

Senior Science Technician

Applicant Pack



Outstanding Achievement for All

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The vacancy

Post advert

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|-----------------------------------|------------------------------|
| Deadline for applications: | 11.59pm on 5 March 2025 |
| Interviews to be held: | Week beginning 17 March 2025 |
| To start: | ASAP |

We are seeking to appoint a part time Senior Science Technician to provide support and assistance to busy our Science Department.

The successful candidate will be responsible for providing specialist support involving the use of specific curriculum resources within the science department, including unsupervised preparation and maintenance of resources and support to staff and students. Our science labs are well equipped, and practical science is an essential part of our curriculum, with high quality practical lessons forming an important part of the students' experience.

This role would suit a person that wants to work part time in a friendly science department, and they will work closely with the current Senior Science Technician. The working hours are 8.am to 4pm, 1 day a week and there is some flexibility regarding the working day.

Role summary

| | | |
|---|--|--------------------|
| Post title: | Senior Science Technician | |
| Profile: | LD3 | |
| Grade: | G4 | |
| Grade spinal point range: | SCP 7 to 12 | |
| Salary: | £25,584 - £27,711 (pro rata £4,462 - £4,833) | |
| Accountable SLT post: | SLT responsible for science in conjunction with Business Manager | |
| Line manager (if different): | Head of Science | |
| Staff to be supervised or line managed by post holder: | NA | |
| Post holder will work with: | Other teacher and support staff | |
| Holiday and sickness relief: | By and for other Science Curriculum/Resource Support Assistants | |
| Purpose of post: | To be responsible for providing specialist support with specific curriculum resources within the science department in school, including unsupervised preparation and maintenance of resources and support to staff and pupils | |
| Version revised: | January 2020 | |
| Contract: | Permanent | 7.5 hours/39 weeks |

Job description

The post holder must at all times carry out their responsibilities within the spirit of the school and trust policies and within the framework of legislation relating to academies and education, with particular regard to the statutory responsibilities of the trust and the governing body of the school.

The specific duties and responsibilities include but are not limited to:

Specific duties and responsibilities

To be responsible for the curriculum resources of the science department, to the standards required by the academy and any appropriate bodies. Duties will include, but not be limited to:

Support for pupils

- Support pupils in accessing learning activities under the guidance of the teacher

Support for the teacher

- Create and maintain a purposeful, orderly and productive working environment
- Timely and accurate preparation and use of specialist equipment/resources/materials as required by staff/curriculum/lesson plans etc. To include collection of data and advise on relevant materials and techniques using own judgement
- Maintain records as requested and assist with the operation, maintenance and development of administration procedures relating to technical duties within the school
- Ensure a healthy and safe working environment for the team is maintained, ensuring adherence to health and safety working practices and standards/legislation

Support for the curriculum

- Monitor and manage stock and supplies, cataloguing as required, including maintaining departmental risk registers and asset registers
- Maintenance of specialist equipment, check for quality/safety, undertake repairs/modifications within own capabilities and report other damages/needs
- Demonstrate and assist others in safe and effective use of specialist equipment/materials
- Able to adapt to the changing needs and demands of the school curriculum
- Undertake structured and agreed learning activities/teaching programmes
- Contribute to the display boards and leaflet displays in the department and the immediate area as directed by the Head of Science

Support for the trust/school

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

- Work in a flexible way to respond to the needs of the trust and to fulfil other duties and responsibilities appropriate to the grade and role as and when required.
- Be aware of and support difference and ensure equal opportunities for all.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Contribute to the overall ethos/work/aims of the trust/schools.
- Participate in relevant training, other learning activities and performance management as required.
- Team responsibilities: all staff are considered part of the overall trust team and may be required to provide assistance to colleagues in other areas from time to time commensurate with the role, skillset and grade.
- From time to time, to meet the needs of the trust, you may be asked but not expected to work hours additional to your normal working hours. The trust will give you as much notice as possible and you will be paid/recompensed for such work. Situations where this might be required are, for example: relevant key school events such as open evenings, exam results days, trips, clubs, training etc.

Changes to these duties

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Headteacher/Principal.

The job description and allocation of particular responsibilities will be kept under review and may be amended via consultation with individuals, the governing body or board of trustees and/or senior leadership team as required. Trade union representation will be welcomed in any such discussions.

