



ASPIRATIONS

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aspirationsacademies.org



Science Technician

Application Pack



Welcome to Rivers Academy West London

Thank you for your interest in the position of **'Science Technician'** at Rivers Academy West London.

All staff at Rivers Academy share our drive to equip students with the qualifications, qualities and skills to reach their personal ambitions, working together creatively to overcome any hurdle which might otherwise disadvantage our children.

We all have the highest aspirations for every student and provide exceptional education and pastoral care for each individual. As a result, children perform tremendously well in external examinations in both Year 11 and Year 13. We are the one chance of success for our students and we are persistent and resilient in supporting students to overcome any obstacles they may face.

We seek to appoint a highly motivated, enthusiastic Science Technician with a strong commitment to securing the best possible outcomes for the students for whom we work.

The successful candidate will be capable of overseeing the care of students who are unwell or injured, decide on the appropriate course of action and, in liaison with Senior Staff, implement that action. The successful candidate will also ensure efficient and effective administrative systems and record keeping of medical needs are in place to support school staff to ensure the smooth operation for the benefit of all our young people.

Yours faithfully,

Andria Singlehurst
Executive Principal

Visits are welcomed and encouraged

To arrange a visit or for more information please contact

Sam Smith, PA to the Principal

E-mail: ssmith@rivers-aspirations.org

Vision and Ethos

We are passionate about excellence in education, giving students the very best start in life with a firm belief that excellent teaching transforms lives. Our core belief is that for all students to have high aspirations they must believe in themselves, be actively engaged in their learning and see the connection between what they learn today and who they want to become tomorrow.

We teach a highly engaging and challenging curriculum designed to ensure all students develop the knowledge, skills and attributes essential for success in the 21st Century.

We are unapologetically ambitious for every child, regardless of their background, prior attainment or needs. Everything we do at Rivers is driven by this, so that our students can leave us with the best set of qualifications possible and as well rounded young people thereby helping to maximise their life chances.

High Expectations

We expect all students to meet the highest standards, and work with families and the community to ensure that our students meet our high expectations.

Active Engagement in Learning

Rivers Academy West London teachers provide engaging, challenging and relevant teaching and learning. Our Deputy Co-ordinators are a key group who exemplify the classroom excellence and nurturing pastoral care we expect from every teacher and academic mentor.

Our Future Ambitions

Our goal is to raise the Aspirations of the young people with whom we work whilst equipping them with the skills to lead happy, healthy and fulfilling lives.

The Science Department

Our Science team is strong and supportive. The department has experienced Outstanding practitioners. We are currently working on developing an all-through curriculum (4-18 years) to ensure there is no KS3 dip and aiming to make Science the strongest department at the Academy.

You would be joining an exceptional team who are passionate about Science and wider learning.

Job Description and Person Specification

Post Title	Science Technician
Salary/Grade:	Scale 4 Scale point 7-10
Academy:	Rivers Academy West London
Reporting To:	Science Coordinator
Disclosure Level:	Enhanced
Hours of Work:	36 hours a week term time based (39 weeks) FTE - £23,400 - £24,684 Actual Salary per annum (0.8526 of an FTE) - £19,950 - £21,045
Leave:	Annual leave starts at 24 working days for a full year, based on a 5-day working week in addition to Bank/Public Holidays.
Core Purpose:	
The core purpose of the role is to support the Science team with the delivery of practical work and other resources.	
Main Duties:	
<p>Maintain the delivery of resources to the Science Department, including:</p> <p>Ensuring teachers are notified well in advance if there is a difficulty with their resource request. To prepare and set up equipment and materials for any of the three subject areas ready for use in accordance with manufacturer's instructions and the requirements of teaching staff in the appropriate laboratory. To prepare and make resources, teaching aids and demonstration models for use in the teaching areas, including all aspects of any new Schemes of Work. To provide technical advice and assistance to teachers and to assist teaching staff with the general running of practical work sessions in a non-teaching capacity. To ensure that all equipment and materials are stored safely and to dispose of used chemicals in a safe manner as well as ensuring that hygiene and health and safety standards are maintained in the laboratory and preparation areas. To undertake basic maintenance and cleaning of equipment and to assist in organising its servicing and repair as required in accordance with manufacturer's instructions. To operate a safe and secure system for the storage and racking of equipment and materials ensuring that they are maintained in good condition and readily available for issue. To assist in maintaining appropriate records, statistics and filing systems in accordance with stated requirements. To undertake safety checks as required and comply with the requirements of Health and Safety, COSHH and other relevant legislation To clean and make safe spills, breakages and related incidents that requires careful handling. To remove all used/broken glassware from laboratories and ensure that equipment trollies are fully stocked with clean equipment. To support the Science department with ensuring resources are prepared for all assessments and lessons. To ensure all laboratories are clear at the end of the school day and are prepared for the first lesson the following next day.</p>	

