



The
Sittingbourne School

Senior Science Technician
INFORMATION





CONTENTS

The Sittingbourne School	Pg 3
Letter from Executive Headteacher	Pg 4
Welcome from Trust CEO Jon Whitcombe	Pg 6
Job description	Pg 6
Person specification	Pg 9
Application process	Pg 10
Overview of Swale Academies Trust	Pg 11
Safeguarding	Pg 12



The Sittingbourne School

The Sittingbourne School is a large, non-selective school situated in a semi-rural area of Sittingbourne. We are fortunate to own an extensive site that boasts wonderful sporting facilities, open green spaces and significant investment in new buildings.

We offer our pupils a broad and stimulating curriculum with a sharp focus on literacy and high expectations for all. We are proud of the positive learning culture that exists within the school and we set the bar high on expectations for behaviour and student engagement. We have extensive pastoral systems to support student engagement and wellbeing, and relationships between staff and students are open, friendly and cooperative.

Our school has been on a fabulous journey of continuous development since joining Swale Academies Trust over eight years ago. Ofsted has judged our school Good in the last two inspections, and we continue to move from strength to strength. Over the years, the school's popularity has grown considerably, with 2020 seeing us oversubscribed in all years and our large and thriving Sixth Form more popular than ever. Outcomes for the school show a continuing trend of improvement, highlighting the effectiveness of strategies implemented over time.

In 2019, the school underwent a holistic branding exercise to reaffirm our culture and core values. Consequently, the school has a clear, and embedded, vision that staff follow and fully believe in. Our ethos is community-centred, empowering and fully inclusive. Everything we do here at The Sittingbourne School is focused on ensuring that children of all abilities, backgrounds and beliefs feel valued and are given the guidance and support they need to flourish.

Leadership across the school is a key strength. The school benefits from a large and highly experienced leadership team - and the support of an Executive Headteacher who knows the school and staff well. There are four exceptional deputy headteachers, as well as a vibrant and effective team of assistant headteachers and middle leaders. The school also profits from the collaborative support of Swale Academies Trust, whereby close working networks continue to drive improvements to teaching and learning as well as school management. The work culture is friendly, professional and supportive, with recruitment and retention another real strength of the school.

Students and staff feel proud to belong to The Sittingbourne School.



Senior Science Technician

Salary: £18,693 to £20,506 pro rata (SAT 6 £20,674 to £22,679 FTE)

To Start: May 2021



Permanent Term time position, 38 weeks plus 5 days plus 2 weeks in the school holidays to be agreed with line manager. 37 hours a week.

We are seeking to appoint a motivated and enthusiastic Senior Science Technician to start in as soon as possible. Experience in the methodology of standard practicals is essential, along with awareness of the Health and Safety requirements of the role.

The successful candidate will be responsible for planning and preparing equipment for lessons within all three disciplines of science and be confident in the handling of chemicals. You will also be responsible for the Health and Safety aspects and resourcing within the department. A specialism in one of the three sciences will be desirable but not essential.

The ideal candidate will be a team player with a forward thinking approach, have excellent organisational skills with the ability to work under pressure and be receptive to change.

Full details of the requirements of the post can be found in the accompanying recruitment pack.

Applications should be made via Kent Teach. Please note, we cannot accept CVs.

If you experience any difficulty in completing the application form, please contact recruitment@swale.at or 01795 426091 (option 2)

In accordance with current GDPR compliance we will not keep any details/application forms on file once the position is filled.

Interested applicants are welcome to contact Kate Box, Assistant Headteacher/Head of Science at the school for an informal discussion regarding the post kate.box@swale.at 01795 472449

If I am successful in gaining an interview, how will this occur during the current COVID-19 pandemic?

Due to the current situation we may plan to interview remotely using a video call. We would ensure that candidates who were successful in gaining an interview were supported with the technology so that this process is seamless. We will provide you with details of the process with your interview invite.

Our advice would be that those who were successful in gaining an interview should prepare as they would for a face to face and dress smart casual. We will allow plenty of time to ensure that you are able to answer our questions in full and you will not be judged if you are having problems with your technology.

