**Rye College and Community Primary, Part of Aquinas**

[**www.aquinastrust.org**](http://www.aquinastrust.org)

**Application Pack**

**Senior Science Technician**

**For September 2023**

Senior Science Technician

We are seeking to appoint an enthusiastic, energetic and adaptable Senior Science Technician to join our highly-motivated team at an exciting time in our growth.

**Our aim** is to challenge every learner to exceed their own expectations of themselves; create a can-do culture and the resilience to excel; include all members of our community through shared endeavour; and nurture diverse skills, talents and abilities whilst celebrating excellence.

Our ideal candidate will:

* Have experience or interest in working in an educational setting;
* Can multi-task under pressure and juggle many tasks at once;
* Have a flexible attitude;
* Be an excellent Science Technician;
* Be enthusiastic, energetic and open to innovation;
* Possess effective communication skills and be emotionally intelligent;
* Possess effective ICT skills and be open to new uses of technology in the workplace;
* Be committed to continuing professional learning;
* Have integrity, optimism and a good sense of humour;
* Good time management skills and the ability to prioritise tasks;
* Attention to detail; and
* A passion for Science.

In return, we offer:

* A workplace that is future focused with potential for professional growth as we improve;
* A skilled and experienced team of professionals;
* A happy community committed to the professional development of all colleagues;
* A distinctive local context ensuring we place inclusivity at the heart of all we do;
* A motivated leadership team leading rapid improvement to the students’ life chances.

We would be pleased to welcome you for an informal visit prior to application.

We are committed to safeguarding the young people in our care and we expect all our staff to share this commitment.  The successful applicant will be required to undergo an enhanced DBS check.

# The Application Process and Timetable

## Closing Date

You are invited to submit an application form, available with this pack, along with a personal statement outlining your suitability for the role against the person specification and job description.

* Closing date for applications: Friday 16th June 2023

## Short Listing

The candidates selected for interview will be informed after short listing and full details of the interview programme will be provided. If you have not heard anything from us after the interview date below, please assume your application has not been successful.

## Interviews

Candidates will be invited for interview.

* Interviews: as soon as possible for the right candidate

## Appointment

All candidates will be contacted following interview.

* Appointment to commence September 2023 (potentially earlier)

Please send your application, outlining your suitability for the role against the enclosed person specification and job description, by email to [hrassistant@ryecollege.co.uk](mailto:hrassistant@ryecollege.co.uk). Alternatively, submit your application to **Martina Webb, HR Officer, Rye College, The Grove, RYE TN31 7NQ.**

Shortlisted candidates will be asked to submit appropriate identification. For the purpose of DBS clearance, only copies of the successful applicant’s identification will be retained.

All candidates should provide two references. Permission should be sought prior to including any referee on your application form. Shortlisted candidates may have their references taken-up before any interview – unless explicitly requested in your application.

**Rye College is committed to safeguarding the young people in our care and we expect all our colleagues to share this commitment.  The successful applicant will be required to undergo an enhanced DBS check. As an employee of the Aquinas Church of England Education Trust you are required to have regard to the character of the Trust and its foundation and to undertake not to do anything in any way contrary to the interests of the foundation.**

June, 2023

Dear applicant,

On behalf of our students, colleagues and trustees, I would like to thank you for your interest in a position at Rye College. I hope you find the application pack both helpful and informative.

There is a long tradition of education in Rye that goes back to the foundation of the Grammar School in 1636. At Rye College, we are proud to be a significant chapter in the ongoing story of nearly four hundred years of learning in this ancient town.

There is significant transformational change improving the standard of education and facilities at Rye College – ideal for ambitious and talented teachers to truly make a difference, and build upon our most recent OfSTED good grading. Having seen an impressive rise in progress and attainment outcomes over the last few years, we continue to focus on delivering academic excellence with a commitment to high-quality pedagogy and teacher training. We offer excellent opportunities for those who can deliver in the classroom and wish to progress their career.

We work to instil a sense of responsibility in all our students – a sense of ownership of their learning, of their college, of their actions and of the consequences. In today’s complex world, children need both the knowledge and skills to compete in a global market place but also need a sense of their humanity – the ability to respect, to empathise and to be caring and compassionate individuals.

Our curriculum offer is simple: broad and balanced with an academic core. It combines a foundation in the national curriculum subjects, a focus on academic achievement in English, maths, science and the humanities with a broader offer of suitable academic, vocational and technical qualifications. In recent years, our students have found much success in the creative arts – and this is a commitment we see in our curriculum offer for the next academic year.

We are looking to recruit experienced and newly qualified teachers who want to raise standards through the creation of vibrant and innovative classrooms. Central to this is an ability to work in partnership with our families and other professionals to continue our mission to build an amazing college that delivers excellence for every one of our students.

