

Briefing Pack for Applicants Science Technician



The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

The school will undertake stringent and rigorous checks of identity and qualifications to ensure that we maintain the very highest standards of child protection for our students.



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May we take this opportunity to thank you in anticipation of your application. If, however, you have not heard from us by the proposed date for the interview, you should assume that on this occasion your applications has not been successful. In that event, we wish you every success in any future applications you make.

Section 1: Post Advertisement

Post:	Science Technician (Job Share)
Location:	Handsworth Grange Community Sports College
Pay scale:	Grade 3 point 5: £23,500 to 6: £23,893 per annum
Actual	
Annual Salary:	£10,085.57 to £10,254.24 (under 5 years of service)
Contract:	Permanent, part-time - 18 hours per week x 40 working weeks (term time + 1 additional week)
Start date:	October 2024

Minerva Learning Trust is an expanding Sheffield based multi-academy Trust with a vision of providing outstanding education for all the students within our schools. The Trust is passionate that all students should see their time at school as happy and fulfilling with their potential developed to the utmost.

Handsworth Grange Community Sports College is an oversubscribed 11-16 school in the south-east of Sheffield. We regard all staff and pupils as part of our family and whilst we have really high expectations of everyone, we maintain a caring and supportive ethos. We strongly believe in work life balance and we work with our staff to actively promote and improve wellbeing.

We are seeking to appoint a Science Technician on a permanent contract to assist with the preparation of materials and equipment for science lessons. We are looking for someone who can work as part of a team to ensure the highest delivery of service. The successful candidate will join an exceptional team of support staff. Teamwork and the community are at the heart of what we do.

If you have the passion to be a key part of the administration team, are able to positively contribute to our ethos and have the drive to make a difference for our school, we would like to hear from you. Candidates are encouraged to have an informal discussion by contacting James Furness, Assistant Headteacher, via e-mail jfurness@handsworth-mlt.co.uk.

The closing date is at 9am on Friday 13 September 2024 and the interviews will take place week commencing 16 September 2024.

The Trust is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment, further information can be found in our child protection and safeguarding policy on our statutory information page on our website [Minerva Learning Trust](https://www.minervalearningtrust.co.uk). The successful candidate will be required to complete an Enhanced Disclosure and Barring Service (DBS) check. In line with KCSIE, the trust/school will be carrying out online searches on shortlisted candidates as part of their due diligence.

The application form and information pack are available on the school website www.hgcsc.co.uk
Please ensure that you do not fill in a Sheffield City Council application form in respect of this vacancy, ONLY MINERVA LEARNING TRUST APPLICATION FORMS WILL BE ACCEPTED.
Please provide telephone numbers and email addresses for yourself and referees.

Section 2: Letter from the Chief Executive – Bev Matthews

Dear Candidate,

Thank you for your interest in this role within Minerva Learning Trust. Minerva Learning Trust was established in October 2014 with the vision of providing outstanding education for pupils who are from a wide variety of backgrounds across the city of Sheffield. During 2017-18 the Trust expanded and brought together four secondary schools across Sheffield to create a new partnership of schools which supports the education of over 5000 pupils. In September 2020, Chapelton Academy joined the Trust and enhanced the post-16 provision within the Trust in the north of the city and in September 2021, we were delighted that Woodthorpe Community Primary School became the first primary school to join the Trust. We resolutely believe that we are stronger together and that each school within the MAT has individual strengths and we celebrate the diverse and unique qualities of each particular school.

As a Trust our mission, vision and values are central to our work and are the driving force behind all that we do. Our vision of Outstanding Together, Working Together and Learning Together is underpinned by our core values of Inclusion, Independence, Respect and Success. Through our values we foster an ethos of collegiality, we ensure inclusion is at the heart of all we do and we work hard to ensure that every child succeeds, no matter what their background or circumstance.

We recognise that the commitment and care shown by all our staff is fundamental to the success of our young people. As such, we work hard to ensure that staff are supported, encouraged, developed, respected and listened to within an enjoyable and rewarding working environment. Our culture is one of professional trust, respect, honesty and integrity and we want our staff and students to work and learn within an environment that enables them to flourish and to work at their best.

The professional development of staff, including opportunities for research, is a key priority of Minerva Learning Trust. As such, we seek to enrich employee capability and maximise the strength and contribution of each individual who works with us. The Trust believes in investing in the learning and development of its employees through a range of opportunities which are aligned to the needs of the organisation and its young people.