We will leave plenty of opportunity for questions at the end of the interview, and we will spend lots of time talking and unpicking your answers. Please come prepared to share anything you'd like that we didn't cover, or any questions you have about it. We really appreciate your adaptability in these unprecedented times.

Interview Date: 18th May 2021

Swale Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is exempt from ROA and will require an enhanced DBS disclosure

Headteacher: Nick Smith

WELCOME

Dear Applicant,

Thank you for your interest in this role within Swale Academies Trust. Swale Academies Trust is one of the leading Multi-Academy Trusts in the south east with a highly effective record in school improvement. We are currently looking for outstanding leaders and teachers to join us as we grow. Swale Academies Trust consists of a group of seventeen primary and secondary schools based in Kent, East Sussex and South London. We are also working with a number of schools who require support prior to joining the Trust. We have a very strong track record in school improvement and are looking for dynamic people who want to transform children's lives in some of the most challenging educational contexts in the region.

We are looking for ambitious professionals who are interested in working with pupils from diverse communities in some of the region's most challenging schools. We want energetic, inspiring classroom practitioners who are highly motivated and committed to the profession. We recognise the importance of a well-ordered teaching environment for staff to flourish. Parents and teachers provide regular positive feedback about our work to create a positive climate for learning. As a result, Ofsted visits identify pupils' conduct as a strength across the Trust. We want teachers who are keen to make a positive difference to children's lives, are proud of the students they teach, the work they produce and share this pride in the achievements of all.

Our salary package, continued professional development and additional benefits are some of the best in the sector. We invest in our staff at every level with a wide range of coaching programmes, delivered across our schools, including Westlands, the Trust Teaching school. We also work closely with a number of external partners such as the University of Kent to support leadership development across our family of schools. All of our schools are unique and reflect the communities they serve but they work closely together to support each other and collaborate to raise standards. Teachers identify the well-structured collaboration as a key factor in improving their practice but also improving their work-life balance.

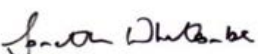
Since its creation in September 2010, Swale Academies Trust has become a strong and successful school improvement service, specialising in taking schools in Ofsted category and turning them into good schools. A glance at the most recent Ofsted reports for Beaver Green Primary School, South Borough Primary School, Meopham School, Regis Manor Primary School, Westlands Primary School, Istead Rise Primary School and The Sittingbourne School, will all point to the effectiveness of the Trust in bringing about change and providing and enabling excellent leadership. First and foremost, Swale Academies Trust is about the provision and development of high quality leadership and management.

Our ambition is driven by enabling schools and children to succeed. We have a wide range of excellent and highly accomplished senior leaders who lead with a sense of purpose, charisma and a set of shared values. The Trust is fortunate to be overseen by a Board of Directors who share leaders' values and provide the highest quality challenge and support.

We are proud of our schools and strive for a sense of shared pride in the achievements of all of our students.

We look forward to receiving your application.

Yours sincerely,


Jon Whitcombe
Chief Executive Officer

JOB DESCRIPTION



Job Title: Senior Science Technician

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 pupils.

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

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

To ensure that the Technical Team is resourced, organised 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 pupils 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 assist with the distribution and collection of ICT equipment.
- 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 organisation of equipment, systems, policies and procedures for the specialist technical area.

JOB DESCRIPTION



Health and Safety

- To ensure that laboratory safety regulations and necessary precautions and requirements are met; ensuring that laboratories and equipment are kept clean and tidy, including checking equipment for safety and advising pupils of safety aspects of particular experiments.
- To lead and co-ordinate 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 pupils 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 courses.
- 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.
- To ensure safety, and safe usage, of specialised equipment such as fume cupboards.
- To ensure that statutory checks on electrical equipment are carried out when required and to maintain general equipment in good order.
- To ensure that records of breakages and deterioration/damage to any equipment, chemicals or resources are maintained.
- To maintain a register of all incidents involving safety or damage and an asset register of all equipment.

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.