Person Specification

Job Title: Senior Science Technician

| REQUIREMENTS | Essential | Desirable | Assessment method A = application I = interview R = reference |
|---|-----------|-----------|--|
| Knowledge, experience and skills | | | |
| Experience of working in a school environment | | ✓ | A/I/R |
| Experience of working in a laboratory environment | | ✓ | A/I/R |
| Ability to prepare equipment & materials for lessons, as requested by teachers | ✓ | | A/I/R |
| Basic IT skills in Microsoft Office: Word, Excel, email and the web etc | ✓ | | A/I |
| Competence in handling, manipulating and maintaining equipment | ✓ | | A/I |
| Experience of working with and supporting others | ✓ | | A/I |
| Ability to carry out risk assessments in relation to laboratory work | | ✓ | A/I |
| Detailed knowledge of safe working practices in relation to handling | | ✓ | A/I |
| Ability to identify work priorities and manage own workload | ✓ | | A/I |
| Detailed knowledge of COSHH regulations in relation to safe storage and handling of Chemicals | | ✓ | A/I |
| Ability to offer professional guidance and assistance to students and teachers on practical aspects of the curriculum | ✓ | | A/I |
| Be able to maintain accurate work records and inventories | ✓ | | A/I |
| Be able to lift equipment and move trolleys etc | ✓ | | A/I |
| Qualifications | | | |
| Good level of literacy and numeracy - GCSE Maths and English at grade 4 or above or equivalent qualification | ✓ | | A |

| | | | |
|--|---|---|-------|
| GCE A Level Science(s) or Science based degree | | ✓ | A |
| NVQ2 LATA (or equivalent/similar) | | ✓ | A |
| Evidence of regular, relevant and recent personal development. | ✓ | | A |
| Other skills | | | |
| Communicate effectively with people at all levels eg school staff, students, governors and external contacts/ suppliers. | ✓ | | I |
| Work effectively as part of a team recognising own role as a team member. | ✓ | ✓ | A / I |
| Able to maintain a positive focus, accepting constructive criticism positively and learning from it. | ✓ | | A / I |
| Demonstrate an enthusiastic and positive approach regarding change, having a definite 'can do' mentality. | ✓ | | I |
| Ability to learn from experiences. | ✓ | | I |
| Ability to carry out instructions accurately and effectively as directed by line manager. | ✓ | | I |
| Demonstrate customer care. | ✓ | | A |
| Ability to work alongside young people (not necessarily in school environment). | ✓ | | A / I |
| Interpersonal skills | | | |
| Ability to maintain confidentiality | ✓ | | A |
| Accuracy when receiving information (verbally and written) and communicate information effectively and accurately. | ✓ | | I |
| Able to make a positive contribution to the team. | ✓ | | A |
| Able to reflect on performance and further develop own knowledge and skills to improve performance. | ✓ | | I |
| Maintains standards set by the organisation. | ✓ | | I |
| Takes responsibility for own actions. | ✓ | | I |

| | | | |
|---|---|--|-------|
| Ability to work alone unsupervised and manage own workload. | ✓ | | A / I |
| Child protection | | | |
| A commitment to the responsibility of safeguarding and promoting the welfare of young people. | ✓ | | I |

Hope Valley College

Hope Valley College is an 11-16 comprehensive school set in a beautiful location in the village of Hope in the heart of the Peak District. The school was originally modelled on the lines of the successful village colleges originated by Henry Morris to provide community education. Hope Valley College now welcomes 550 students from a wide area including Derbyshire, Sheffield and Greater Manchester. On our site, housed in a purpose-built facility, we also run a post-16 SEND provision; Hope Valley Pathways prepares young adults with SEND for life and work and has up to 20 young people on roll.

At Hope Valley College, we offer an ambitious curriculum that is supported by a wide range of enrichment activities. We have high expectations of our students, who achieve well and who are encouraged to embrace the opportunities that our beautiful location offers.



