



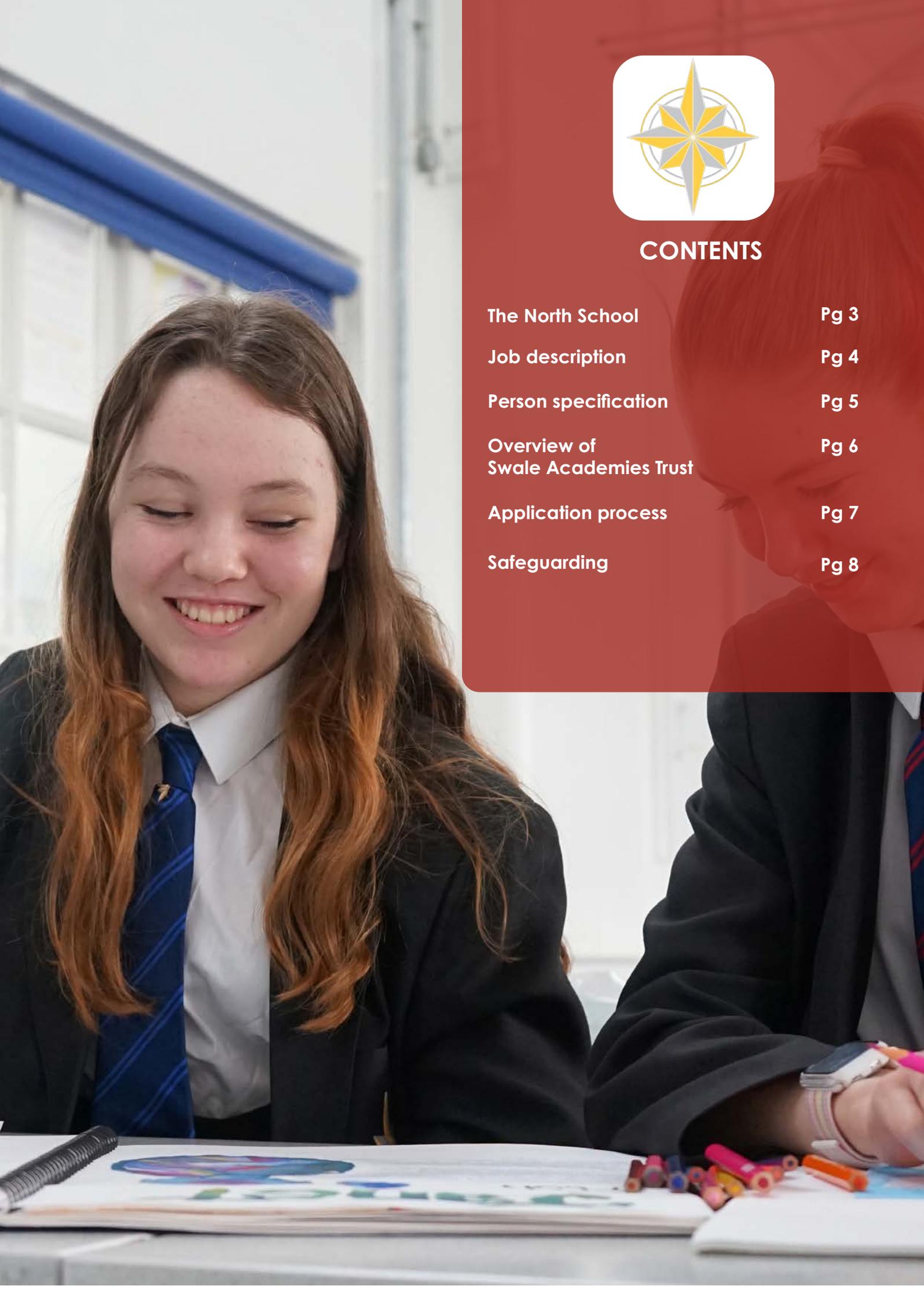
TheNorth
school

Senior Science Technician
INFORMATION



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Dear Applicant

Thank you for showing an interest in the post of Senior Science Technician within our Science Department at The North School.

This is an extremely exciting time to join The North School on its journey to be outstanding. Our aim is to ensure that every single member of the school community is putting achievement first, fostering resilient, independent, happy and confident learners who leave school with the right skills and qualifications for the world they are growing into.

The North School achieved excellent exam results in 2022 and as part of Swale Academies Trust we continue to be focused on school improvement and continuous learning for both our students and staff. We are particularly proud of the recent advances in oracy and students' leadership.

We look for talented and committed people and work hard to keep them, helping them reach as high as they can. We are looking for somebody that has high expectations of themselves and of others to join our staff team.