This is an exciting opportunity to join the Trust. If you choose to apply you will be choosing to work alongside a team of dedicated professionals who passionately believe in the power of education to change the life chances of young people.

If you believe you have the experience, skills and ambition to support our aims and contribute to the delivery of the very best for our pupils then we look forward to receiving your application.



Bev Matthews
Chief Executive Officer

Section 3: Letter from the Headteacher

Dear Applicant,

Thank you for your interest in this role at our school. Handsworth Grange Community Sports College is a popular 11-16 comprehensive school located in the South East of Sheffield. Our mission is to provide an exceptional education for every student, every day. To achieve our mission, we will:

- Provide a broad and balanced curriculum that challenges everyone.
- Provide care and support to break down barriers to learning.
- Improve our students' vocabulary, comprehension and reading skills.
- Demand high levels of progress and achievement from all students.

Here at Handsworth Grange, we understand the power of education to transform lives, communities, and society. In everything we do we aspire to achieve individual and collective excellence through nurturing every student's unique potential to make sure when they leave and enter the outside world, they are ready to succeed and make an invaluable contribution to the wider society.

We are fully inclusive and have a strong family ethos. Our student population is diverse, and we celebrate our beliefs and cultures which creates a rich, vibrant atmosphere. We have high expectations of everyone, staff, and students alike, and work hard to develop positive relationships to create a firm sense of togetherness. In doing so we promote the following values: Together we:

- Be Brave
- Be Kind
- Be Present

We are currently on a rapid improvement journey and are working collaboratively across the school and the wider Trust to make Handsworth Grange the number one school in Sheffield and the school of choice for both students and staff. We are passionate about our school and the progress of all our students, if you have the drive and determination to make a difference, this is the school to make that happen.

We founded the Minerva Learning Trust; as a result, we work collaboratively and share best practice with other schools in the Trust and local area. As part of that role we work collaboratively and share best practice with other schools in the Trust.

Our students are approachable and friendly. Please come and see for yourself; we welcome visitors to the school.

If you believe you have the necessary skills and experience to join our organisation and help us achieve our mission then we look forward to receiving your application.



Suzy Mattock
Headteacher

Handsworth Grange Community Sports College's Cultural Fit

Working in a school where you are not aligned with the culture and ethos can be a challenging and often miserable experience. So.... we both need to have alignment if you come to work here!

- We live by the values of caring for each other, laughing with each other, learning from each other and celebrating with each other.
- We believe that the needs of children come first.
- We believe that every child has ability, character and potential to improve.
- We believe that we all have a professional obligation to improve so that we can provide the best educational experience possible for our children.
- We believe that every child deserves a hero and that for some of our students "if we won't, who will?"
- We believe in a culture of the possible, where we can all make progress beyond what anyone could have imagined.
- We believe that hard work and positive relationship are the key to success for staff and students.
- We believe in growing our own staff through quality support and CPD.
- We believe that truly great teaching is that which improves students' progress.
- We believe an evidence informed approach to teaching and learning helps us identify what works best in the classroom.
- We believe that feedback should be timely and respond to the needs of individual students.
- We believe that good literacy and numeracy skills are essential to students making progress and that we have a duty to teach these skills as part of our curriculum.
- We acknowledge that we all make mistakes and learn from them to make us better.
- We are dedicated to preparing our children to thrive in the next stage of their education.



Suzy Mattock
Headteacher

Section 4: Job Description



Minerva Learning Trust Job Description



Minerva Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

POST TITLE	Science Technician (Job Share)
GRADE/SALARY	Grade 3, point 5 to 6
HOURS/WEEKS	18 hours per week x 40 weeks per year
LOCATION	Handsworth Grange Community Sports College
RESPONSIBLE TO	Head of Department
PURPOSE OF THE JOB	To support with the preparation of materials and equipment for science lessons. To support in the science preparation rooms and liaise with the Senior Technician to ensure a collaborative and supportive department
RELEVANT QUALIFICATIONS	GCSE Science, English, Maths Good numeracy and Literacy skills Good ICT Skills Relevant experience will be taken into account

SPECIFIC DUTIES AND RESPONSIBILITIES

The post-holder, must at all times, carry out his/her duties and responsibilities within the spirit of Minerva Learning Trust and School policies and within the legislative framework applicable to academies.