General Responsibilities

- To work flexibly - this may include evenings, open days, parents' evenings and possibly weekends. This may also involve cover across the wider team in times of need.
- To be available to assist and undertake break duties.
- To participate fully in Staff Appraisal according to the Academy requirements.
- To participate in training and other learning activities and performance development, as required.
- To work safely, consider the safety of others and work within the guidelines stated in the Academy Health and Safety Policy.
- To comply with all decisions, policies and standing orders of the Academy; comply with statutory requirements, including Equal Opportunities legislation, the Health and Safety at Work Act and the Data Protection Act.
- To have a commitment to Child Safeguarding, to promoting the welfare of children and young people in accordance with the Academy's agreed procedures.
- To contribute to the overall ethos/work/aims of the Academy and the Trust.
- To appreciate and support the role of other professionals.
- To recognise own strengths and areas of expertise and use these to advise and support others.
- To respond to requests in a timely manner and in line with set deadlines.
- To undertake such other duties as may be required from time to time commensurate with the level of the post. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or level of responsibility.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Person Specification

Assessed by application (A)

Assessed by the recruitment process (R)

Criteria	Essential	Desirable
Qualifications and Education		
A good standard of education, e.g. 5 GCSEs at A*-C including English and Maths, or equivalent.	A	
Experience		
Experience in a scientific practical environment		AR
Experience of prioritising workloads, time management and dealing with conflicting priorities for themselves	AR	
Experience of working in a school, academy or other educational based background.		AR
Skills and Abilities		
The ability to provide technical support to the Science department	AR	
The ability to set up practical equipment to support the Science department	R	
High level of accuracy when preparing practical resources	R	
Competent in use of IT, in particular telephony and emails	R	
Flexible, proactive, positive approach to work	R	
Ability to demonstrate a high level of trust and integrity	R	
Knowledge		
Knowledge of child safeguarding procedures		R
Knowledge of schools and education		R
Knowledge of legislation regarding health and safety procedures		AR

The Aspirations Academies Trust

The Aspirations Academies Trust (AAT) as a sponsor of primary and secondary age academies in England, is committed to raising students' aspirations so that all young people reach their fullest potential and achieve the success they want for themselves. Please visit the trust website for further information at: <https://www.aspirationsacademies.org/>

Safe Recruitment Procedure

The AAT is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants. This process is outlined below, but can be provided in more detail if requested.

Disclosure

This post is classified as one that undertakes regulated activity, and appointment is subject to submission of an enhanced check undertaken by the Disclosure and Barring Service that is considered satisfactory by the Trust. Applicants are required, before appointment, to disclose any conviction, caution or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 by SI 2013 1198). Convictions that are defined in the legislation as “spent convictions” but not “protected” would need to be declared. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar individuals from employment – this will depend upon a range of factors including the nature of the offence(s) and when they occurred.

Shortlisting

Only those candidates meeting the relevant criteria indicated in the personal specification will be taken forward from application.

Interview

Longlisted candidates may be subject to a screening interview. Those shortlisted will take part in an interview with questions relating to the job description and person specification and may also have to take part in a selection exercise such as a lesson observation.

Where necessary, candidates will be asked to address any discrepancies, anomalies or gaps in their application form.

Reference checking

At least two references will be obtained, usually from previous and current employers. These may be contacted before the interview with your consent in line with GDPR and in all cases before an offer of appointment is confirmed.