In your application, please outline why you would like to join Rye College, how you meet the person specification and what might make you irresistible. We value honesty.

I look forward receiving your completed application.

With thanks,



Dom Downes

Headteacher

# Job Description

**JOB TITLE:** Senior Science Technician

**GRADE:** Single Status 6 Point 14-16

**HOURS:**  37 hours per week, 40 weeks per year (term time plus 1 weeks)

**PRO RATA SALARY:** Pro Rata Salary Range: £20,358.68 p.a. - £21110.32 p.a.

(Full Time Range: £22,779 p.a. - £23,620 p.a.)

**RESPONSIBLE TO:** Head of Science

## Main purpose of the job

The principal role of the Senior Science Technician is to work with and be responsible for the science technician and to provide technical support services to the Science Department, including the preparation of materials, setting up of equipment for class practical sessions and maintaining equipment for use. You will ensure science teachers have the equipment and resources they need to provide excellent opportunities for students to learn. The science technicians play a crucial role in supporting and directly improving our students’ learning experiences

## Specific duties and responsibilities

Main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required, as directed. To supervise the work of science technician and support the work of the science team under the direction of Subject Leader Science to achieve the best outcomes for the students and staff.

* Check and service equipment and resources used by the Science Department, specifically equipment used by staff and students in all the science subjects liaising with other professionals and members of staff as appropriate.
* Check and maintain all small equipment on a regular basis and inform the Subject Leader Science of any repairs necessary.
* To carry out regular material and equipment checks across all Science rooms.
* To ensure that all materials/equipment/apparatus is set up for lessons or demonstrations and that it is retrieved after use, washed if necessary, accounted for and returned to store.
* To ensure that laboratories and equipment are kept in a safe and tidy manner. This duty includes a daily check of all services to ensure correct operation (reporting faults to the necessary agency) and maintaining appropriate security levels.
* To undertake routine maintenance of general facilities and equipment and to report faults to the head of department and other professionals and staff, as appropriate.
* To supervise stock checks and recording of stock on a database, to electronically place requisition orders for goods where necessary and as appropriate, receive, check and safely store goods when delivered.
* To prepare/manufacture equipment/apparatus/specimens. In addition to the routine preparation of glassware, agar plates etc (this duty also includes the manufacture of experimental aids from a variety of materials such as plastic, metal, wood etc)
* To obtain either by purchase from local suppliers or from the local environment, various items for use in science practical lessons. (These can range from nails to woodlice).
* To make up solutions/reagents for general laboratory and individual use. To assist teaching staff in the running/supervision of individual practical sessions e.g. assessments and possibly day field trips.
* To provide support to science teachers and students during lessons where necessary/directed, offering guidance and assistance in practical activities.
* Assist teaching staff in the development of appropriate resources for teaching and learning as directed (including filing and photocopying), and as required to meet the day-to-day needs.
* To attend School meetings and health and safety meetings and feedback as necessary to the department.
* To attend regular technician team meetings.
* Assist Science staff in preparing and setting up display work.
* To ensure all documentation relating to the maintenance of equipment is up to date.
* Attend Open Evenings and other similar School events.
* To undertake such other duties related to the work of the department appropriate to the post as may be assigned.
* Undertake structured and agreed learning activities/teaching programmes

## Health and Safety, Environment and Facilities

Ensure the department delivers work according to the relevant health and safety requirements.

* Carry out regular Health and Safety checks on all equipment and machinery and ensure the correct procedure is used for the disposal of waste material.
* Assist in the production of Risk and COSHH assessments as appropriate to the Science Dept.
* Ensure that all relevant First Aid, Fire and Health & Safety regulations and requirements are implemented, under the direction of the Subject Leader Science and report any discrepancies.
* Keep materials, stores and classrooms clean and tidy.
* Maintain a clean, healthy and safe working environment, by consulting with facilities staff, complying with appropriate legislation or School policies/procedures.

## **Budgets and Resources**

Manage the department’s budget for science practicals

* Identify resource needs, making recommendations for purchases and ensure the most cost-effective use of budgets.
* Distribute, monitor and store consumables, check/audit stock annually and as necessary. Liaise with Subject Leader Science and Finance staff as appropriate.
* Place orders for new and replacement items as required, and maintain associated records.
* Complying with all financial procedures, particularly in relation to ordering processes.

Administration

* Keep a check on departmental stock levels and supporting the Head of Department, administer the ordering, issue and distribution of stock

General

* Set a good example to students and other staff by personal presentation and conduct.
* Contribute to the overall ethos/work/aims of the college.
* Work effectively and flexibly with Science Department staff to ensure an effective service, operating timetable and duty rotas.
* Supporting performance management procedures and be an active participant in appraisal.
* Engaging in continuing professional development by attending relevant meetings and training sessions, within School or externally. Recognising own strengths and areas of expertise and using these to advise and support others in the science department.
* Ensuring all appropriate paperwork is completed in line with college requirements.
* Ensuring awareness and implementation of relevant legislation and School policies, including those relating to health and safety and equal opportunities.
* Ensuring all service policies and procedures are documented, clear and up-to-date.
* Promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.

