



ORCHARD  
SCHOOL  
BRISTOL

**Science Technician**

**ORCHARD SCHOOL BRISTOL**  
**part of Trust in Learning (Academies)**

**Application Pack – November 2023**



Dear Applicant

Thank you for your interest in the position of **Science Technician** at Orchard School Bristol.

The role of the Science Technician is to organise and deliver technical assistance and support activities to the Science Faculty staff so they can deliver practical activities and a broad curriculum offer.

Knowledge of the sciences along with practical experience is desirable, so you will have studied Science to GCSE level, and you may have science A levels/degree, or have experience working as a technician already. Duties will include preparation of chemicals and materials and the cleaning of equipment for whole class practical work and demonstrations. You should have knowledge of Health and Safety regulations. You will work alongside the Senior Science Technician who will provide training and support as required.

We always aim to make Science an inspiring and challenging experience. We have a good record in enabling students to progress successfully on to post 16 courses. At Key Stage 3 we follow an exciting curriculum, aiming to suitably prepare our learners for the Combined Science at GCSE and separate GCSEs in Biology, Chemistry and Physics.

We are a friendly school, serving a richly diverse community in North Bristol. Our students are wonderful – they value the staff, knowing that you can make a real difference to their lives. The mission statement of the school, “inspire today, empower for life”, lies at the heart of all that the school does. We place no limits on our aspirations for our students.

We offer:

- enthusiastic students, willing to learn and achieve, who need staff who believe in them
- a bright, happy place in which to learn and work
- a professionally stimulating environment which values the contributions of all staff
- a commitment to professional development
- award winning staff wellbeing

We are building success on our core ORCHARD values of being: Open-minded, Respectful, Creative and Curious, Healthy, Ambitious, Responsible and Determined. If what we are doing resonates with you, and you are keen to work closely with us supporting our students' aspirations and achievements, then we wholeheartedly welcome your application.

#### Fluency Duty

This role has been identified as falling within the definition of requiring fluency in spoken English. You will be required to speak English with confidence and be able to conduct a conversation and answer questions for extended periods of time.

Please read our Staff Prospectus to find out more about us and visit our website on [www.orchardschoolbristol.co.uk](http://www.orchardschoolbristol.co.uk). If you have any questions relating to this role, please contact Emma Snell on [esnell@orchard.tila.school](mailto:esnell@orchard.tila.school)

Mel Sweet, Headteacher

## Job Description

**Job Title:** Science Technician

**Grade:** Bristol Grade BG6, N6-N7

**Responsible to:** **Senior Science Technician**

**Contract/Hours:** Monday to Friday, 22 or 25 hours per week, agreed at interview

### **PURPOSE OF THE POST:**

To organise and deliver technical assistance and support activities to the Science Faculty staff so they can deliver practical activities and a broad curriculum offer.

### **DUTIES:**

- Contribute to the day-to-day organisation and development of practical Science activities in line with agreed standards.
- Ensure that the Prep Room is kept in good working order.
- Ensure that practical equipment is safely taken to and from rooms as and when necessary.
- Working with the Senior Science technician to ensure that both routine and non-routine checking, maintenance, calibration, cleaning and fault investigation and resolution of equipment is carried out within the work area to the required standard.
- Utilise practical resources and facilities, providing assistance and advice to support 'best practice' in the practical needs of the curriculum, and ensuring this is embedded within the operational activity of the learning programme.
- Promote the observance of a safe working environment through:
  - proactively contributing to the assessment, monitoring and review of safe working practices and procedures
  - keeping abreast of 'best practice' through networking and continuing professional development
  - the provision of technical advice and administrative support on safety issues to teaching staff
  - the disposal of used materials, including any dangerous substances, and dealing proactively with real or potential hazards
  - the storage and accessibility of equipment and materials
- Contribute to the adaptation, development and maintenance of any specialist resources or longer-term research projects, and by providing any advice, assistance and support requested by students and/or teachers for effective delivery of practical aspects of the curriculum.
- Support the Head of Faculty: Science and teaching staff in ensuring the availability of suitable materials and equipment and support the Senior Science Technician in the provision of effective

stock control.

**General Information:**

The above principle accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility.

The above duties will involve having access to information of a confidential nature, which is covered by the Data Protection Act and GDPR – confidentiality must be maintained at all times. The post holder must be flexible to ensure the operational needs of the school are met. This includes the undertaking of duties of a similar nature and responsibility as and when required throughout the school.

**Other Duties:**

Any other duty deemed reasonable, as directed by the Head of Faculty: Science and/or Senior Science Technician.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

**PART TWO: PERSONAL AND PROFESSIONAL CONDUCT**

A member of staff is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct, whilst working at the school. Members of staff are expected to maintain high standards of ethics and behaviour within and outside school, by:

- Treating students with dignity, building relationships rooted in mutual respect, and at all times observing boundaries appropriate to a staff member having regard to the need to safeguard students, in accordance with statutory provisions
- Showing tolerance and respect for the rights of others
- Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
- Ensuring that personal beliefs are not expressed in ways which could exploit students' vulnerability or might lead them to break the law
- Members of staff must have proper and professional regard for the ethos, policies and practice of the school in which they work, and maintain high standards in their own attendance and punctuality
- Code of conduct: The school expects all staff to ensure that their standards of conduct are, at all times, compliant with Orchard School code of conduct.

