

Bishop Justus CE School

www.bishopjustus.bromley.sch.uk

Application Pack

Science Technician

Required: Immediate start





Science Technician

Bishop Justus Church of England School is seeking to appoint a Science Technician to work alongside the Senior Science Technician and teaching staff to support the practical side of the Science curriculum and ensure a quality education for all students.

Our ideal candidate will:

- Have a flexible attitude;
- Be an excellent Science Technician;
- Be enthusiastic, energetic and open to innovation;
- Possess effective communication skills and be emotionally intelligent;
- Possess effective ICT skills and be open to new uses of technology in the workplace;
- Be committed to continuing professional learning;
- Have integrity, optimism and a good sense of humour;
- Good time management skills and the ability to prioritise tasks;
- Attention to detail; and
- A passion for Science.

In return, we offer:

- A happy community committed to the professional development of all colleagues;
- A distinctive local context ensuring we place inclusivity at the heart of all we do;
- A skilled and experienced team of teachers and other professionals;
- A motivated leadership team leading rapid improvement to the students' life chances;
- A school in which the students are enthusiastic, engaging and thoughtful.

We would be pleased to welcome you for an informal visit prior to application.

We are committed to safeguarding the young people in our care and we expect all our staff to share this commitment. The successful applicant will be required to undergo an enhanced DBS check.

As an employee of the Aquinas Church of England Education Trust you are required to have regard to the character of the Trust and its foundation and to undertake not to do anything in any way contrary to the interests of the foundation.



THE APPLICATION PROCESS AND TIMETABLE

CLOSING DATE

You are invited to submit an application form, available with this pack, along with a personal statement outlining your suitability for the role against the person specification and job description.

- **Closing date for applications:** 26th November 2024
We reserve the right to withdraw the vacancy, should we find a suitable candidate

SHORT LISTING

The candidates selected for interview will be informed after short listing and full details of the interview programme will be provided. If you have not heard anything from us after the interview date below, please assume your application has not been successful.

INTERVIEWS

Candidates will be invited for interview.

- **Interviews:** 29th November 2024

APPOINTMENT

All candidates will be contacted following interview.

- **Appointment to commence:** Immediate start

APPLYING

Please send your application, outlining your suitability for the role against the enclosed person specification and job description, by email to Recruitment@bishopjustus.bromley.sch.uk

Please note a signed copy of your application form will be required prior to interview.

Shortlisted candidates will be asked to bring appropriate identification with them to interview. For the purpose of DBS clearance, only copies of the successful applicant's identification will be retained.

All candidates should provide two references. Permission should be sought prior to including any referee on your application form. Shortlisted candidates will have their references taken-up before any interview.

Bishop Justus is committed to safeguarding the young people in our care and we expect all our staff to share this commitment. The successful applicant will be required to undergo an enhanced DBS check. As an employee of the Aquinas Church of England Education Trust you are required to have regard to the character of the Trust and its foundation and to undertake not to do anything in any way contrary to the interests of the foundation.



JOB DESCRIPTION

DETAILS

Grade: Aquinas 2

Full Time Salary Range: £23,679.00 p.a. to £24,823.00 p.a.

Actual Pro-Rata Salary Range: £20,277.47 p.a. to £21,257.13 p.a.

Hours: 36 hours per week,

Weeks: 39 weeks per year

Contract: Permanent, Full Time

Accountable to: Lead Science Technician

THE ROLE

Main Purpose of Job

The Science Technician will work alongside the Senior Science Technician and teaching staff to support the practical side of the Science curriculum and ensure a quality education for all students.

Specific Tasks and Responsibilities

- Preparation of materials and equipment for science lessons.
- Liaise with teaching staff and Subject Leaders regarding requirements for lessons.
- Assist teaching staff in the carrying out of assessments and demonstrations as required.
- Trial, and assist teaching staff in trialling, any experiments prior to lessons.
- Prepare, set out and clear away apparatus and chemicals for classes.
- Provide assistance to the teacher during lessons, particularly if any equipment malfunction.
- Help with practical activities in class, e.g. data-logging.
- Assemble, make and repair equipment, as appropriate.
- Prepare and standardise solutions.
- Ensure that apparatus is presented in an orderly, clean and accessible manner.
- Collect, clean and check all equipment used in class experiments at the end of the session.
- Service the laboratories and other practical areas in the department, including prompt attention to spills, broken glassware etc.
- Clean benches, desks and sinks at the end of lessons where necessary. Preparing and constructing visual aids, models, exhibits, as necessary, and assisting in the preparation of displays for open days.
- Ensure that the prep room and work area is kept tidy and that all equipment is and in good working order
- Maintain records of apparatus and chemicals and ensuring their cleanliness and proper storage.
- Carry out maintenance work, checking equipment and producing simple pieces of equipment.
- Maintain a booking system for equipment within the department.
- Carry out administrative duties within the department e.g. completion of requisition forms, duplicating (other than that provided by the general office) and filing.
- Assist with annual stocktaking for the Science department.
- Set up teaching aids and storing them away safely as required, e.g. computers, projectors, etc.



- Ensure that necessary repairs and maintenance to gas, electrical and water supplies are reported to the Senior Technician without delay.
- To be part of the Associate Staff team and to undertake all duties as may reasonably be required.
- Adhere, at all times, to health and safety procedures and processes.