JOB DESCRIPTION

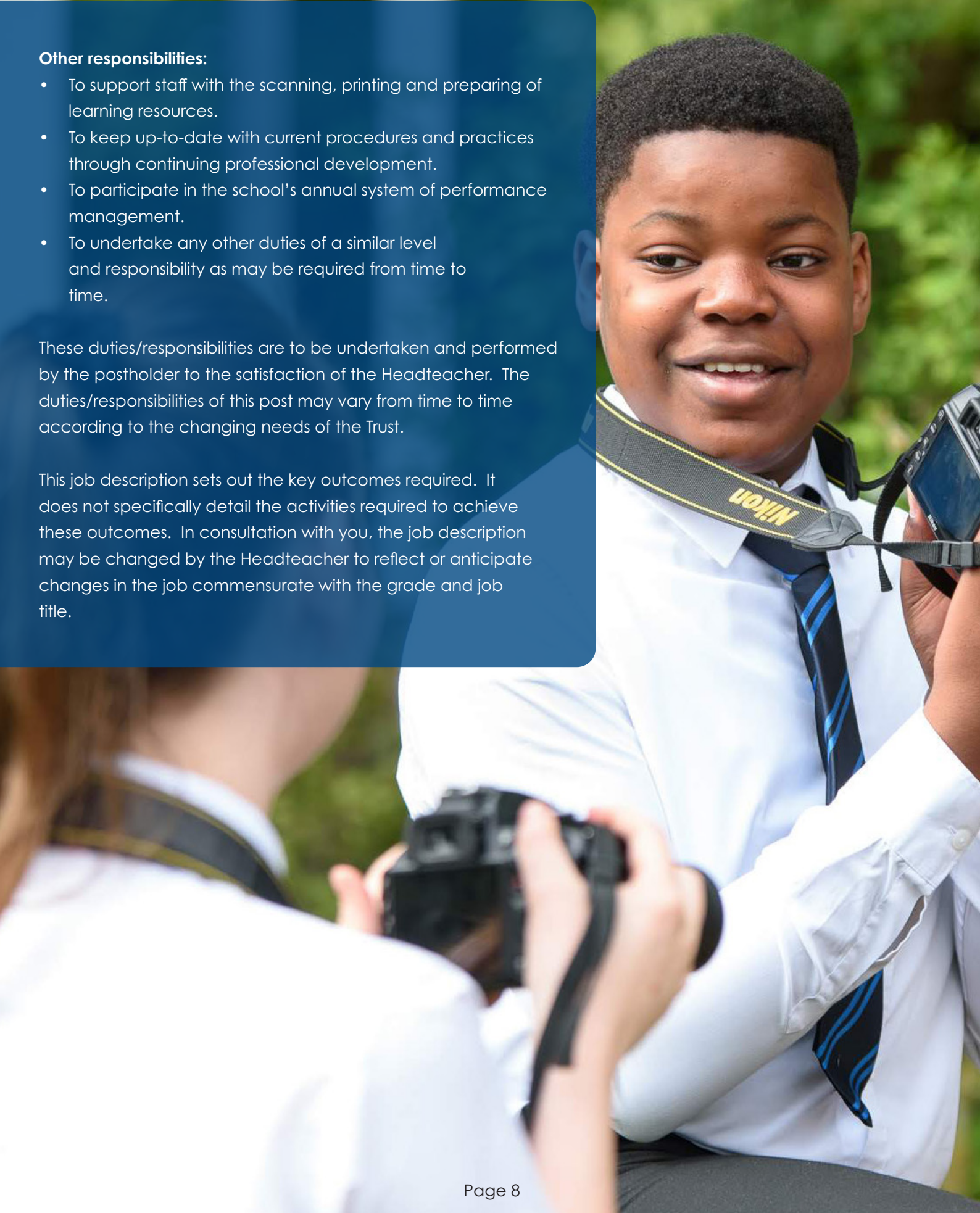


Other responsibilities:

- 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.

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 vary from time to time according to the changing needs of the Trust.