Date of Job Description: **November 2023**

Signed (employee) .....

## Person Specification

ESSENTIAL	DESIRABLE
<p><b>Knowledge &amp; Experience</b> Minimum of GCSEs at 9-5 (C or above) in English, Maths and Science</p> <p>Science A level or equivalent or experience working in a laboratory setting</p> <p>IT skills including Word, Excel and email</p> <p>Broad scientific knowledge and interest in biology, chemistry and physics</p> <p>Health &amp; Safety knowledge, up to date with current standards of practice in relation to handling hazardous materials</p> <p><b>Abilities &amp; Aptitudes</b> Ability to prioritise and organise, with a high attention to detail and accuracy</p> <p>Ability to work on own initiative</p> <p>Excellent time management</p> <p>Flexible, adaptable and positive attitude to working in a structured environment</p> <p>Excellent written communication</p> <p>Communication skills to promote and develop effective working with students and colleagues</p> <p>Supportive of Orchard School ethos/values and ambitions, and an understanding of the school community we serve</p>	<p><b>Knowledge &amp; Experience</b> Science degree or equivalent</p> <p>Experience of preparing equipment within a laboratory setting</p> <p>Experience of working as a Science Technician in an education setting</p> <p>First Aid at Work Certificate</p> <p><b>Abilities &amp; Aptitudes</b> The ability to contribute effectively to the workload and responsibilities of a team</p> <p>Ability to speak a community language in addition to English</p>

### **SPECIAL CONDITIONS:**

The post holder will be expected to comply with the legislation and school's policy on Child Protection and undergo a Disclosure & Barring Service (DBS) check at an enhanced level.

## Safeguarding Policy

Orchard School Bristol is a member of Trust in Learning Academies (TiLA) multi academy trust.

The Trust is committed to Safeguarding and Promoting the Welfare of all of its pupils and students. Each pupil/student's welfare is of paramount importance.

**The Trust's Child Protection and Safeguarding Policy applies to all adults, including volunteers, working in or on behalf of the Trust.** The policy can be found on our web site: [www.tilacademies.co.uk](http://www.tilacademies.co.uk)

The five main elements of our policy are to:

- ensure we practice safe recruitment in checking the suitability of staff and volunteers to work with children
- raise awareness of child protection issues and equip children with the skills needed to keep them safe
- develop and implement procedures for identifying and reporting cases, or suspected cases, of abuse
- support pupils who have been abused in accordance with the agreed child protection plan
- establish a safe environment in which children can learn and develop.

### **Safer Recruitment:**

Trust in Learning (Academies) is committed to safeguarding children and young people. All post holders are subject to a satisfactory enhanced Disclosure and Barring Service clearance. Our policy and practice is in line with the Department for Education's 'Keeping Children Safe in Education' Guidance.

We ensure that all appropriate measures are applied in relation to everyone who works for the Trust who is likely to be perceived by the children as a safe and trustworthy adult including e.g. volunteers and staff employed by contractors. Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional and character references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job.

## Explanatory Notes

Applications will only be accepted from candidates completing the Trust's Application Form. Please complete ALL sections of the Application Form which are relevant to you as clearly and fully as possible. CVs will not be accepted in place of a completed Application Form. You will also be asked for a letter of application.

### Interview Process

After the closing date, short listing will match your skills/experience against the criteria in the Person Specification. You will be selected for interview entirely on the contents of your application form and your letter of application, so please read the Job Description and Person Specification carefully before you complete your form.

We will seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.

**You should be aware that provision of false information is an offence and could result in your application being rejected or summary dismissal if you have been selected, as well as possible referral to the police and/or DBS and/or other relevant investigating bodies.**

## How to Apply

To apply please complete:

### 1. **The Trust in Learning (Academies) application form.**

Applications will only be accepted from candidates completing the Trust's Application Form. Please complete ALL sections of the Application Form which are relevant to you as clearly and fully as possible. CVs will not be accepted in place of a completed Application Form.

### 2. **A letter of application.**

Add your letter of application to the end of the application form, or attach it separately, if this is easier. The letter of application should address how and why you feel that you are equipped to fulfil this role noting your knowledge and experience, abilities and aptitudes, educational values and personal qualities.

Please look at the person specification clearly, as shortlisting occurs against these criteria. You should also include why you want to work at Orchard School in particular.

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**Closing Date:** Friday 1st December 2023

**Interview Day:** Wednesday 6th December

**Applying:** Completed Application Forms should be returned to [recruitment@tilacadmies.co.uk](mailto:recruitment@tilacadmies.co.uk)