

RECRUITMENT PACK

IVANHOE SCHOOL

Science Technician



Message from Headteacher

Thank you for expressing an interest in this post at Ivanhoe School.

At Ivanhoe School, our students come first. We recognise their different needs and work hard with them to develop their abilities and talents. We value the unique contribution of each student and want them to achieve their full potential.

On our journey we commit to:

- Providing a rich and creative teaching and learning community
- Providing a safe and caring environment
- Investing in ourselves to ensure everyone achieves success
- Respecting and valuing everyone and embracing diversity
- Building strong partnerships within our local community
- Continually preparing to meet future challenges



Our students are highly successful across a broad range of activities – personal and social development, sporting, artistic, musical and cultural. We work in close partnership with schools within LIFE Mat to build expertise across our teaching community.

We enjoy learning together – not only in lessons but also through the wide range of extra-curricular activities we have on offer, and we encourage all students to get involved. We are committed to working closely with parents and a high value is placed on student voice in all aspects of school life.



Highly qualified teachers and support staff provide an excellent, caring environment in which students can learn and flourish safely. Our aspirations, expectations and commitment are relentlessly high for all members of the school community.



Ivanhoe School became Members of the LiFE Multi Academy Trust in July 2021. Ivanhoe School works closely with local LIFE MAT schools: Ashby School and Ibstock Community College as part of the 'National Forest Hub.'

The LiFE MAT visions and values are as follows:

Vision

We have a compelling desire to provide high quality, personalised and rounded education for everyone, right in the heart of our local community. We believe that no school can be deemed successful unless all those around it are also successful, popular and flourishing. Hence, we believe that dynamic, mutually accountable collaboration and challenge between local schools as members of the LiFE MAT is the cornerstone of our future success.

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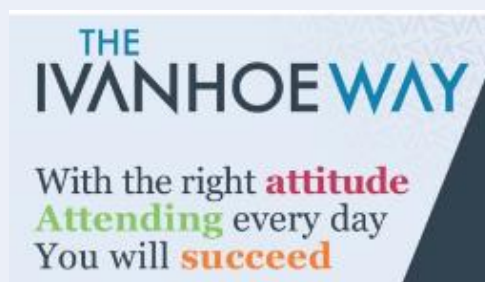
Each of our schools needs to be seen as a leader of, and vital to, its local community; each school is regarded as fundamental to the identity of its surrounding community. In this capacity we will relentlessly promote the values of inclusion and the celebration of diversity, alongside personal responsibility and respect.

Values

- Ensuring that every student achieves positive, life changing outcomes
- Providing a whole education: academic excellence co-existing with an exceptional commitment to activity beyond the school gate
- **The relentless pursuit of excellence by;** expecting this of every person, every day; recognising and celebrating behaviours that lead to great progress and promoting and celebrating elite performance inside school and in the wider world
- Valuing and promoting the celebration and understanding of diversity and qualities of our staff and students
- Ensuring that all students and staff feel known, appreciated and supported
- Committing whole-heartedly to collaboration within, between and beyond our academies
- Ensuring our curricula are agents for the promotion of our values

We look forward to your application

Alison Allford
Headteacher



Science Technician

Grade 6, Points 9 - 10 (£23,898 - £24,300) FTE

Actual Salary £20,978.08 - £21,330.96

37 hours per week, 40 weeks per annum

We are looking to appoint a Science Technician to join our thriving Science Department and to work with our teachers to further promote high standards of learning and levels of achievement in Science at Ivanhoe School.

The successful candidate will ideally have a passion for learning in science as well as an understanding of the practical requirements of this support staff role. At Ivanhoe we are known for our love of including practical activities therefore this role is essential in ensuring high quality learning takes place in science lessons and other learning activities in the department. We strive to provide the very best education for all our students and want to see them achieve their potential in a safe and stimulating environment. As a member of the science department team you will have lots of opportunity to be involved in the full range of lessons and extra-curricular activities. We hope that this is what attracts you to the role in a school.

