ROYAL WOOTTON BASSETT ACADEMY TRUST

Application Pack

Royal Wootton Bassett Academy

Higher Science Technician

Start a.s.a.p.

Closing Date – Tuesday 13th April 2021, Midnight

Interviews – To be Confirmed

37 hours a week over 5 days – 38 weeks a year

Grade F (9-11) - £20,903.00 - £22,183.00

(Pro rata - £17,333.40 - £18,394.82)

Royal Wootton Bassett Academy Trust
T 01793 841900
E Enewman@rwba.org.uk
W www.rwbat.org.uk

LAWN MANOR ACADEMY

NORE MARSH JUNIOR SCHOOL

PATIENTIA ET LABORE

Excellence in Education

Dear Applicant

Thank you for your interest in working for Royal Wootton Bassett Academy. These guidance notes will assist you in completing your application form, which is the first step in our recruitment process.

The Royal Wootton Bassett Academy Trust (RWBAT) is built around the one word of 'Excellence.' Together the Schools strengthen each other, sharing good practice and building capacity for all. Within the MAT we strive to maximise the potential of each person within our community and are absolutely committed to continuous improvement. We value developing the whole person equally to the achievement of academic success.

Could you be the enthusiastic, organised and competent Head Science Technician we are looking for?

We need a highly motivated, innovative and committed individual to provide comprehensive and effective support the Science Faculty. You will be working in a busy, vibrant and supportive environment where your reliability and forward planning will be essential. You will be Co-ordinating the use of practical resources and facilities, including liaising with teaching staff and support staff outside the faculty

The successful candidate will be responsible for a variety of Science based technical support and I would urge interested candidates to peruse the Job Description for this role.

You will:

- Be highly organised
- Have a proven ability to work under pressure and to meet tight deadlines
- A sense of humour

As you will constantly be liaising with staff, students and other technicians, excellent interpersonal and communication skills are essential.

In return we can offer the full benefits of our excellent support and CPD programmes both internally and through Royal Wootton Bassett Academy Trust.

Royal Wootton Bassett Academy is an oversubscribed, very successful, reflective and incredibly proud 11-18 school with 1,761 students on roll including 365 students in our very popular and successful Sixth Form. Royal Wootton Bassett Academy is committed to developing 'Growth Mind sets' and we would welcome an application from fellow professionals who share this mind-set.

In December 2010, the school was awarded ***Outstanding*** in every category by Ofsted. They described our students as ***"…an absolute delight."*** *and* ***"in every area of the School they carry out exemplary practice."*** In November 2013, the Academy was again awarded **Outstanding** in every category by Ofsted where they stated "***Around the school, students are polite and courteous to each other, to members of staff and to visitors. Students listen attentively in lessons, and almost always respond rapidly to teachers' instructions".*** As far as we are aware, Royal Wootton Bassett is the only school in the country to be awarded this prestigious accolade in succession.

Royal Wootton Bassett is geographically situated in a pleasant location with Bath, Bristol, Cheltenham and the Cotswolds all within commuting distance.

The Governing Body and staff at the Academy are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share in this commitment.

If you believe you have the experience, vision and drive for this role, then we would like to hear from you.

Job Description

The job description lists all the main duties of the post, together with further details of the competencies (skills), experience, qualifications, knowledge and abilities required to do the job. The criteria listed within the job description detail how each of these areas will be assessed. It is important that you identify the competencies, experience, qualifications, knowledge and abilities that will be assessed by application form, as you will need to provide evidence that you meet these criteria.

This appointment is subject to the Academy receiving two satisfactory references, one of which will include your current/last employer. Please remember to check your referees are actually able to provide a reference, as failure to do this could cause a delay in confirming your appointment. Royal Wootton Bassett Academy is committed to Safeguarding and this appointment is also subject to you providing relevant documents to the Academy proving your legal right to work in the UK and clearance from the Disclosure and Barring Service of an enhanced check for regulated activity.

Further details about the Academy, this post and an application form can be found by visiting our website www.rwba.org.uk or telephoning Mrs Anita Ellis, Headteacher, on 01793 841907, or emailing Mrs Sharon Lambourne at slambourne@rwba.org.uk.

We hope you will feel inspired to apply for the post of Science Technician at Royal Wootton Bassett Academy

Yours sincerely

Anita Ellis
Headteacher Royal Wootton Bassett Academy

HARRY
POTTER

Job Description

Job Purpose:

To provide high quality support for teaching and learning in Key Stages 3, 4 and 5 in order to meet the needs of all teachers and students within the Science department at RWBA. This is achieved by coordinating the use of practical resources and facilities, providing assistance and advice in meeting the practical needs of the Science curriculum, including liaising with teaching staff and support staff outside of the faculty.

