



King
Ecgbert
School



Recruitment Pack



Science Technician

Commencing February 2022

37 hours, 40 weeks per year

Grade 4 (£20,092 - £22,183 FTE)

Permanent



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King
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Headteacher: Mr Paul Haigh

Chair of Governors: Mrs Karen Milbourn

Letter from the Headteacher

Dear Applicant

King Egbert School is seeking a Science Technician to work within our forward thinking and supportive science department, due to the retirement of a long standing member of the team.

The school is exceptionally strong - rated outstanding by Ofsted and has academic results that are consistently 'well above average'. This is a truly comprehensive school with 20% of students disadvantaged, 30% EAL and 40% from BAME communities, but also serving a highly affluent suburb. The school leadership is motivated by social mobility, inclusiveness and a focus on vulnerable learners. The school is proud to offer one of Sheffield's Integrated Resources for children on the ASC spectrum. The sixth form is highly regarded for its record, not just of helping students access top Russell Group and Oxbridge Universities but also enabling students to be the first in their families to access Higher Education.

The school is proud to be at the heart of the Mercia Learning Trust that started with King Egbert School and now comprises 6 schools both primary and secondary across the southwest of Sheffield. The Trust is led by its CEO, Chris French and all the schools benefit from an expert central services team.

The school is principally as strong as it is because highly qualified teachers teach excellent lessons with high expectations of all students in terms of attendance, behaviour, attitude and character. The teaching team are backed up by an exceptional team of support staff who are experts in their field. When we make appointments we are looking to strengthen an outstanding team; working in such a high achieving school is demanding but the camaraderie of working together to achieve excellence makes it a very rewarding place to work. The school is committed to staff development and supporting the career progression of the ambitious and talented.

The school was awarded the World Class Schools Quality Mark in 2017 and reaccredited in 2020 – the first school in the region to be nominated for and successfully achieve this accolade. This award enables the school to access a peer group of elite schools nationally.

We look forward to receiving your application.

Paul Haigh
Headteacher
King Egbert School



THE MERCIA LEARNING TRUST

The Mercia Learning Trust is a highly successful partnership of 3 primary and 3 secondary schools located in the southwest of Sheffield. We are proud that overall effectiveness, outcomes and improvement trends are amongst the strongest on any trust in the country.

Our Trust is based on a deep and shared moral purpose. We believe an exceptional education can realise the potential of every pupil, whatever their background, and truly transform lives...

Working as individual schools, and in deep partnership, our singular intention is to ensure every pupil, whatever their background, will attend an exceptional school. We believe pupils should enjoy school, feel safe and fully supported, be inspired to learn, develop character and aspiration, and realise their full potential. We are so committed to pupil success and well-being that we choose to think of every pupil we serve as if they were our own, and to measure our actions and impact against this.

The Trust was originally founded around King Ecgbert Secondary School. However, very quickly a multi-academy partnership formed with two feeder schools (Nether Edge Primary and Totley Primary). This was followed by further growth with a local secondary (Newfield School) and primary (Valley Park Primary). In 2018 the Trust opened a brand new secondary school (Mercia School) to meet the need for local population expansion. Currently we educate approximately 3600 students from ages 2-18+, although this will increase to around 5000 as our current schools grow in the next few years.

Our Trust has a mature definition of partnership which we call aligned autonomy. We share the same mission, values and moral purpose, have an increasing amount of common best practice (often backed by research), and benefit from our combined resources and reputation. Nevertheless, we understand that schools are unique and are best led by leaders and staff who feel fully accountable and are able to individually innovate in the light of their context. This balance between difference, sharing and commonality is what drives improvement and lies at the heart of our trust.

Alongside our pupils, our staff are our greatest asset. As such we are deeply committed to recruiting, developing, retaining and caring for our exceptionally talented and committed staff teams. This commitment is enshrined in the Mercia Pledge which is designed to ensure our staff get the very best professional experience and support on offer anywhere. The Mercia Learning Alliance sits at the centre of this strategy, alongside that to recruit new teachers into the profession, and support system leadership across the sector.

In a short period, our Trust has achieved a great deal. However, we are ambitious and forward-thinking, and fully committed to maintaining and improving student experience and outcomes, and further improving our trust.

We also believe we are well-placed to engage in careful and sustainable growth in the light of our Trust mission and priorities.

Chris French
CEO



Trust Moral Purpose

We share the same moral purpose. We believe an exceptional education can realise the potential of every pupil, whatever their background, and truly transform lives... The statement, "Realising Potential. Transforming Lives.", summarises this commitment.

Mission

Working as individual schools, and in partnership, our singular intention is to ensure every pupil, whatever their background, will attend an exceptional school. We believe pupils should enjoy school, feel safe and fully supported, be inspired to learn, develop character and aspiration, and realise their full potential. We are so committed to pupil success and well-being that we choose to think of every pupil we serve as if they are our own, and to measure our actions and impact against this.

Staff Principles

Six principles, shown in the MERCIA acrostic, underpin everything we do as staff in our trust.

