



## Science Technician

<b>Contract Type</b>	37 hours, 39 weeks	<b>Start Date</b>	September 2024
<b>Contract Term</b>	Permanent	<b>Closing Date</b>	Midday Thursday 11 <sup>th</sup> July 2024
<b>Salary</b>	Grade 4 £24,294 to £26,421	<b>Location</b>	Carter Knowle Road, Sheffield
	FTE		
<b>Actual Salary</b>	£20,896 to £22,725 (with under 5 years' service)		

### The School

Mercia School (11-18) opened in 2018 in a brand-new purpose-built building. Leaders and governors have an ambitious vision for the school and are determined that all pupils, irrespective of background will thrive and achieve well.

The school has secured a strong reputation for educational excellence and has been the most over-subscribed school in the city during the last three years. In February 2023, Ofsted inspected the school and graded all aspects of provision and its overall effectiveness to be 'Outstanding'. Mercia published exceptional GCSE results in the summer and opened the Collegiate Sixth Form in September 2023.

As the school continues to grow, it is crucial that we sustain our culture and effectiveness, and this role is central to our continued success.

### The Role

As part of our dedicated Science department, we are seeking a skilled and motivated Science Technician to join our team. As a Science Technician, you will play a crucial role in supporting the Science curriculum and ensuring the smooth operation of practical activities within the department. You will collaborate closely with the science teachers to prepare and set up experiments, maintain laboratory equipment, and promote a safe and efficient learning environment for pupils.

### Responsibilities:

- Prepare and set up apparatus, equipment, and materials for science experiments and demonstrations.
- Maintain an organised inventory of chemicals, specimens, and equipment, ensuring their proper storage and disposal according to health and safety guidelines.
- Assist teachers and pupils during practical lessons, providing guidance and support as needed.
- Conduct routine maintenance and calibration of laboratory equipment to ensure its functionality and accuracy.
- Carry out stock control and ordering of consumables and equipment, liaising with suppliers and following budgetary constraints.



- Support teachers in the development and creation of teaching resources and materials.
- Ensure compliance with health and safety regulations within the laboratory and promote best practices among staff and pupils.
- Assist with the setup and coordination of practical examinations, ensuring all necessary materials and resources are available.
- Participate in professional development opportunities to enhance technical skills and knowledge.

**Requirements:**

- Experience working as a Science Technician in a school or laboratory setting is highly desirable.
- Strong knowledge of health and safety regulations and procedures related to science laboratories.
- Proficiency in the use and maintenance of laboratory equipment and apparatus.
- Excellent organisational skills with the ability to manage multiple tasks efficiently.
- Good communication skills, both written and verbal, with the ability to work collaboratively with teachers, pupils, and colleagues.
- A proactive and flexible approach to work, with the ability to adapt to changing priorities.
- A genuine passion for science and a commitment to supporting pupils' learning experiences.

This a unique opportunity to join one of the best schools in the country and make a difference to the life chances of its pupils.



## Job Description

The post holder must always carry out their responsibilities within the spirit of Mercia Learning Trust and School policies and within the legislative framework applicable to academies.

<b>Purpose of the role:</b>	<ul style="list-style-type: none"> <li>Responsible for providing effective, reliable, high quality support for the teaching and learning of Science.</li> </ul>
<b>Employment Duties</b>	
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>To coordinate the use of practical resources and facilities and provide assistance and advice in meeting the practical needs of the science curriculum, including liaising with teaching staff and support staff outside the department.</li> <li>To ensure the smooth functioning on a day-to-day basis of the Science laboratories, including the checking, routine maintenance and organisation of equipment</li> <li>To ensure the safe storage of all materials and equipment in line with regulations and guidance, in particular Health and Safety and COSHH regulations</li> <li>To ensure the laboratories and preparation room are maintained in a clean, safe and orderly manner</li> <li>To maintain an accurate and up-to-date inventory of all equipment, materials and keep appropriate records</li> <li>To support the delivery of the curriculum and the completion of assessments for public examinations by assisting teaching staff in the Laboratory, as appropriate, for example in the conducting of assessed practical work</li> <li>To be aware of and comply with policies and procedures relating to safeguarding child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person</li> <li>To ensure the availability of suitable materials and equipment, help to compile orders and liaise or negotiate with suppliers and the finance department. This will include sourcing, costing and suggesting economic alternatives to maintain stock levels; keep up to date records of stock; covering of new textbooks</li> <li>Support teaching staff in the collection, setting up and clearing up of demonstration and practical equipment</li> </ul>
<b>General Responsibilities</b>	<ul style="list-style-type: none"> <li>To attend training and administer basic first aid as and when required.</li> <li>To maintain confidentiality relating to the staff and pupils of the school at all times.</li> <li>To be flexible and motivated and able to follow instructions and remain calm in difficult circumstances.</li> <li>To undertake all duties with full regard to the Health and Safety at Work Act.</li> <li>To contribute to the overall ethos, work and aims of the School and Trust.</li> <li>To participate in training and other learning activities and performance development as required.</li> </ul>



