



Part-Time Science Technician Invicta Grammar School

1. INTRODUCTION

1.1. OUR TRUST

Our Academy consists of an exceptional cluster of primary and secondary schools at the heart of our local community, based in the Maidstone and Malling area of Kent. The Trust was legally established as a Multi Academy Trust on 10 March 2011.

VIAT believes in benefits of cross phase education, whereby all pupils, regardless of background, have a broad curriculum by specialist teachers across all ages; thereby enabling children to master the knowledge and skills they need to achieve their full educational and personal potential.

Our team work tirelessly to ensure that every child can be the best they can be along with providing an innovative and interactive curriculum based on the arts and academia; we aim to be at the forefront of developing new approaches to learning, embedding the 'mastery' approach to teaching and learning; securing the very best outcomes for pupils. Our children only get one chance in their education, and it is our responsibility to provide the absolute best for them.

All our schools have a strong, inclusive and cohesive ethos reflecting on the schools' world class vision; staff and pupils are inspired to embed the values of respect and resilience, while developing personal character through additional wider curriculum activities and opportunities which motivate them, enable them to grow in confidence and cultivate thinking skills and creative potential beyond typical expectations.

This secure foundation ensures an ethic of aspiration, a broader commitment to, and proactive engagement in, wider society; enabling our pupils to be fully ready – academically and personally – for their transition from primary into secondary school and a lifetime of influence beyond.

1.2. OUR VISION

The Trust Vision is to:

- Aspire to be an exceptional cluster of primary and secondary schools at the heart of our local community.
- Achieve our vision by bringing together a family of local schools - each with their own context, ethos, strengths, and areas for development - to work together to enable every single child, and every member of our team, to be the absolute best they can be.

The Goals of the Trust are to have individuals who:

- Are lifelong learners of character.
- Are creative thinkers and innovators.
- Are collaborative and independent problem solvers.
- Are responsible and active role models/citizens.
- Have a global outlook.

1.3. OUR ETHOS

At Valley Invicta Academies Trust, we put the children we teach at the very centre of all we do. We are deeply aware that children only get one chance at their education. Our staff, equally, are at the heart of our schools. Parents/carers and governors are proactively involved in school life and the local, national, and international community are an integral aspect of student and staff engagement.

Teamwork lies at our core: our entire community – students, staff, and parents work together and recognise the roles they play and the strengths they bring. Everyone has their voice heard; everyone is nurtured and cared for. We are ambitious and work hard to help enable excellence for all.

1.4. OUR VALUES

- Integrity;
- Collaboration;
- Excellence.

1.5. INVICTA GRAMMAR SCHOOL

Invicta Grammar School is a popular and outstanding 11–18 selective girls' school which welcomes boys into the Sixth Form. With over 1600 students on roll, including nearly 400 in the Sixth Form, our school is widely recognised as a beacon of excellence, innovation, and collaboration.

Invicta is committed to the quality of care and education for all students, and through personal development, we prepare our students for the world of work in the modern world. I hope you share our excitement for the range of opportunities on offer and our passion for the Art, Music, and Sport as we strive to give our students the best chance to develop confidence, leadership, and emotional intelligence.

At Invicta, we seek to develop the skills, talents, and interests of all our students as individuals. We have high expectations and high aspirations for all, and our vision is one of academic excellence in a supportive, inspiring, and caring environment. Our students love learning and achieve outstanding examination results, making us the best secondary school in Maidstone and a national centre of excellence.

If you are passionate about working in a dynamic team to provide inclusive support to enable students to have full and effective access to the secondary school curriculum, we would love to hear from you.

Come and join our dedicated team of professionals who are always willing to support new staff in the best interests of our students. Our school continually evolves in our drive for excellence; we aspire to provide Outstanding Care, Outstanding Education and Outstanding Opportunities. New opportunities, including career progression, are actively sought for all staff across the school. Collaboration with like-minded colleagues across the Multi-Academy Trust (VIAT) is set up to provide networking, support, quality assurance and friendship. If you think you would thrive in this environment we want to meet you.

To learn more about Invicta Grammar School, please visit our website www.invicta.viat.org.uk

To apply, please download a copy of the application form and email to: n.fitzgerald@invicta.viat.org.uk

2. PERSON SPECIFICATION	
ACCOUNTABILITY	EXAMPLES OF INDICATIVE TASKS
<u>Providing Resources</u> To provide equipment and materials as required by staff in order to assist them in the delivery of their lessons e.g. consumables for experimental work, equipment, text books etc.	Prompt arrival of apparatus as requested by staff using the agreed request system. Preparation, some simple maintenance, and safe storage of apparatus. At times, to set up equipment such that it is ready for the lesson (training provided)