This is an exciting opportunity for someone with an interest in science learning and the education of young people. You need to be someone who understands the practical and health and safety requirements of school science laboratories and who wants to work hard in a team to further their own career. Ideally you will already have some experience of working or volunteering with secondary school aged young people and enjoy working with teenagers.

If this role sounds like the ideal next step in your career, I hope you will feel encouraged to apply. Please email headspa@ivanhoe.co.uk if you require any further information about the school or the role, or if you would like an application pack posting to you.

Closing date for applications is **4.00pm, Thursday 22nd August 2024**

Application Process

Please visit our website: www.ivanhoe.co.uk/vacancies and download the application form.

Accompanying your application form, please send a letter (maximum 2 sides A4) which specifically addresses the requirements of this post. Please send all completed applications to vacancies@ivanhoe.co.uk. Please do not send a separate CV.

"LiFE Multi Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment will be subject to a DBS check and an online search."

Job Description

Title: Science Technician

Salary: Grade 6, Point 9
Full time Salary £23,898.00 per annum
Actual Salary £20,978.08 per annum

Hours: Monday to Thursday
8.00am – 4.00pm
Friday
8.00am – 3.30pm
40 weeks per year

Responsible to: Science Subject Leader

Job Purpose: To assist teaching staff with learning in science, ensuring efficient and safe practice in practical activities and thereby improving the quality of both teaching and learning and allowing each student to maximise their achievement. To be one of the schools designated first aiders.

Responsibilities specific to this role:

- To ensure from the weekly request sheets of the teaching staff that the necessary equipment, apparatus and materials are set up and ready for lessons and activities, including setting up data logging equipment.
- To promptly clear away, clean and store safely; equipment, apparatus and materials in the appropriate place.
- To maintain the Science laboratories and prep rooms in a clean, tidy and safe manner, as necessary.
- To care for and maintain the resources of the science department, including equipment and department spaces.
- Working with the Subject Leader/senior technician to ensure an adequate supply and stock of consumable material, laboratory equipment, books and stationery.
- To assist in the preparations of stock for our expanding cohort as part of the age-range change.
- To comply with the Health and Safety procedures and to advise staff and students on best practice when appropriate.
- Manage CLEAPSS login and health and safety documentation.

- To dispose of biological materials, chemicals, broken glassware and other hazardous materials in a safe and appropriate way.
- To clean up and make safe spills, breakages and related incidents that require careful handling.
- To attend department meetings as required by the Subject Leader and to carry out actions as necessary.
- To be part of the team providing first aid support in school – training provided.
- To carry out any other reasonable tasks at the request of the SLT, Science Subject Leader or departmental staff, including photocopying.

Person Specification

Attributes	Essential		Desirable	
Qualifications and Training	A level in a science subject or NVQ2 or equivalent and/or or GCSE English, Maths and science or equivalent	A	Degree or equivalent in relevant subject	A
	Evidence of recent personal or professional learning	A/R	Successful experience of working in a similar role.	A/R
Experience	Experience of working or studying in a science laboratory.	A	Successful experience of working as a science technician or support assistant	A/R
	Experience of working with secondary age students.	A	Successful experience of working as part of a team.	A/R
Knowledge and Skills	Up to date knowledge of the science curriculum and requirements for the secondary age group.	A / R	Knowledge of CLEAPSS processes.	A/I
	Knowledge of health and safety processes and procedures in a science lab.	A	Knowledge of Arbor	A/I
	Knowledge of MS Office and the ability to develop further skills as required.	A/I/R	Knowledge of managing budgets and stock orders.	A
	Ability to use own initiative to support the work of the team.	A/I	Knowledge and experience of first aid.	A
	Excellent communication skills, written and spoken,	A/I/R		
	Excellent organisational skills.	I /R		
	Excellent interpersonal skills, including assertiveness, resilience and an awareness of the need for confidentiality.	A/I /R		
	Good presentation skills and an ability to create a professional resource and support environment	I/R		