## Mercia School

	<ul style="list-style-type: none"> <li>To be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person as soon as they arise.</li> <li>To be aware of and support difference and to ensure equal opportunities for all.</li> </ul> <p>A great deal of the information and work dealt with is, of necessity, confidential, and it is important that none of this information is disclosed to any unauthorised person, and that it is dealt with discreetly and with integrity.</p>
<p><b>Working Environment and Conditions of the Post</b></p>	<ul style="list-style-type: none"> <li>Due to the routine of the schools and the terms and conditions of the sector, the workload may not be evenly spread throughout the year.</li> <li>In order to deliver the service effectively, a degree of flexibility is needed and the post holder may require some evening work (time off in lieu in school holiday periods for work outside of working hours will be given for such events), or some duties not specifically referred to above. Such duties, however, will fall within the scope of the post, at the appropriate grade.</li> <li>The post may be required to travel and work within any school in the Mercia Learning Trust.</li> </ul>
<p><b>General Duties</b></p>	<ul style="list-style-type: none"> <li>To contribute to whole school events as and when required.</li> <li>To ensure accurate records are securely maintained and held in accordance with General Data Protection Regulations (GDPR)/Data Protection Act 2018.</li> <li>Be aware of and support diversity, ensuring equal opportunities for all.</li> <li>Develop professional, constructive relationships with other agencies, schools and professionals.</li> <li>Participate in meetings, training and performance development as necessary.</li> <li>Recognise own strengths and areas of expertise using these to advise and support others.</li> <li>Be willing to undertake training and professional development as required of the post.</li> <li>Any other duties and responsibilities appropriate to the grade and role.</li> </ul>



<b>Trust values</b>	<ul style="list-style-type: none"> <li>• Contribute to the overall development of Mercia Learning Trust to ensure it operates because of shared and collective responsibility.</li> <li>• Contribute to the overall ethos, work and aims of Mercia Learning Trust.</li> <li>• All schools in Mercia Learning Trust are committed to safeguarding and promoting the welfare of children and young people. Therefore, all employees are expected to share this commitment.</li> <li>• Contribute to trust partnership activities to drive school and trust improvement.</li> <li>• Be aware of the school's duty of care in relation to staff, students and visitors and to always comply with all health and safety policies.</li> <li>• Be aware of and comply with the codes of conduct, regulations and policies of the school and its commitment to equal opportunities.</li> <li>• All the above duties and responsibilities to be carried out in accordance with policies adopted by the Trust and School Local Governing Body and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety.</li> <li>• This job description is current at the date as shown, but in conjunction with the post holder, may be changed by the Headteacher to reflect or anticipate changes in the role which are commensurate with the grade and job title.</li> </ul>
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### Person Specification

Specification	Essential	Desirable	Evidence
<b>Qualifications and Training</b>	<ul style="list-style-type: none"> <li>▪ GCSE in Maths and English (or equivalent)</li> <li>▪ ICT literate</li> </ul>	<ul style="list-style-type: none"> <li>▪ Science based qualification (minimum Level 3)</li> </ul>	Application Form, References and Interview
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>▪ Ability to use complex scientific equipment and materials safely and effectively</li> <li>▪ Awareness of professional development needs for both the short and medium term.</li> <li>▪ Organisational Skills</li> </ul>	<ul style="list-style-type: none"> <li>▪ Working knowledge of physics equipment, to include unit maintenance</li> </ul>	Application Form, References and Interview



