part of your role.

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## Personal and Professional Qualities Required

We are seeking a reliable, organised, and enthusiastic Graduate Assistant - Chemistry Technician to join our busy and supportive Chemistry Department. This role would suit a recent graduate in a scientific discipline or someone with a strong interest in chemistry and laboratory work.

Working closely with teaching staff, you will play a vital role in preparing and maintaining resources for practical lessons, helping to ensure a safe, efficient and well-run learning environment for our students.

## The Ideal Candidate Will Have

- A science background (degree or equivalent desirable)
- Excellent organisational skills and strong attention to detail
- The ability to work both independently and as part of a team
- Good communication skills and a collaborative, positive approach
- A proactive, can-do attitude
- Reliability, punctuality and effective time management
- Willingness to undertake routine practical tasks and hands-on duties as part of maintaining an efficient laboratory environment



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## Specific Duties of Graduate Assistant - Chemistry Technician include:

- Preparing chemical solutions and practical materials.
- Setting up, organising and clearing away equipment for lessons and demonstrations.
- Checking equipment and materials before and after use for quantities and condition.
- Cleaning, washing, and maintaining glassware and laboratory equipment to a high standard.
- Ensuring laboratories are kept clean, safe, and well-organised, supporting the smooth day-to-day running of a busy department.
- Safely handling, storing and disposing of chemicals, waste materials, and broken glass.
- Working in accordance with laboratory health and safety requirements, including COSHH regulations
- Assisting with stock control, inventory management and ordering of equipment and consumables
- Be focused on safeguarding of pupils at all times.
- Supervise pupils as required, for example providing cover for absent teachers
- Occasional opportunities to join the staff team leading day trips to places of interest for curriculum study or residential trips in school holidays or in Activities Week in July.
- Other tasks as required, that the Head of Chemistry, Deputy Head (Culture, Community ,and Boarding) and Deputy Head (Academic) deem necessary and appropriate. Flexibility and a willingness to participate fully in the life of the School are essential.

This role may come with or without boarding responsibilities in exchange for accommodation.

- A full duty evening once a week in a designated boarding house working under the Head of House or House Parent.
- Provide emergency cover when necessary for any of the boarding houses.
- Work one full weekend in every four
- Organising, or assisting with, boarding house activities on designated weekends.

High standards are expected of all staff as well as pupils at St. Catherine's, but in a lively and supportive atmosphere, where communications are excellent. Staff room facilities are good and the Boarding houses are well resourced.





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## Practical Information about the Post

The direct line manager for the Graduate Assistant is the Head of Chemistry and Mrs Tracy Evans, Deputy Head (Culture, Community, and Boarding) if part of the resident staff team.

All staff receive an induction programme at the beginning of term on arrival. This includes important, mandatory Safeguarding training and information relating to the role in the School and Boarding Houses as well as important recruitment checks carried out by members of the HR Department. Within the induction programme, confidentiality/pastoral issues and Health and Safety matters will be addressed in line with school policies.

Graduate assistants are required to arrive prior to the start of each term to attend important INSET and Safeguarding/Child Protection training and to assist with preparations for the start of term. Staff will be issued with working dates upon appointment and should not follow the dates given on the School website which are for pupils, not staff.



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## Digital Life at St Catherine's

St Catherine's is a 1:1 device school. All girls are provided with a managed, filtered device, and Microsoft Teams and OneNote are central to teaching and learning across the School.

We take a considered approach to the use of technology; it is there to support good teaching, not to drive it. Teaching Staff are expected to make resources available digitally, while recognising that handwriting and paper-based work remain an integral part of learning and examination preparation. The Microsoft ecosystem supports collaboration and resource-sharing both in the classroom and across departments. Teams is used widely for communication, planning and administration, so staff will find integral to working life at the school, not just to lessons.

Strong general ICT skills are expected. Staff are well supported through training and ongoing assistance.

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## Other Benefits

All meals are provided during term time.

Staff have access to the School's leisure facilities – pool, fitness suite, tennis courts, and squash courts – when these are not in use by the girls or external agencies.

## Extra-Curricular Activities

All members of staff are asked to make a contribution to some areas of the extra-curriculum and from time to time to assist with an occasional evening event to help support events like the school plays or major concerts. These can often be combined with watching the girls in action in another sphere from the classroom and seeing another side to them which can be very helpful. For the Graduate Assistant (Chemistry Technician) this may involve contributing to the successful running of extra-curricular and outreach programmes, such as science clubs, workshops and engagement activities with local primary and secondary schools.

Whilst every effort has been made to outline the main duties, responsibilities, and requirements of the post, the list is not exhaustive. The successful candidate will be expected to comply with any reasonable request from their direct line manager or other members of the management/leadership team to undertake work of a similar level that is not specified in this job description. It is understood that areas of responsibility are from time to time subject to review and change in light of the changing needs of the school environment and the professional development of the staff. This job description may therefore be amended from time to time.





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## Applications

The application should be completed on My New Term using the link to job opportunities below by 10am on Thursday 16<sup>th</sup> July and should take the form of:

- the completed My New Term Application Form which is found on the School website at [www.stcatherines.info/welcome/job-opportunities](http://www.stcatherines.info/welcome/job-opportunities)
- a curriculum vitae if you wish to submit one to complement the above documents

**Applications will be assessed in order of receipt and interviews may occur at any stage after applications are received and before the closing day. Please apply as soon as possible.**

Candidates will have their applications acknowledged and if you do not hear from us after a few days, please contact the HR Administrator by email on [jobapplications@stcatherines.info](mailto:jobapplications@stcatherines.info).

Thank you for your interest in St Catherine's School.

Emma Watson, Head  
July 2026



# St Catherine's School BRAMLEY

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Patron: Her Majesty The Queen  
Registered Charity Number: 1070858