The successful candidate should possess a willingness to play a full part in the life of the school with regard to supporting our excellent student support team. As a key member of the team you will keep abreast of developments in your areas and think creatively and constructively to ensure students, staff and visitors receive the highest standard of support.

The successful applicant will be adaptable, efficient, able to work on their own initiative, have the ability to work methodically with accuracy and attention to detail, be able to understand the full range of duties associated with the role and possess a confident, friendly manner.

I want The North School to be outstanding and a strong part of the local community. If you share our commitment to educational excellence, we want to hear from you.

Yours sincerely

MRS CLAIR ELLERBY
Headteacher



JOB DESCRIPTION



Job Title: Senior Science Technician
Grade: SAT 6
Responsible to: Head of Science

Purpose of the Job:

To lead in providing technical support to the Science Department to ensure quality first teaching for all students.

To work with teachers to manage the provision of technical support for learning activities.

To work with students in the delivery / demonstration of practical learning activities and the preparation and maintenance of teaching areas and equipment for students.

To ensure that the Technical Team is resourced, organized and developed to meet the performance standards required.

Main duties and responsibilities (accountabilities):

- To ensure efficient use of resources and assist with the management of departmental budgets.
- To ensure all health and safety requirements are fulfilled.
- To ensure all lessons are appropriately resourced and prepared.

Technical support:

- To assist with all reasonable requests by the Head of Science and department staff.
- To assist with classroom practical's and to carry out demonstrations, prepare resources, assemble apparatus, paying attention to all relevant safety guidelines.
- To support and guide students under the direction of the teacher in their learning within the curriculum area.
- To advise teaching staff on technical support to meet curriculum requirements.
- To manage, support and develop other technical support staff, ensuring they have the required skills to provide technical support for teachers.
- To take a lead role in contributing to the planning, development and organization of equipment, systems, policies and procedures for the specialist area.

Health and Safety:

- To ensure that laboratory safety regulations and necessary precaution sand requirements are met; ensuring that laboratories and equipment are kept clean and tidy, including checking equipment for safety and advising student of safety aspects of particular experiments.
- To lead and coordinate the assessment, monitoring and review of both health and safety procedures and information resources.
- To carry out risk assessments for technician activities and to ensure health and safety regulations in relation to equipment and materials used by staff and students are adhered to.
- To maintain a working knowledge of current health and safety requirements and developments in practical science by ensuring that relevant literature is available and by arranging for technicians to attend relevant training course.
- To advise teaching staff and others of any potential health and safety hazards.
- To develop and implement plans to safely and securely store allocated resources / materials / equipment.
- To ensure the safe treatment and disposal of used materials, including hazardous substances and respond to actual or potential hazards.
- To ensure statutory records of poisons, inflammable liquids, alcohol and radioactive materials are maintained and that all materials are correctly labelled.

JOB DESCRIPTION



Monitoring:

- To co-manage the budget for the purchase of technical materials and equipment alongside the Head of Science and to undertake regular audits of resources.
- To lead on stock control, compiling orders and liaising or negotiating with suppliers.
- To purchase supplies in accordance with the school purchasing policy and maintain appropriate records.

Other duties and responsibilities

- To support staff with the scanning, printing and preparing of learning resources.
- To keep up-to-date with current procedures and practices through continuing professional development.
- To participate in the school's annual system of performance management
- To undertake any other duties of a similar level and responsibility as may be required from time to time.
- Display a commitment to child protection and safeguarding. Reporting to the Head of School any behaviour by colleagues, parents and children which raises concern.
- Comply with policies and procedures relating to child protection, health, safety, welfare and security, confidentiality and data protection, reporting all concerns to the appropriate person.

These duties / responsibilities are to be undertaken and performed by the postholder to the satisfaction of the Headteacher.

The duties / responsibilities of this post may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.



PERSON SPECIFICATION



CRITERIA		ESSENTIAL/ DESIRABLE
Qualifications	A Level or equivalent in a science related subject or a Level 3 qualification.	E
	Excellent numeracy and literacy skills (minimum grade C at GCSE or equivalent in both English and maths).	E
	Basic First Aid Certificate.	D
Experience	Experience of working in a science laboratory environment (at least two years).	E
	Experience of working in secondary school setting.	E
Skills and Abilities	Ability to prepare equipment and materials for lessons, as requested by the teaching staff.	E
	Able to prioritise own workload.	E
	Self-motivated and able to use initiative to ensure tasks are completed.	E
	Excellent communication skills.	E
	Good organizational skills.	E
	Ability to work independently or as part of a team.	E
	Ability to use ICT effectively.	E
	Ability to relate well with students and understand their needs and being able to respond appropriately.	E
	Understand the issues surrounding the safeguarding of students and commitment to child welfare and safety.	E
Knowledge	Demonstrate commitment, awareness and competent understanding of Health and Safety procedures in a laboratory setting, including COSHH regulations and related procedures.	
	Detailed knowledge of appropriate use of laboratory equipment (including safe handling and storage of chemicals and hazardous substances / materials).	
	Reasonable level of knowledge and understanding of the science curriculum.	
	Knowledge of policies and procedures relating to child protection, health and safety, security, equal opportunities, confidentiality and personnel matters.	
	Keep up to date with current procedures and practices through continuing professional development undertaking training as required.	