MAIN DUTIES

- Organise the preparation of chemicals, materials and equipment required for science lessons
- Maintain an inventory of chemical stocks, materials, equipment and associated stock taking duties
- Undertake training/development in the school and liaise with others across the Minerva Learning Trust
- Hold a First Aid Certificate (Training will be provided)
- Check science and technical equipment for condition and safety
- Attend courses on health and safety issues as well as other related topics
- Ensure compliance with COSHH regulations and be familiar with technician specific risk assessments
- Maintain laboratories and equipment to ensure a safe, clean and orderly environment
- Carry out repairs or specific maintenance of equipment when necessary
- Be responsible for the construction and repair of equipment
- Advise teachers on safety matters or potential problems with equipment
- Place orders and check deliveries of equipment and chemicals and ensure safe and appropriate storage of same
- Dispose of chemical and biological waste safely in accordance with health and safety regulations and hazards ensuring minimum risk to self, others and environment
- Be involved in the cleaning of scientific equipment using specialist cleaning methods and materials as necessary
- Prepare accurate solutions using calculations and formulae
- Oversee duplicating and replenishment of photocopy stocks, organise and maintain filing system and deliver admin support to the Science Department
- Order and distribute revision materials for pupils
- Work to tight deadlines within specific parameters
- Be aware of working in a potentially hazardous environment and minimize risk to self, others and environment
- Provide and maintain a safe working environment for users (staff and pupils)

- Liaise with Premises Staff to organise repairs to Laboratories and mains services
- Obtain, grow and maintain plants and animals used in experiments
- Transport materials and equipment to laboratories in various locations which will involve some heavy lifting

This is not an exhaustive list. Under the direction of Inclusion Team Leaders, admin support will be required to undertake other administrative tasks from time to time to support the SEND, Pastoral and Safeguarding teams representative of the grade.

SAFEGUARDING

- To be aware of and work in accordance with the school's child protection policies and procedures in order to safeguard and promote the welfare of children and young people and to raise any concerns relating to such procedures which may be noted during the course of duty.

OTHER SPECIFIC DUTIES

- To play a full part in the life of the school community, to support it's mission and ethos and to encourage staff and students to follow this example.
- To actively promote the school and Trust's policies.
- To be courteous and provide a welcoming environment.

GENERAL

1. To be aware of, and comply with, Trust and school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
2. The above duties are not exhaustive and the post-holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Headteacher and Local Governing Body.
3. This job description will be kept under review and may be amended via consultation with the individual, Headteacher and Local Governing Body as required. Trade Union representatives will be welcome in any such discussions.

Section 5: Person Specification



Minerva Learning Trust Person Specification



Post title: Science Technician (Job Share)

Minimum Essential Requirements	Method of Assessment
QUALIFICATIONS AND TRAINING	
GCSE English, Maths and Science	AF/I
Good numeracy and literacy skills	AF/I
BTEC Certificate in Lab Organisation & Management (or equivalent)	AF/I
KNOWLEDGE AND EXPERIENCE	
Knowledge and understanding of ICT equipment	AF/I
Knowledge and understanding of Health & Safety including COSH regulations	AF/I
A minimum of one year experience of co-ordinating lab work in a school environment	AF/I
Detailed knowledge of Health and Safety legislation as it relates to the work of a school	AF/I
Detailed knowledge of COSHH and ESCC regulations in relation to the safe handling and storage of chemicals	AF/I
Detailed knowledge of safe working practices in relation to handling and usage of hazardous equipment and tools	AF/I
PROFESSIONAL DEVELOPMENT	
Willingness to undertake further development.	AF/I
SKILL	
Good ICT skills	AF/I
Organised and methodical, work well in a team	AF/I
Excellent interpersonal skills	AF/I
Able to establish positive relationships with pupils, including those with special educational needs	AF/I
Able to prepare equipment and materials for lessons, as requested by the teaching staff	AF/I
QUALITIES AND ATTRIBUTES	
High Expectations of self and others	AF/I
A commitment to support the Trust and the school's aims, vision and ethos	AF/I
Energy and commitment to professional responsibilities and to the betterment of all students	AF/I
Ability to effectively communicate technical information to pupils and colleagues.	AF/I
Show professionalism and maintain confidentiality	AF/I
Have a visible and positive presence around school	AF/I

EQUAL OPPORTUNITIES AND SAFEGUARDING	
An understanding of safeguarding issues and promoting the welfare of children and young people.	AF/I
A commitment to safeguarding students.	AF/I
Suitability to work with children.	AF/I
A commitment to equal opportunities.	AF/I
Ability to recognise discrimination and willingness to put Equality Policies into practice.	AF/I

Key: AA = Assessed activity
 AF = Application form
 I = Interview
 R = Reference