Duties and Responsibilities:

- Assists the relevant teaching staff through the preparation and assembly of the apparatus and materials for class work and demonstrations, according to a pre-determined program.
- Construct apparatus, equipment and simple storage facilities.
- Deliver practical resources/text books to classrooms.
- Clears away apparatus and materials at the end of the session. Cleans apparatus and returns it and materials to safe storage.
- Maintains fittings and equipment in a serviceable condition, personally undertaking minor repairs and recommending outside repairs, replacements and maintenance where necessary.
- Maintains aquaria, vivarium's etc., collects live materials required (worms, plants, soil, etc.), feeds, waters and generally cares for livestock and plants.
- Exercises stock control of equipment and materials, maintaining the necessary registers and records to ensure availability to teaching staff when required. Advises the Senior Science Technician when orders should be raised for supplies or services.
- Assists in the day-to-day running of the laboratories, preparation and storerooms, the equipment and supplies.
- Maintains an up-to-date knowledge of technical developments in the work performed.
- Issues stationery as required by the Science department.
- The specialist technical knowledge and skills will support a variety of teaching activities.
- Knowledge of ICT.
- Help prepare for extracurricular activities e.g. Open Evenings and after school clubs.
- Assist new members of teaching and support staff where necessary.
- Be a key holder for the chemical store and sign out/in chemicals as required for practical lessons.
- Loading and unloading of the dishwashers and handwashing fragile equipment.
- Assisting other technicians (as far as possible) during times of particular pressure.
- Trialing practical activities if required, making modifications if needed and advising teaching staff of conclusions.
- Checking textbooks as required, this may involve issuing, retrieving, storing of books and repairing some books as required.
- The ability to prioritise workload to meet curriculum needs.
- Assist in the work undertaken, for the safe handling and storage of equipment and materials and the disposal of waste and hazardous materials, according to the relevant regulations, guidelines and school procedures and in line with Health and Safety good practice.

Person Specification

Knowledge & Experience

- An academic, technical or vocational qualification to GCSE 'A' level/ NVQ Level3 standard in subject area.
- Excellent use of IT packages to support learning in specialist area
- Ability to establish good working relationships, work proactively within the team, liaise with suppliers, other school staff and pupils.
- Demonstrable knowledge of health and safety regulations and requirements within the relevant area
- Good written & verbal communication
- Excellent organisational skills with the ability to work in a timely effective manner
- Ability to manage and plan own time
- Understand and support safeguarding and child protection
- Understand procedures and legislation around confidentiality

Discretion.

Carry out responsibilities using own discretion or when necessary under the guidance of the Head Technician, Head of Science

Personnel management.

None

Supervisory level.

None

Contacts and Relationships

Staff
Students
Outside suppliers
technicians in other schools

Emotional demands

Conflicting demands
Working to deadlines

Physical demands

Lifting and carrying of equipment, bending, crouching and stretching.

In accordance with the provisions of the Data Protection Act 1998, jobholders should take reasonable care to ensure that personal data is not disclosed outside the school's procedures, or use personal data held on others for their own purposes.

In accordance with the provisions of the Freedom of Information Act 2000, ensure requests for non-personal information are dealt with in accordance with the school's procedures.

In accordance with the provisions of the Health & Safety at Work etc Act 1974 and the Management of Health & Safety at Work Regulations 1999 you must take reasonable care so as not to endanger yourself or other persons whilst at work. You must also co-operate with the school to enable it to comply with its statutory duties for health & safety.

You must work in accordance with training or instruction given, make proper use of any personal protective equipment provided and inform your manager of any hazardous situations or risks of which you are aware.

You must ensure you undertake responsibilities relating to your position as detailed within the school's Health & Safety Policy.
Undertaking any other duties that can be accommodated within the grading level of the post.

WOOTTON BASSETT
ACADEMY
Reception
Ofsted
Outstanding
2010 2011
Ofsted
Outstanding
WADE
TRESPASS

How to Apply

Candidates must return a completed application form and attach a supporting letter (no more than 1 side of A4).

Closing date for applications: 13th April 2021 Midnight

Please be advised that any applications received after this date/time will not be accepted, candidates are responsible for ensuring their application is received. Due to the high number of applications it is not always possible to confirm receipt of applications.

Interviews to be confirmed

Completed application forms should then be sent via email to

slambourne@rwba.org.uk

Candidates who are successfully selected for interview will be informed after shortlisting has taken place.

Candidates should apply using the correct application form. CVs will not be accepted.

Safeguarding Statement

Royal Wootton Bassett Academy is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. We particularly welcome applications from underrepresented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion. Please note that any position that involves working with children requires declaration of ALL convictions/cautions regardless of whether these are deemed spent and a DBS check will be carried out before any employment commences. References will be obtained before interview at shortlisting stage and may be used in the interview process. If previous employment has included working with children then at least one referee must be from this employment regardless of whether this is the current or most recent employment. Any gaps in employment must be detailed and an explanation provided in the relevant section

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Useful information

Royal Wootton Bassett Academy website: Click Here