Resources

* Create and maintain a working area that is a pleasant, tidy and well-organised working environment.
* Ensure that equipment and other resources are properly cared for.
* Take care of equipment and furniture with any damage or defects to fabric or equipment are reported as appropriate.
* Operate relevant equipment/ICT packages (e.g. MS Office, SIMS, internet, intranet, E-mail, photography equipment)
* Maintain and repair the materials / equipment used by the department and report other damages/needs
* Construct items within the department to improve effective use of space and/or delivery of the curriculum
* Maintain tidy and organised work spaces and storage areas
* Check materials / equipment and ensure health and safety guidelines are adhered to
* Use Science supplies resourcefully

Other

* Show the ability to get things done correctly and on time.
* Enjoy the presence of young people.
* Impress those around you with a sense of purpose and commitment to the school and team.
* Show a knowledge of health and safety in the workplace.
* Possess a knowledge of equal opportunities.
* Demonstrate a sense of humour.

Special Conditions

* Be well-presented and of smart professional appearance.
* Be responsive to various changing and often conflicting demands.
* Demonstrate diplomacy, tact and discretion.
* Show willingness and ability to work flexible hours and across a range of work areas to meet service requirements.
* Respect the confidentiality of information handled, and observe the principles of the Data Protection Act.
* Be willing to undertake future relevant training.

## Training

The Trust is committed to the development and progression of all staff. Staff are encouraged to attend training courses appropriate to their own and department’s needs. These include external courses, internal workshops, staff meetings and departmental training. The successful candidate may be required to undertake training to fulfil the requirements of the post.

The post holder will be expected to carry out such other duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.

## Safeguarding

All school-based colleagues have the responsibility for promoting the safeguarding and welfare of children. All colleagues should be aware of the college’s Child Protection and Safeguarding Policy and work in accordance with this document at all times.

## Variations

This job description sets out the duties of the post at the time when it was drawn up.  Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed.  Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

# Person Specification

## Senior Science Technician

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| --- | --- | --- |
|  | **Criteria** | **Method of Assessment/**  **Source of Information** |
| **Key Skills & Abilities** | * In-depth knowledge and experience of relevant specialised software, policies and processes, gained through significant practical experience and/or through formal training. * Experience of and ability to understand, conceptualise and interpret service requirements. * The ability to motivate staff and manage performance. * The ability to supervise and appraise staff, where appropriate. * A clear understanding of the pre-determined standards and regulations for the conduct and output of the role and/or team. * The ability to communicate clearly, clarifying requirements, responding to students, staff and external agencies. * Effective planning, organising and prioritising abilities. * The ability to plan or schedule work days and weeks ahead, and to respond to changing pressures or requirements. | Application/Interview/  References |
| **Knowledge/**  **Experience/**  **Qualifications** | * Relevant Science qualifications plus typically 2+ years relevant work experience is desirable. Or * Evidence of progression and development gained through relevant work experience. * A specialist professional or a more generalist manager with knowledge across a range of areas. * Knowledge and understanding of relevant Health and Safety, Equal Opportunities, and Safeguarding requirements gained through induction/on job training. | Application/Interview/  Certificates |
| **Experience** | * Experience working in a technician or hands-on role. * Experience of ordering, cataloguing or maintaining supplies and equipment. * Experience of working on projects to strict deadlines. * Experience of providing effective advice and guidance on art projects or initiatives. * Technically competent and experienced in using Microsoft Office software, | Application/Interview |
| **General** | * Takes whole school perspective. * Accepts responsibility. * Skillful in problem identification and analysis. * Establishes a culture of high performance and models the level of performance expected in others. * Displays confidence and inspires confidence in others. * Leads by example. * Able to work flexibly and cope with the ambiguity of an organisation going through significant change. * Self-motivated, pro-active approach, with the ability to influence others and work effectively as a member of the team. * Self-confident, self-aware and a personal drive and resilience to achieve results | Application/Interview |

**Health & Safety Functions**

This section is to make you aware of any health and safety related functions you may be expected to either perform or to which may be exposed in relation to the post you applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

|  |  |
| --- | --- |
| Using display screen equipment | **X** |
| Working with children/vulnerable adults | **X** |
| Moving & handling operations | **X** |
| Occupational Driving |  |
| Lone Working |  |
| Working at height | **X** |
| Shift / night work |  |
| Working with hazardous substances | **X** |
| Using power tools |  |
| Exposure to noise and /or vibration |  |
| Food handling |  |
| Exposure to blood /body fluids |  |

Benefits of Working with Aquinas