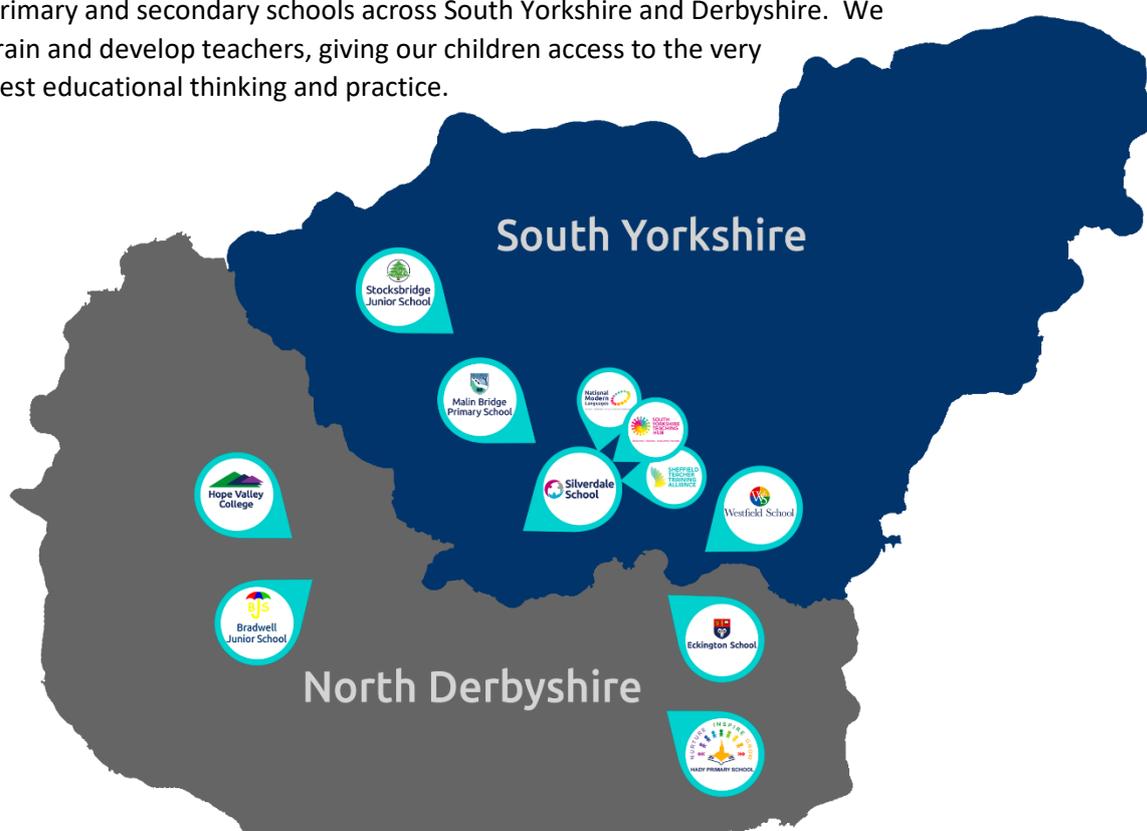
In addition to trust-wide benefits for all staff, those at Hope Valley College also have access to:

- Supportive and friendly staff and leadership team.
- Free staff parking.
- Opportunity to be part of the varied extracurricular offering, including Duke of Edinburgh's Award programme, and many outdoor adventure activities.
- Internationally renowned rural landscape on the doorstep.

You can view the school website at: www.hopevalley.chorustrust.org.

Chorus Education Trust

Chorus Trust is a growing trust, committed to providing every child with the best education in both primary and secondary schools across South Yorkshire and Derbyshire. We train and develop teachers, giving our children access to the very best educational thinking and practice.



Our vision is 'Outstanding Achievement for All'. We want to create a culture of success in which our children and young people can succeed. We do this through the provision of safe and supportive schools, collaborating to ensure our children benefit from a more effective spend of public money.

As part of the Chorus Trust Team, all staff have access to:

- 

An ethos of being a **force for good**; of being part of a team that enables 'outstanding achievement for all'.
- 

Leading edge **training and development** through the South Yorkshire Teaching Hub.
- 

A **collaborative environment** encouraging knowledge sharing and support.
- 

Discounted **health schemes** through Westfield Health and Westfield Rewards Schemes.
- 

Competitive **pension schemes**: Teacher's Pension Scheme (teaching staff) and local government pension scheme (support staff).
- 

Term-time only contract postholders have the freedom of having **school holidays** off.
- 

Career progression opportunities within a growing, local trust.
- 

Support for **flexible working** arrangements.

You can read more about Chorus Trust at www.chorustrust.org.

To apply

- Full application pack and application forms available from: www.chorustrust.org/vacancies
- Completed application forms are to be sent to: Lisa Critchlow (HR Officer) at: recruitment@hopevalley.chorustrust.org
- Please note that CVs and council application forms will not be accepted.
- Deadline for applications: 11.59pm on 5 March 2025.
- Interviews to be held: week beginning 17 March 2025.

Disability confident

Chorus Trust is part of the disability confident scheme. We guarantee to interview all disabled applicants who meet the minimum criteria for the vacancy.



Safeguarding

At Chorus Trust we are committed to the safeguarding of all our pupils, please visit our website to access our safeguarding and child protection policy at www.chorustrust.org/policies.

The trust will conduct an online search of the successful candidate in line with the DfE's keeping children safe in education advice.

The successful candidate will be required to complete a Disclosure and Barring Service (DBS) check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.