

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.



Contents

| | |
|---|---|
| Section 1: Post Advertisement..... | 1 |
| Section 2: Letter from the Chief Executive – Bev Matthews | 2 |
| Section 3: Letter from the Headteacher | 3 |
| Section 4: Job Description..... | 4 |
| Section 5: Person Specification..... | 7 |
| Section 7: The Appointment Process..... | 9 |

Section 1: Post Advertisement

Post: Science Technician

Pay scale: Grade 3 point 5-6, 19,650-£20,043

Actual Annual Salary: £16,807-£17,142 (Under 5 years of Service)

Contract: Full-Time Permanent- 37 hours X 40 Weeks

Start date: As soon as possible

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 Ofsted rated Outstanding School. We are above average nationally for pupil progress. We have been nationally recognised for our work with Pupil Premium. 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 are the founding school within the Minerva Multi Academy Trust. 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 Mr Fox, Head of Department, via e-mail cfox@hgsc.co.uk

The closing date is 26 September 2022 at 9am and interviews will take place week commencing 3 October 2022.

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. The successful candidate will be required to complete an Enhanced Disclosure and Barring Service (DBS) check.

Further information is available by contacting Alison Keeton- Headteachers PA via e-mail akeeton@hgsc.co.uk

The application form and information pack is available on the school website www.hgsc.co.uk

Please ensure that you do not fill in a Sheffield City Council application form in respect of this vacancy as your application may not be considered.

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, Chapeltown 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.

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:

- Care for each other
- Laugh with each other
- Learn from each other
- Celebrate with each other
- Are safe, responsible and respectful

We have a tradition of strong academic performance, in particular in English, Mathematics and Technology. For the last 4 years we have achieved above average Progress 8 scores and we are currently ranked 4th highest in Sheffield. We are proud of the achievements of our disadvantaged students who have the highest levels of progress in the City.

In October 2017 we were judged to be 'Outstanding' by Ofsted and as a result we founded the Minerva Learning Trust. 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.



Nick Parker
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 |
| GRADE/SALARY | Grade 3 |
| HOURS/WEEKS | 37 hours per week / 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 full 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

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|---|--|---|--|---|--|
|  <div>Minerva Learning Trust</div> | | <h1>Minerva Learning Trust</h1> <h2>Person Specification</h2> | |  <div>Handsworth Grange Community Sports College</div> | |
| Post title: Science Technician | | | | | |
| 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 | | | | | |
| Organised and methodical, work well in a team | | | | | |
| Excellent interpersonal skills | | | | | |
| Able to establish positive relationships with pupils, including those with special educational needs | | | | | |
| Able to prepare equipment and materials for lessons, as requested by the teaching staff | | | | | |
| 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

Section 6: The Appointment Process

These notes are intended to guide you when making an application.

1. The Application Form
Complete the application form neatly, fully and accurately, including exact dates. The form may be typed or handwritten but if you do write it by hand please make sure that it is legible and that you use black ink. Indicate clearly on the front page the post you are applying for. You are requested to submit a concise application.
2. Education and Training
State your qualifications and any training you have undertaken relevant to the post.
3. Present Appointment
Make it clear what your present post is, which establishment you work in and who your employer is.
4. Previous Appointment
When completing this section, it is important that you offer a continuous record, or an explanation of any gaps to allow full account to be taken of your experience, for example, child raising, voluntary work.
5. Referees
Suitable referees are people who have direct, recent experience of your work and who are in responsible positions. We may need to contact them at short notice so please be specific with regard to contact addresses including e-mail and telephone numbers.
6. The Supporting Statement/Letter of Application
The supporting statement or letter is regarded as a very important part of your application. You should make statements that demonstrate how your qualifications and experience match the post. You should take particular care to demonstrate how you meet the person specification included as part of these details. **Please limit your supporting statement to two sides of A4 in size 11 font.**
7. Arrangements for Interview
Shortlisted applicants will be contacted as soon as possible after the closing date. Referees are contacted prior to the interview stage for teaching and some support staff posts. We would ask that all shortlisted applicants read the safeguarding information on the school website prior to attending the interview.
8. The Interview
Candidates will be invited to spend a day visiting the school during which time they will have the opportunity to meet staff and students and see the school at work. Interviews are likely to take place in the afternoon.
9. Feedback
Feedback is offered to those candidates who are shortlisted and not recommended for appointment. It is hoped that this information will help you with future applications.
10. Selection for Appointment
Selection is made conditional upon the successful candidate meeting the Trust's requirements for health, physical capacity and conduct.
11. Arrangements for Applications
When you have completed your application, the completed form and covering letter should be e-mailed to akeeton@hgcsco.co.uk by the closing date.