

Senior Science Technician



Grade N5: Actual Salary range - £24,182 to £25,811 pa
37 Hours per week. Term time, plus 5 Training days
Permanent

**CANDIDATE
INFORMATION PACK**



ACHIEVEMENT, STUDENTS & LEADERS MATTER

Tel: 0191 214 2201

www.northernleaderstrust.org

Registered Office Address: Kenton School, Drayton Road, Newcastle Upon Tyne, NE3 3RU



INTRODUCTION

From the Principal

Dear Applicant

Thank you for your interest in working for Studio West

Studio West is an exciting studio school, which opened in September 2014. As part of Northern Leaders Trust, Studio West cater for around 550 students aged between 11 and 19 with student numbers increasing year on year. We are expected to reach 650 at full capacity. Rated "Good" by Ofsted, Studio West offers students an innovative and bespoke curriculum with an emphasis on employability and life skills. We have close working relationships with our business partners and our mission is to make sure that every student who leaves Studio West, does so with a university place, an apprenticeship or employment.

We are seeking an experienced supervisor/technician to manage our technician department, providing support to teachers on the full science curriculum at key stages 3, 4 and 5. The right candidate will have the ability to organise, prioritise, delegate and work effectively with children and adults.

The role will involve supporting the team in the setting up and dismantling of equipment, preparing for practical experiments, ordering stocks and supplies and maintaining our databases. There will also be the opportunity to get involved in the wider school such as supporting with transition work and open evenings.

Candidates must possess excellent organisation and time management skills, together with the ability to prioritise to meet deadlines

If you have skills, experience and commitment to succeed in this role, we want to hear from you. In return, we offer fantastic developmental possibilities due to working as part of Northern Leaders Trust, and our forward-thinking management and staff working together to offer the best available chances for our students.

In return we offer:

- Cycle to work scheme
- Free on-site parking
- Free gym access at Kenton School
- Access to a range of health and wellbeing initiatives

Yours Sincerely

Andrew Dryden
Acting Principal

Senior Science Technician

Pay Range: N5

Responsible to:

Head of Faculty



Job Purpose

To provide technical support to the Science Department and wider school as required.

Main Responsibilities

The following list is typical of the level of duties which the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar type and level may be required from time to time.

Main Duties

General

1. Teaching Aids and Resource Materials, to include:
 - a. preparation and setting out of equipment, materials and other resources for practical lessons in an orderly and presentable manner, in accordance with Department/School risk assessments;
 - a. preparation of specific resources from a number of components for practical use;
 - b. checking items for class use in order to ensure that they are functional and sufficient in quantity;
 - c. checking that the above items are returned for each class;
 - d. constructing simple equipment/apparatus;
 - e. care and appropriate handling of resources.
2. Care, Maintenance and Repair of Equipment, to include:
 - a. visual checking and routine cleaning/care of equipment;(b) returning equipment to storage as soon as practicable;
 - b. undertake safety checks (e.g. portable appliance electrical testing) and keeping of appropriate records;
 - c. undertaking simple repairs;advising line manager if more substantial repair or maintenance has to be carried out.
3. Control, Storage and Disposal of Materials, to include:
 - a. maintaining stock levels and advising line manager of items and quantities required;
 - b. ensuring safe and secure storage of materials;
 - c. safe disposal of waste materials.

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JOB DESCRIPTION CONTINUED

4. Care and Maintenance of Teaching Environment, to include:
 - a. general tidying of equipment, materials and other resources within all teaching and preparatory rooms;
 - b. keeping cupboards stocked, tidy and labelled.
5. Display and Demonstration Work, to include:
 - a. setting up equipment/apparatus and materials for demonstrations as requested;
 - b. checking that the above is functioning correctly.
6. Liaison with Teaching Staff, to include:
 - a. advice to teachers on the safe and effective use of equipment/apparatus and materials;
 - b. advice on the availability of equipment, materials and other resources;
 - c. notify line manager of any ways in which efficiency and safety could be improved;
 - d. to work as a member of a Technical Team with regard to the educational aims of the department and school.
7. Assist in maintaining a healthy, safe and secure environment and act in accordance with the School's policies and procedures.
8. To act as Fire Marshall and ensure Fire Evacuation procedures are followed.
9. To support the school through enforcing good standards of behaviour at all times in line with school policies, and through undertaking break and lunch duties if and when required.
10. Contribute to the development and application of priorities, policies and activities in order to enable the achievement of whole school aims.
11. Promote the safeguarding and welfare of children and young persons the postholder is responsible for, or comes into contact with. Be aware of school policies and other guidance on the safeguarding and promotion of wellbeing of children and young people. Take appropriate action where required.
12. Promote and implement policies and practices that encourage mutual tolerance and respect for diversity in all aspects of employment and service delivery.