This job description sets out the key outcomes required. It does not specifically detail the activities required to achieve these outcomes. In consultation with you, the job description 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 & Training	1	A Level or equivalent in a science related subject or a Level 3 qualification.	E
	2	Excellent Numeracy and Literacy skills (minimum grade C at GCSE or equivalent in both English and Maths).	E
	3	Basic First Aid certificate.	D
Experience	4	Experience of working in a science laboratory environment (at least two years).	E
	5	Experience of working in secondary school setting.	E
Skills and Abilities	6	Ability to prepare equipment and materials for lessons, as requested by the teaching staff.	E
	7	Able to prioritise own workload.	E
	8	Self-motivated and able to use initiative to ensure tasks are completed.	E
	9	Excellent communication skills.	E
	10	Good organisational skills.	E
	11	Ability to work independently or as part of a team.	E
	12	Ability to use ICT effectively.	E
	13	Ability to relate well with pupils and understand their needs and being able to respond appropriately.	E
	14	Understand the issues surrounding the safeguarding of pupils and commitment to child welfare and safety.	E
Knowledge	15	Demonstrate commitment, awareness and competent understanding of Health and Safety procedures in a laboratory setting, including COSHH regulations and related procedures.	E
	16	Detailed knowledge of appropriate use of laboratory equipment (including safe handling and storage of chemicals and hazardous substances/materials).	E
	17	Reasonable level of knowledge and understanding of the science curriculum.	E
	18	Knowledge of policies and procedures relating to child protection, health and safety, security, equal opportunities, confidentiality and personnel matters.	E
	19	Keep up to date with current procedures and practices through continuing professional development undertaking training as required.	E

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 application should be made via this route. Alternatively, completed forms can be sent by post to the following address:

HR Team
Swale Academies Trust
Ashdown House
Johnson Road
Sittingbourne
Kent
ME10 1JS

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
- Documentary evidence of identity that will satisfy DBS requirements
- 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.

OVERVIEW

The Swale Academies Trust based in Kent came into being in September 2010 as one of the first few Academy Converter Schools based around Westlands School in Sittingbourne. As a National Support School and an Academy Sponsor, Westlands and Swale Academies Trust have developed into one of the South East's leading Academy Sponsors, currently consisting of five secondary schools and ten primary schools. The Trust provides support for other schools, located in Kent and East Sussex.

As the Trust has grown and developed we continue to ensure that effective school support and leadership is maintained. Most of the schools that join us have had inherent weaknesses and challenges that need to be addressed. This involves intensive support and considerable levels of experience and intervention. 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
- Causeway School, Eastbourne
- Peacehaven Community School, Eastbourne
- The Sittingbourne School, Sittingbourne
- The Eastbourne Academy, 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

SWALE ACADEMIES TRUST SAFEGUARDING POSITION

Introduction and Ethos

Swale Academies Trust is a community and all those directly connected (staff, governors, parents, families and pupils) have an essential role to play in making it safe and secure. All schools within the Trust recognise their moral and statutory responsibility to safeguard and promote the welfare of all children.

Trust Schools recognise the importance of providing an ethos and environment within school that will help children to feel safe, secure and respected; encourage them to talk openly; and enable them to feel confident that they will be listened to. We are alert to the signs of abuse and neglect and follow our procedures to ensure that children receive effective support, protection and justice.

The Trust core safeguarding principles are:

- It is a whole school responsibility to safeguard and promote the welfare of children
- All children (defined as those up to the age of 18) regardless of age, gender, ability, culture, race, language, religion or sexual identity, have equal rights to protection
- All children have a right to be heard and to have their wishes and feelings taken into account
- All staff understand safe professional practice and adhere to our code of conduct and other associated policies
- All staff have a responsibility to recognise vulnerability in children and act on any concern in accordance with this guidance

There are four main elements to our safeguarding policy:

- Prevention (e.g. positive, supportive, safe school culture, curriculum and pastoral opportunities for children, safer recruitment procedures)
- Protection (by following the agreed procedures, ensuring all staff are trained and supported to respond appropriately and sensitively to safeguarding concerns)
- Support (for all pupils, parents and staff, and where appropriate specific intervention for those who may be at risk of harm)
- Working with parents and other agencies (to ensure appropriate communications and actions are undertaken)

The procedures contained in our policy apply to all staff and governors and are consistent with those of each school's local safeguarding boards.

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.ac/page/?title=Privacy+Notice&pid=33>