<p><u>Removal and cleaning of used Apparatus</u></p> <p>To clear away and clean up all apparatus after use so that teaching spaces and prep rooms are clean, tidy and safe.</p>	<p>Prompt removal of used equipment such as test-tubes/ beakers etc in a safe manner, as workload permits. Put glassware into dishwasher, hand wash some more fragile pieces.</p>
<p><u>Technical Aid</u></p> <p>To aid in delivery with technical assistance of equipment as part of the technician team.</p>	<p>Demonstrations of practical equipment to staff or to students as and when experience allows (training provided)</p> <p>Help to set up of visual aids when necessary, e.g. set up models of the heart/ eye.</p>
<p><u>Health and Safety</u></p> <p>Ensure that Health and Safety issues relating to science are followed so that they can ensure that both students and staff work in as safe an environment as possible.</p>	<p>Initially become familiar with and then help to develop relevant Health and Safety procedures.</p> <p>Keep equipment in clean and serviceable condition – ensure safe removal of waste.</p> <p>Follow advice from CLEAPPS and LA/LEA for legal requirements.</p> <p>Ensure staff are made aware of potentially hazardous materials or apparatus.</p>
<p><u>Preparatory Room</u></p> <p>Maintain the prep rooms in an organised and orderly manner so that apparatus and equipment can be sourced easily and safely.</p>	<p>Careful storage of equipment and materials and safe disposal of hazardous chemicals – organised via outside contractor as necessary.</p> <p>Safe storage of chemicals and radioactive sources under guidance of senior technician.</p>
<p><u>Ordering</u></p> <p>Support the senior technician with ordering and budget records in coordination with Lead teachers.</p>	<p>Ensure that Labs are well stocked and resourced. Check glassware and apparatus for safe condition (e.g. cracks/chips). Under guidance of senior technician, help to keep stock records and make orders when resources are running low.</p>
<p><u>Support</u></p> <p>Provide any other technical or administrative support that the Lead Teacher Science may reasonably request in order that teaching and learning can be enhanced.</p>	<p>Assist in the proper upkeep of plants, animals and specimens for use in teaching. This would include servicing the greenhouse and laminating for wall displays.</p>

Please note that for the successful candidate relevant training will be given, as appropriate.

3. JOB DESCRIPTION	
Job Title	Science Technician
Grade	VIAT 4 18-21 £25,201-£26,256 FTE - £14,207-£14,802 Actual Salary
School / Department	Invicta Maidstone
Base	Invicta Maidstone
Hours	25 hours per week, 5 hours per day. Term Time Only (190 days) however, if our academic year is less than 190 days, the successful candidate will make up the hours by attending evening events.
Reports to	Senior Lab Technician and Director of Science
Accountable to	Head of School

4.1. JOB SUMMARY

The Science Technician holds a crucial role within the school and provides support to the science department, ensuring that everything is prepared ahead in time for lessons and that equipment for any experiment is ready. The Science Technician will work alongside the rest of the technician team and large teaching staff team within the department.

Applicants must be able to work well within a team, multi-task and work in an organised manner at all times.

4.2. KEY WORKING RELATIONSHIP

- Leadership Group;
- Head of Year;
- Lead Teachers;
- Teachers and Students;
- Safeguarding and health and safety leads.

4.3. KEY RESPONSIBILITIES

Preparing Materials and Equipment for Lessons

- Setting up apparatus and materials for experiments (biology, chemistry, physics).
- Ensuring chemicals and equipment are available and ready on time.
- Preparing solutions, cultures, and specimens as required.

Maintaining Laboratory Equipment

- Cleaning, repairing, and storing laboratory equipment properly.
- Monitoring stock levels of consumables and ordering supplies when necessary.
- Ensuring all equipment is safe and in working order.

Health and Safety

- Ensuring that all experiments comply with health and safety regulations (e.g., CLEAPSS guidelines in the UK).
- Properly labelling and storing chemicals and hazardous materials.
- Disposing of waste safely and appropriately.

Administrative Support

- Keeping records of inventory, risk assessments, and safety data sheets.
- Assisting with the organization of practical exam materials (e.g. GCSEs, A-levels).
- Maintaining an orderly prep room and laboratories.

Supporting Teachers and Students

- Advising teachers on suitable practical activities and demonstrations.
- Assisting in the classroom during complex or hazardous practical work.
- Demonstrating techniques or experiments when needed.

Development and Innovation

- Trialling new experiments and updating practical work in line with curriculum changes.
- Maintaining up-to-date knowledge of new scientific techniques and regulations.

Safeguarding

- VIAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Equality and diversity

- The Trust is committed to valuing diversity in employment, service delivery practices and its general environment. An expectation of all leadership posts within the Trust is that everyone will take responsibility for promoting inclusive and accessible service provision, staff development and a culture that values and respects difference.

4.4. STATEMENT

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job, and, in addition, as a term of your employment you may be required to undertake various other duties as may be required.

Your duties will be set out in the above job description, but please note that Valley Invicta Academies Trust maintains the right to update your job description from time to time, to reflect changes in or to your job. You will be consulted about any proposed changes.

Signed		Date	
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