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Person Specification

Part A: Application Stage

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

Essential

1. Level 2 qualification (GCSE 4 or above (formerly A*-C or equivalent))
2. Knowledge of health and safety legislation including COSHH and regulations in relation to the safe handling and storage of chemicals and usage of hazardous equipment.
3. Effective ICT skills.
4. Ability to work on own initiative and respond effectively and professionally to difficult situations.
5. Effective organisational and prioritisation skills.
6. Flexible approach to work with the ability to work effectively as part of a team.
7. Effective written communication skills.
8. Knowledge of workshop machinery usage and maintenance

Desirable

1. A level 3 qualification (A-Level) or above in a Science subject or relevant laboratory technician qualification.
2. Experience working in a school or educational setting.

Part B: Assessment Stage

1. Effective oral communication skills with the ability to relate well to children and adults.
2. Ability to prepare and maintain equipment and materials for lessons.
3. Ability to identify work priorities and manage own workload within agreed parameters.
4. Ability to maintain accurate work records and databases.
5. Appropriate behaviour and attitude towards safeguarding and promoting the welfare of children and young people including:
 - a) motivation to work with children and young people
 - b) ability to form and maintain appropriate relationships and personal boundaries with children and young people
 - a) emotional resilience in working with challenging behaviours
 - b) attitude to use of authority and maintaining discipline.
6. No disclosure about criminal convictions or safeguarding concern that makes applicant unsuitable for this post.

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Person Specification

Part C: Additional Requirements

The following criteria must be judged as satisfactory when pre-employment checks are completed:

- 1 Enhanced Certificate of Disclosure from the Disclosure and Barring Service*
- 2 Additional criminal record checks if applicant has lived outside the UK
- 3 Children's Barred List Check*
- 4 Confirmation of Qualifications Medical clearance
- 6 Identify and Right to work in the UK check
- 7 A minimum of two satisfactory references from current and previous employers (or education establishment if applicant not in employment).

*All posts involving direct contact with vulnerable children are exempt from the Rehabilitation of Offenders Act 1974. The amendments to the Exceptions Order 1975 (2013 and 2020) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website (www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974). This post is classed as being in 'Regulated Activity' as defined in Keeping Children Safe in Education 2021, therefore in addition to the DBS check, a check of the Children's Barred List will also be conducted as part of the pre-employment screening process



A-Level Results Day

Northern Leaders Trust is laying the foundations now for a period of solid growth over the coming years. These results are just the start of this journey.

About our School

Studio West,
West Denton Way,
Newcastle upon Tyne
NE5 2SZ



Studio West opened in 2014 as a 13 to 19 studio school but, with effect from September 2017 and due to local, popular demand, a change in age range was agreed with the DfE and the school began to admit students in Year 7.

The school now has around 550 students with a PAN of 90.

The ethos of Studio West is enshrined in 'Learning that connects.' The principle that learning must constantly connect school with the real world and the full range of work-related learning and career progression, towards university, an apprenticeship or other destination tailored to the needs of the individual.

Graded as 'Good' by Ofsted in early 2019, we are one of the most successful studio schools in the Country. We use the full range of work-related learning and career progression alongside academic prowess to prepare students for university, an apprenticeship, further training and employment - tailored to the needs of the individual.



For further information, please visit our website
www.sw.northernleadertrust.org

About our Trust

Northern Leaders Trust; Formed in 2014, our Trust currently incorporates both Kenton School and Studio West, an innovative 11-19 studio school.

