



SCIENCE TECHNICIAN

RECRUITMENT PACK



The Futures Trust is a growing Trust with four primary schools and five secondary schools located in Coventry, Warwickshire and Leicestershire. We have 8,000 pupils in our schools and over 1,000 colleagues work for the Trust supporting our school community.

The Trust is committed to building brighter futures for everyone. This commitment is underpinned by 3 clear values:

1. Students first

Teachers and leaders totally focused upon the educational benefit of our students.

2. It's about learning

Students, teachers and leaders focused upon developing and improving their learning.

3. No barriers

No excuses, only support to ensure student, teachers and leaders maximise their achievement.

It is an exciting time to join the Trust. We offer trust wide career paths and invest in outstanding opportunities for our staff to learn and grow.

If you join The Futures Trust team, you will be part of a professional learning community totally focussed upon learning and dedicated to ensuring learners achieve their potential and build their own bright future. We look forward to hearing from you.



COUNDON COURT SCHOOL



Coundon Court School is a thriving school that is committed to Building Brighter Futures for all of its students.

Every decision we make is about the young people we serve, their learning experience and their personal development. We are looking to expand our team of dedicated professionals who excel in their field to help us on the next phase of our exciting journey.

Chris Heal, Principal

JOB TITLE:	SCIENCE TECHNICIAN
OPPORTUNITY:	This is an exciting time to join The Futures Trust. The Trust is passionate about building brighter futures for the young people who attend its schools. We are seeking to appoint an excellent Science Technician to join Coundon Court School. You will be part of a busy team supporting the Science Department. You will deliver an efficient and effective technician support service in the Science Faculty which adds value, facilitates the achievement of educational objectives and contributes to the provision of a safe and stimulating educational environment.
REPORTING TO:	Subject Leader – Science
LOCATION:	Based at Coundon Court School with a requirement to travel to work at or for schools in the Trust
SALARY/HOURS:	Grade 3 - £21,930 - £22,993 per annum (pro-rata salary) 37 hours per week, 40 weeks per annum Mon – Thu: 08:00 am – 4:00 pm & Fri 08:00 am – 3:30 pm
BENEFITS – ENHANCING WORKING LIVES:	• Competitive rates of pay • Extensive professional development opportunities across the Trust • Career pathways across the Trust • Teacher/Local Authority Pension Schemes • Online retail discount • Employee Assistance Programme • Family Friendly policies to support family & carer commitments • Flexible Working Arrangements www.thefuturestrust.org.uk/why-work-for-the-futures-trust

The Futures Trust is committed to safeguarding and promoting the welfare of Children and Young People, and require all staff and volunteers to share this commitment.

JOB DESCRIPTION



To deliver an efficient and effective technician support service in the Science Faculty which adds value, facilitates the achievement of educational objectives and contributes to the provision of a safe and stimulating educational environment.

Duties and responsibilities

- Prepare and set up class experiments, demonstrations and apparatus/equipment including new technology applications.
- Prepare specimens and solutions for use in lessons, including caring for Departmental plants as required.
- Assist with the safe and secure handling, storage and transportation of apparatus/equipment, specimens and chemicals in accordance with the department health and safety policy and CLEAPSS guidelines.
- Under the direction of Teaching Staff, provide assistance to pupils during lessons, field projects, after school clubs and/or site visits.
- Be trained as a qualified first aider and provide first aid as required.
- Provide support for tests, assessments and exhibitions as required.
- Clear and put away apparatus / equipment; disposing of waste laboratory materials including hazardous waste in accordance with department health and safety policy and CLEAPSS guidelines.
- Maintain apparatus/equipment ensuring that it is clean and safe for use, notifying the Senior Technician/Line Manager of any faulty equipment.
- Undertake simple construction, repair and maintenance of apparatus/equipment.
- Undertake daily shut down of laboratories and ancillary rooms, and be responsible for ensuring that laboratories are left in a suitable state to facilitate general cleaning by cleaners.
- Assist in carrying out stock checks and maintenance of stock levels; keeping appropriate records and assisting in the initiation of orders.
- Keep appropriate records of safety checks and risk assessments as required.
- Make local purchases for the Department as required and keep records of any petty cash spent.

Line management

- The job involves no direct responsibility for the supervision, direction or co-ordination of other employees. The work may involve demonstration of own duties, or providing advice and guidance to new employees or others.

Professional Development

- Maintain personal professional development to ensure that the knowledge and skills required to fulfill the role of Science Technician are up to date.
- Understand and promote the aims of the School and the values of the Trust.



PERSON SPECIFICATION

	Essential Criteria	Desirable Criteria	Measured By
Education and Qualifications	• GCSE's grade C or above in English, Maths and Science or equivalent • Post 16 science qualification	• Qualified first aider or willing to be trained within 6 months of starting in post. Training will be provided. • Level 4 qualification	Application Form Certificates
Skills and Abilities	• Ability to liaise and communicate effectively with others by telephone or in person to obtain and provide information, give assistance and receive instruction. • Highly organised; able to prioritise and to remain calm under pressure and cope with interruptions. • Ability to work both independently and as a member of a team. • Able to work with adults and students. • Ability to follow instructions and guidelines, to recognise procedures and to operate in a safe systematic and methodical way. • Ability to adapt work and train in new technologies or new equipment • Ability to work in accordance with the School's safeguarding policies and procedures. • Able to consistently produce high quality work and maintain accurate records	• Ability to assist with demonstrations of equipment and practical exercises to students.	Application Form Interview Assessment

Experience	• Experience of using own initiative and problem solving. • A minimum of 12 months working in a role providing relevant experience. • Planning for the efficient and effective use of resources	• Working in an education environment	Application Form Interview
Knowledge and Understanding	• Knowledge of equipment used in science laboratories • Working knowledge of Microsoft Office. • Knowledge and understanding of health & safety issues and COSHH. • A basic understanding of the needs and characteristics of young people.	• How to administer first aid. • Knowledge of relevant CLEAPSS guidance.	Application Form Interview
Other Requirements	• Committed to their own professional development • Committed to and able to promote the aims of the school and the values of the Trust: Learners First, It's about Learning, No Barriers. • Able to work flexibly, and to attend INSET days as required.		Application Form Interview



HOW TO APPLY

CLOSING DATE:	19 March 2025
INTERVIEWS:	W/C 24 March 2025

If you wish to find out more about this role and a career within The Futures Trust please contact the Recruitment Team on tel: 02477 102134.

To apply for this post, please visit the Current Vacancies section on our recruitment portal via: www.thefuturestrust.org.uk/work-with-us/current-vacancies

On application please read the following policies via:
www.thefuturestrust.org.uk/work-with-us/recruitment-pack

- Coundon Court Safeguarding & Child Protection Policy
- Safer Recruitment Policy
- Suitability Policy
- GDPR Privacy Notice for Applicants

The Futures Trust are committed to safeguarding and promoting the welfare of children and young people and require all staff and volunteers to share this commitment.
The successful candidates for all positions will be subject to an enhanced DBS check and Social Media check.