	<ul style="list-style-type: none"><li>▪ Be able to promote high standards of behaviour and discipline with all pupils in the school and to have a strong public presence</li><li>▪ Good oral and written communication skills</li><li>▪ Ability to plan and prioritise a range of regular and irregular tasks within set deadlines</li><li>▪ The ability to relate in a friendly and appropriately assertive way to staff and pupils</li><li>▪ Methodical approach</li><li>▪ Self motivated</li><li>▪ *The ability to converse at ease with members of the public and pupils and provide advice in accurate spoken English is essential to this role</li></ul>		
<b>Experience</b>	<ul style="list-style-type: none"><li>▪ Experience of working with and maintaining relevant Science equipment used to teach up to A level standard</li><li>▪ Experience of working with ICT</li><li>▪ Experience of working in a laboratory environment</li></ul>	<ul style="list-style-type: none"><li>▪ Experience of working in a secondary school</li><li>▪ Experience of working as part of a team</li></ul>	Application Form, References and Interview



	<ul style="list-style-type: none"><li>▪ Experience of working in a supportive role to management</li><li>▪ Proven track record of organisational and administrative ability</li></ul>		
<b>Personal Qualities</b>	<ul style="list-style-type: none"><li>▪ Be able to manage a demanding workload and meet deadlines</li><li>▪ Commitment to personal professional development</li><li>▪ Enjoy working cooperatively with colleagues and be supportive</li><li>▪ Good at working both independently and as part of a team</li><li>▪ Good at problem solving</li><li>▪ Hardworking and committed</li><li>▪ Enthusiasm for science</li><li>▪ Methodical, well organised and able to prioritise</li><li>▪ Attention to detail and willingness to learn</li></ul>		Application Form, References and Interview



## HOW TO APPLY

All candidates must complete the following application process.

- All applicants must submit an application form via <https://www.eteach.com/careers/merciatrust>
- We do not accept CVs or Council Forms.

After your application has been submitted:

- In all cases written references will be taken up and made available to interviewers BEFORE the final selection stage.
- An email and/or letter will be sent to shortlisted candidates with details of the interview process.
- If you have not heard from us within 2 weeks of the closing date, please assume that on this occasion, your application has been unsuccessful.

Further information:

- Take a look at [www.merciatrust.co.uk/careers](http://www.merciatrust.co.uk/careers) for more on what it's like working for the trust, what we offer you, and what we're looking for.
- Should you require any additional information about the role or the school, or would like an informal discussion or out of hours visit, please contact us on 0114 5539080 or [gdarlow@merciaschool.com](mailto:gdarlow@merciaschool.com).
- For more information about the application process, please email [recruitment@merciatrust.co.uk](mailto:recruitment@merciatrust.co.uk).

The closing date for applications is **Midday Thursday 11<sup>th</sup> July 2024**

### The small print

Mercia Learning Trust is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment. If you are shortlisted, your suitability to work with children will be explored, and this will include disclosing convictions. The information you disclose may be discussed with you during the interview.

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

In accordance with DfE Keeping Children Safe in Education 2022, an online search will be completed on all shortlisted applicants prior to interview. Any relevant information will be discussed further with the applicant during the recruitment process.

We are an Equal Opportunities employer. Our staff are recruited and promoted on the basis of their merits and abilities and no job applicant or employee receives less favourable treatment on the grounds of racial group, origin or nationality, sex, disability, marital status, age, sexual orientation, political or religious beliefs or trade union activity. Please indicate whether there are any reasonable adjustments or access requirements you would need to help you to attend an interview. If you wish to discuss your requirements prior to submitting your form, please contact the Recruitment Team on 0114 349 4230. Alternatively, please give details on a separate sheet and return with your application form.





Mercia School