

Senior Science Technician



37 hours per week, All year round

Permanent

Grade N6, Salary: £30,296 to £33,024 pa

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

Appointment of Senior Science Technician

At Kenton we are passionate about providing the very best education possible for young people in our city, our region and nationally and our strong and committed team share our vision of ensuring all our students not only reach their potential but that they are confident, happy and resilient students who treat each other with compassion and respect.

We are seeking an experienced supervisor/technician to manage our team of science technicians providing support to teachers on the full science curriculum at key stages 3, 4 and 5. Previous experience supervising a multi-disciplinary team is essential as is 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 the skills, commitment and enthusiasm to succeed in this role, we want to hear from you. In return we can offer you,

- Access to the Local Government' Pension Scheme
- Salary sacrifice schemes including Car Sacrifice and cycle to work Schemes
- Free on-site parking
- Free gym access at Kenton School

We look forward to receiving your application.

Yours sincerely

Julie Roberts
Acting Principal

Senior Science Technician

Job Description

Pay Range: N6

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.



GCSE Results Day

Our 2024 GCSE results reflect the many positive changes that have taken place in the academy over the last year. All students are given the best possible support and advice and encouraged to follow their passion, whatever that might be.

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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. Ability to work on own initiative, respond effectively and professionally to difficult situations.
2. Effective organisational and prioritisation skills.
3. Flexible approach to work with the ability to work effectively as part of a team.
4. Effective written communication skills.

Desirable

1. Level 2 qualification (GCSE 4 or above (formerly A*-C or equivalent) in a Science subject.
2. Previous experience working as a laboratory technician either in a school or other setting, or be able to offer evidence of ability to undertake duties as outlined within the job description.
3. 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.
4. Effective ICT skills.
5. Experience working in a school or educational setting.

Part B: Assessment Stage

Items 1 – 7 of the above criteria will be further explored at the assessment stage in addition to the criteria listed below:

Essential

1. Excellent communication and interpersonal skills with the ability to deliver information professionally to colleagues and service users.
2. Appropriate behaviour and attitude towards safeguarding and promoting the welfare of children and young people including:
 - motivation to work with children and young people
 - ability to form and maintain appropriate relationships and personal boundaries with children and young people
 - emotional resilience in working with challenging behaviours
 - attitude to use of authority and maintaining discipline.
3. No disclosure about criminal convictions or safeguarding concern that makes applicant unsuitable for this post.

7 The following methods of assessment will be used:

- Interview

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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 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,

About our School

Kenton School



Kenton School is a vibrant and inclusive secondary school at the heart of the community in which we serve.

With just over 1800 students, Kenton is amongst the largest schools in the North East. However, despite the size, the school prides itself on retaining a family atmosphere, where students feel not only challenged through quality first teaching and learning but supported and motivated by the strong pastoral team.

Our Kenton team are passionate about providing the very best education possible for young people in our city, our region and nationally and our strong and committed team share our vision of ensuring all our students not only reach their potential but that they are confident, happy and resilient students who treat each other with compassion and respect.

We aim to provide a broad curriculum, focussing on educating our students for their future in the modern world, not the past or even just the present. We also believe strongly in developing the creativity of our students and this is demonstrated through our commitment to delivering arts courses as a core subject.



For further information, please visit our website

www.northernleaderstrust.org

Additional Information for Applicants

Working Hours

The hours of work are 37 hours per week. Normal working hours are Monday to Thursday 8.00 am to 4.00 pm and Friday 8.00 am to 3.30 pm with a 30 minute unpaid lunch break each day. This is an all year round post.

Pay and Grading

The grade of the post is N6, which covers local government pay spine point range 20-24 with current corresponding full time annual salary of £30,296 to £33,024 pa

Annual Leave Entitlement

25 days plus 8 public for staff with less than 5 years' continuous local government service, 29 days plus 8 public holidays for staff with 5 years' or more continuous local government service.

We do operate a closedown between Christmas and New Year therefore a deduction is made from the leave entitlement to cover this period.

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.

Rehabilitation of Offenders

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.

Additional Information for Applicants

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.



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

Closing Date:

5pm on

12th September 2024



Kenton School, Drayton Road,
Newcastle upon Tyne, NE3 3RU



Learning that Connects

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