Since its creation in September 2010, Swale Academies Trust has developed into one of the South East's leading Multi-Academy Trusts.

Our purpose is to develop good and outstanding schools and ensure the rapid improvement of schools with challenges. The Trust is an organisation which is driven by the belief that all children deserve a good quality education where they are seen as individuals and above all are exceptionally well cared for.

As the Trust has grown and developed, we continue to ensure that effective school support and leadership is maintained. The Trust's approach to school improvement is based on a combination of CPD, capacity building and collaboration, with a relentless focus on teaching and pupil progress, in order to effect rapid and sustained improvements in outcomes for young people.

Swale Academies Trust – Schools

Primary

- Beaver Green Primary School, Ashford
- Istead Rise Primary School, Istead Rise
- James Dixon Primary School, Bromley
- Langney Primary Academy, Eastbourne
- Parkland Infant School, Eastbourne
- Parkland Junior School, Eastbourne
- Regis Manor Primary School, Sittingbourne
- Shinewater Primary School, Eastbourne
- South Borough Primary School, Maidstone
- Westlands Primary School, Sittingbourne



Secondary

- Meopham Secondary School, Meopham
- Peacehaven Community School, Eastbourne
- The Eastbourne Academy, Eastbourne
- The Holmesdale School, Snodland
- The North School, Ashford
- The Sittingbourne School, Sittingbourne
- The Turing School, Eastbourne
- The Whitstable School, Whitstable
- Westlands Secondary School, Sittingbourne



Central Support Services (based at Trust Head Office), Ashdown House, Sittingbourne

- Human Resource Team
- Finance Team
- ICT Team
- Building / Estate Management

The Application Process

Applications will only be accepted from candidates completing the appropriate application form. All sections of the form which are applicable to you must be completed as clearly and fully as possible.

Please note CVs will not be accepted in place of a completed application form.

Application forms can be found on the Kent-Teach website and all electronic applications should be made via this route. Alternatively, completed forms can be sent by post to the following address:

Mrs Jo Manning
The North School
Essella Road
Ashford
Kent
TN24 8AL

The Shortlisting and Interview Process

After the closing date for this post a panel will conduct the shortlisting process. You will be selected for interview based entirely on the contents of your application form, it is therefore important that you fully read the Job Description and Person Specification prior to completing your form.

After the shortlisting process has been completed candidates who have been selected for interview will be informed, and provided with full details of the interview programme. If you have not heard from us within 10 working days of the closing date for this post, you have, on this occasion, unfortunately been unsuccessful.

All candidates who are invited to interview must bring the following original documents:

- Documentary evidence of right to work in the UK
- Visual identification which includes a photograph, usually a passport or driving licence
- Documentary proof of current name and address
- Where appropriate any documentation evidencing change of name
- Certificates of educational or professional qualifications that are necessary or relevant for the post

Conditional Offer

Any offer of employment will be conditional upon a number of formalities, including, but not restricted to the following:

- Verification of right to work in the UK
- Receipt of two satisfactory references
- Verification of identity checks and qualifications
- Satisfactory enhanced DBS check, as well as additional checks that may be appropriate if you have worked or been resident overseas in the previous five years
- Satisfactory pre-employment health clearance
- A check against the Teacher Service Register for any teaching prohibition or restriction orders where you are applying for a teaching role or if you have previously held a teaching role in past employment.

Safeguarding

Our Trust has robust safer recruitment procedures to help prevent unsuitable people from working with children.

All individuals working in any capacity at our Trust will be subjected to safeguarding checks in line with the statutory guidance Keeping Children Safe in Education.

Retention of information

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through the confidential waste system after six months from the date of the interview, in accordance with our retention of records procedure.

Privacy Notice

Please refer to the Trust's Privacy Notice for job applicants for information about how we use any personal data about them we hold.

This can be downloaded here: <https://www.swale.at/page/?title=Privacy+Notice&pid=33>



SWALE ACADEMIES TRUST
ASHDOWN HOUSE
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SITTINGBOURNE, KENT
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