Under the leadership of Chief Executive Officer Lee Kirtley, the Trust's main objectives are encompassed in its vision statement, which is 'Students are at the centre of everything we do. Through collaboration, every aspect of our work is of high quality. Our academies deliver an ambitious and inclusive curriculum. This enables all students to have high aspirations and to excel academically and socially.'

Each academy is unique and retains its own identity whilst aligning with our Trust vision and values. Each academy's motto summarises this.

Kenton School

'All Different, All Equal.'

Studio West

'Learning that connects.'

Our Trustees

Over the last three years, the Trust Board, comprising of 3 members and 7 Trustees has delivered major improvements to the governance, leadership and financial health of the Trust.

Our Trustees come from a variety of different education and business backgrounds, driving the strategic vision of the Trust and our schools. The Trust and its schools are supported by a strong central services team covering core Trust functions, such as HR, Finance, Data and ICT.

TRUST SHARED VALUES

Shared Expectations – The One Trust Rule

Every student and adult is expected to behave in a responsible manner both to themselves and others, showing consideration, courtesy and respect for other people and their wellbeing at all times.

Leadership – Leaders help themselves and others to do the right thing. We firmly believe that all students and staff within our Trust are leaders.

Excellence – We are a Trust that strives to achieve excellence in academic, sporting and artistic pursuits.

Integrity – We are honest and driven by a clear moral purpose. Acting with integrity means we strive to do the right thing at all times.

Kindness – We value being kind to one another, using our manners and being considerate of each other's feelings.

Inclusivity – All students are welcomed into our classrooms and their uniqueness is celebrated. We have high aspirations for all students: no groups or individuals will be left behind.

Humility – We are humble in both success and failure. We acknowledge that our successes are achieved through the hard work of our students, parents, teachers and community.

Together – We believe that the Trust is stronger together and that collaboration is always more effective than competition.

Reflectiveness – We value reflection as a way to achieve improvement. We believe in inspiring all our learners to question, research, engage and therefore thrive,

Additional Information for Applicants

Terms and Conditions

The conditions of service applicable to the post are those determined by the National Joint Council for Local Government Services (the National Agreement) and locally agreed terms and conditions.

Working Hours

The working hours for this post are 37 hours per week. Normal working hours are Monday to Thursday 8.00 am to 4.00 pm and on Fridays 8.00 am to 3.30 pm with a 30-minute unpaid lunch break each day. The post is term time only which equates to 38 working weeks per year. In addition, staff will be contracted to work 5 additional training days (allocated at the start of each year – one or more of which will be disaggregated into ‘twilight’ evening sessions).

Pay and Grading

The grade of the post is N5, which covers local government pay spine point range 13 - 17 with current corresponding full time annual salary of £28,163 to £30,060 pa.

The actual salary for this post, term time and including annual leave entitlement as outlined above and 5 training days is as follows:-

Less than 5 years’ continuous local government service:

£24,182 to £25,811 pa

or

5 or more years’ continuous local government service:

£24,616 to £26,274 pa

Safeguarding

Northern Leaders Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We are fully committed to ensuring that consistent effective safeguarding procedures are in place to support families, children and staff at school.

Equal Opportunities

Northern Leaders Trust is opposed to any form of unfair discrimination and is publicly committed to be an equal opportunity employer.

Additional Information for Applicants

Annual Leave Entitlement

As this is a term time only post, annual leave entitlement is incorporated into annual salary. This equates to an additional 5.46 weeks pay (25 days plus 8 public holidays pro rata to weeks worked) for staff with less than 5 years' continuous local government service, and 6.25 weeks pay (29 days plus 8 public holidays pro rata) for staff with 5 years' or more continuous local government service.

Status/Probationary Period

This is a permanent post. New entrants to Northern Leaders Trust are subject to a six-month probationary period.

Equal Opportunities

The school is opposed to any form of unfair discrimination and is publicly committed to be an equal opportunity employer.

Pension Scheme

On appointment, new associate staff will be automatically joined into the Local Government Pension Scheme (unless they choose to opt out). Further information can be found at www.twpf.info.

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Application Process

If you feel you have the experience, skills and attributes to succeed as part of our team, please download and complete our application form and return it to hr@northernleaderstrust.org



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