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	Good time management skills and an ability to work under pressure.	A/R		
Motivation	Enthusiasm for learning, and for working with young people in a school environment, and participating in the wider life of the school	A/I		
Appearance	Appearance to inspire the confidence of staff, students and the community	I		
Application	A well written and well-presented application written specifically for this post.	A		
Extra-curricular	Recognition of the value of extra-curricular activities as part of the development of the whole person	A/R		

Evidence to be gleaned from:

A - Letter of application and application form

I - Interview process

R – Reference

The post holder will be expected to work in a flexible, co-operative way particularly when the occasion arises that tasks which are not specifically covered in their job description have to be undertaken.

Those additional duties will normally be to cover unforeseen circumstances or changes in work. If the additional responsibility or task becomes a regular or frequent part of the member of staff's job it will be included on the job description in consultation with the member of staff.

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level or responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Safer Recruitment Applicant Information

The information contained within this document is aimed at helping applicants understand what is required should they be asked to attend for interview.

SAFEGUARDING CHILDREN AND YOUNG PEOPLE

Ivanhoe School has a commitment to safeguard and promote the welfare of children and/or young people. We have robust processes and procedures to reduce risk and continuously promote a positive culture of safeguarding amongst our workforce.

The post you are applying for involves working with children and/or young people and you will be subject to Ivanhoe School's safer recruitment process.

PRE- EMPLOYMENT VETTING

As part of its safer recruitment and selection process, Ivanhoe School operates a strict preemployment vetting procedure. All applicants will be required to undergo the checks outlined below.

Declaration of Previous Convictions

The amendments to the Rehabilitation of Offenders Act 1974, Exceptions Order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions is available on the Ministry of Justice website.

Should you be shortlisted for the position, you will be required to complete a criminal records self-declaration form in order to provide any information about any unspent and unprotected criminal records that you may have.

Disclosure and Barring Service (DBS)

Successful applicants seeking to work with children and/or young people will be required to undergo an Enhanced DBS Disclosure; this will include a check against the Barred List.

A Barred List check is the minimum check required for staff working in organisations. Successful applicants will be checked against the List prior to an offer of appointment being made.

We will also retain, with the permission of the applicant, the DBS Disclosure documents of any 'hold' candidates. These documents will be destroyed once a decision (offer and acceptance) has been reached.

Where an applicant is not normally resident in the United Kingdom or has been resident outside the United Kingdom for more than six months, a certificate of good conduct will be required from the previous country of residence.

Qualifications

If the post applied for requires a specific qualification, the applicant will be required to bring the original certificate along to the interview. If the original certificate is unavailable, a certified copy of the document must be provided by the issuing establishment.

Registration with a Professional Body If the post applied for requires registration with a professional body, the applicant will be required to bring the original certificate along to the interview. If the original certificate is unavailable, a certified copy of the document must be provided by the issuing establishment. Ivanhoe School will verify registration/membership with the relevant professional body.

References

Applicants are required to provide a minimum of two referees, one of which must be your most recent employer. One reference must be from a referee where the employment involved working with children and/or young people wherever possible.

If you have worked in a school, the referee must be the Headteacher/Business Manager of that school.

If you have undertaken voluntary work with children and/or young people, you should use the leadership of such voluntary provision as a referee.

In addition, Ivanhoe School will seek references from educational establishments for those applicants with no previous employment history.

Under no circumstances will Open References (i.e. addressed “to whom it may concern”) be accepted.

In all cases, Ivanhoe School will contact the referee prior to the interview, except if you have specifically indicated that you would prefer us to contact them only if you are made an offer of appointment.

Eligibility to Work in the UK

Ivanhoe School has a legal obligation to check documentary evidence to confirm that all potential employees are eligible to work in the UK.

Medical Assessment

All offers of appointment will be subject to the satisfactory outcome of a medical assessment procedure.

IMPORTANT NOTICE TO ALL APPLICANTS

As stated previously, all offers of appointment are made subject to the satisfactory outcome of the pre-employment checks for the post