Resources

- Maintain a working area that is a pleasant, tidy and well organized working environment.
- Ensure that equipment and other resources are properly cared for.
- Take care of equipment and furniture with any damage or defects to fabric or equipment reported to the School Caretaker or School Business Director, as appropriate.

Other Duties

- Attend staff meetings, scheduled inset activities and workshops as required.
- Work in support of whole school development plans.
- Take time to read notices, keep to deadlines and carry out our duties to the best of our ability.

Training

Bishop Justus Church of England School has been recognized as an Investor in People and is committed to the development and progression of all staff. Staff are encouraged to attend training courses appropriate to their own and department's needs. These include external courses, internal workshops, staff meetings and departmental training. The successful candidate will be required to undertake training to fulfil the requirements of the post.

Special Conditions

The successful candidate will:

- be well presented and of smart professional appearance;
- be responsive to various changing and often conflicting demands;
- enjoy the presence of young people;
- impress those around you with a sense of purpose and commitment to the school and team;
- have knowledge of health and safety in the workplace;
- have knowledge of equal opportunities;
- be willing to undertake relevant training.

All posts are subject to satisfactory references, completion of medical questionnaire, and a DBS clearance.

Review and assessment of the school's needs and requirements will regularly take place and the specific tasks and responsibilities of individuals may change depending upon the school's needs and the skills of personnel.



PERSON SPECIFICATION

SCIENCE TECHNICIAN

QUALIFICATION AND EXPERIENCE	Essential or Desirable
Either NVQ level 2 in Laboratory and Associated Technical Activities (LATA)	D
or NVQ level 2 for Laboratory Technicians in Education; or Level 2 Certificate in	D
A Levels in physics, biology or chemistry or BTEC in science or equivalent	D
GCSE Maths, English and Science or equivalent Grade C or above	E
Working as part of a team.	E
Handling confidential information.	E
Have English and Maths GCSEs.	E
Safeguarding training.	D
Data protection training.	D
First Aid trained.	D
Handling complaints and concerns from parents and other key stakeholders.	D
Working within a school environment.	D

SKILLS, ABILITIES & KNOWLEDGE	Essential or Desirable
Demonstrate a high degree of literacy skills, including accuracy and sound use of grammar and punctuation in the presentation of written material.	E
Ability to carry out risk assessments in relation to laboratory work	E
Ability to maintain a range of tools and equipment	E
Ability to prepare equipment and materials for lessons, as requested by the teaching staff	E
Prioritise their workload and complete all tasks required of them.	E
Communicate with people over the phone in an appropriate and engaging manner, effectively answering any questions.	E
Demonstrate an organised and effective approach to handling a demanding workload.	E
Have integrity and maintain confidentiality at all times.	E
Excellent knowledge of Microsoft Office applications.	D
Demonstrate a working knowledge of how to manage the reputation of the school and engage with the school community.	D
Knowledge of COSHH and ESCC regulations in relation to the safe handling and storage of chemicals	E
Knowledge of safe working practices in relation to the handling and usage of hazardous equipment and tools	E



Knowledge of National Curriculum requirements	E
Knowledge of Health and Safety legislation as it relates to the work of a school	E

PERSONAL AND PROFESSIONAL QUALITIES AND ATTRIBUTES	Essential or Desirable
The ability to work as both part of a team and independently.	E
The ability to maintain successful working relationships with colleagues.	E
High levels of drive, energy and integrity.	E
Dedicated to promoting their professional development and achieving desired qualifications.	E
Able to plan and take control of situations.	E
Capable of handling a demanding workload and successfully prioritising work.	E
A good team player, with the ability to also work on their own initiative.	E
Willing and able to work flexible hours and across a range of work areas to meet	E
A knowledge of health and safety, and equal opportunities in the workplace.	D



Benefits of Working with Aquinas

LEASE AN ELECTRIC VEHICLE...

We have joined the Octopus Energy Scheme to give you the option of leasing an electric vehicle. Provided by Octopus, the 'Electric Vehicle Salary Sacrifice scheme' is intended to help colleagues lease an electric car. Available to eligible staff.



octopus
electric vehicles

TREATING YOU AS A PROFESSIONAL...

Aquinas is committed to national and local agreements affecting employment as contained in the Burgundy Book (Conditions of Service) for teachers and Green Book (National Joint Council) for associate colleagues unless superseded by statute or revised editions, or by local provisions. This includes salary scales; period of notice and end of contract; maternity, paternity and adoption leave; leave of absence; and annual leave.

HELPING YOU STAY RELAXED...

Working with us gives you discounted access to a range of leisure activities. CSSC is an exclusive membership for public sector employees. For less than £5 a month, families and individuals can save much more on a range of pursuits including...



- Free entry to English Heritage sites for you and your family;
- Discounts on cinema tickets including all top chains;
- Discounted days out, trips and theme parks;
- Subsidised sports training and entry into select events;
- Free health and wellbeing portal for courses, classes & content;
- Savings with online and high street retailers, on local and national gym memberships, restaurants and more.

LOOKING AFTER YOUR WELL-BEING...

We believe well-supported, valued colleagues with a clear and shared purpose are best placed to provide for the emotional well-being of children in their care. Provided by Health Assured, our 'Employee Assistance Programme' is intended to help colleagues deal with personal problems that might adversely impact work performance, health and well-being. Typically support may include assessment, counselling and referral for individuals or their family

health assured