- **Moral Purpose** - We exist to inspire pupils to realise their full potential and to lead happy, healthy and fulfilled lives.
- **Expectations** - We have exceptionally high expectations of everyone and pursue excellence.
- **Relentless focus on learning** - Helping every pupil learn successfully is the most important thing we do. We prioritise our time, energy and resources to ensure our curriculum and the environment for learning is exceptional.
- **Culture** - We demand consistency, kindness, tolerance and respect in all relationships; and that every member of staff goes above and beyond to achieve pupil success.
- **Impressive staff** - We are committed to recruiting, developing and retaining them, and helping them secure a healthy work-life balance.
- **Alignment** - We believe partnership brings profound benefit to each school, and that we are stronger together.

Pupil Values

We want every pupil to realise their potential and to lead a happy, healthy and fulfilled life. We expect a great deal from every pupil and these expectations are expressed in our six trust values:

- **Ambition** – we expect pupils to want to be the best they can be, to aspire to achieve success at school and in later life.
- **Strength** – we expect pupils to develop strength of character, determination and resilience to overcome the inevitable barriers to success that all people face.
- **Passion** – we expect pupils to become inquisitive and develop a thirst for knowledge and learning.
- **Independence** – we expect pupils to be organised, prepared and to develop personal responsibility.
- **Respect** – we expect pupils to show good manners, kindness, tolerance and exemplary behaviour at all times.
- **Endeavour** – we expect pupils to work hard, to fully engage and enjoy all aspects of school life: and preserve a healthy balance that maintains their wellbeing.

The Mercia Pledge

Alongside our pupils, our staff are our greatest asset. We recognise that our success, and that of every pupil, is inextricably linked to our ability to attract, recruit, develop, retain and care for our staff. Whilst we demand absolute commitment to our moral purpose, mission and staff principles; the Mercia Pledge is our commitment to *all* staff.

Teaching staff can expect:

1. An outstanding primary and secondary Initial Teacher Training offer through the Mercia Learning Alliance
2. High-quality NQT and RQT induction and support
3. Effective annual appraisal and career conversations
4. Support to improve via targeted CPD and movement through a formal CPD career development pathway
5. To be included in strategic succession planning to develop and retain them
6. A commitment to reduce staff workload and increase staff wellbeing

Support staff can expect:

1. High-quality induction into a new role
2. Effective annual appraisal and career conversations
3. Support to improve via targeted CPD
4. To be included in strategic succession planning to develop and retain them
5. A commitment to reduce staff workload and increase staff wellbeing



Science Technician

Grade 4 £20,092 - £22,183 (actual starting salary £17,624 with under 5 years' service)

37 Hours per week/40 weeks per year

Permanent

Commencement Date: February 2022 (after half term)

The Governors of King Egbert School are seeking to appoint a Science Technician to work with our busy team of technicians in this outstanding, system leading school at the heart of the Mercia Learning Trust. The role requires a keen interest in science, particularly physics, and will involve working independently within the team.

Mercia Learning Trust is a growing multi-academy trust which currently includes 3 secondary and 3 primary schools. Our mission is to provide an outstanding education for pupils from 0-19. We are passionate that all our pupils should see their time at school as happy and fulfilling, with their potential developed to the utmost. Our approach is founded on partnership working, binding together our school, parents and their communities. We are currently looking to recruit an outstanding pastoral leader with the ability to support the academic progress and wellbeing of all students.

The ideal candidate will possess:

- ✓ Excellent, relevant physics knowledge and qualifications to back this up
- ✓ Work well independently and as part of a team
- ✓ The ability to plan and prioritise a range of regular and irregular tasks within specific deadlines
- ✓ Initiative and good communication skills
- ✓ A cool head, attention to detail, unflappable nature and sense of humour
- ✓ The skills to be able to repair equipment and create practical resources
- ✓ The ability to be a problem solver
- ✓ Flexibility

King Egbert School is a highly successful and Ofsted recognised 'Outstanding' school which provides a first class education for over 1300 students aged from 11 to 18. We are looking for staff who are enthusiastic and are keen to make a difference.

We hope that our recruitment pack and website provides you with plenty of information about us. However, should you require any additional information, or would like an informal discussion please contact us on 0114 235 3855 or email fevans2@ecgbert.sheffield.sch.uk

To apply, please complete the application form included within this application pack.

The Mercia Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all of our staff and volunteers to share this commitment. We require the successful applicant to undertake an enhanced criminal records check via the Disclosure and Barring Service.

Closing date for applications is: Midnight on 19 January 2022

Interviews are provisionally scheduled for: Week commencing 24 January 2022



JOB DESCRIPTION

Post Title:	Science Technician * This post is a designated customer facing role under the fluency duty and requires a specified level of spoken English in the person specification
Grade:	4
Hours/Weeks:	37 hours / 40 weeks per year
Responsible to:	Head of Science
Responsible for:	N/A

The post holder must at all times carry out his/her responsibilities within the spirit of School policies and within the framework of the Education Act 2002, and School Standards and Framework Act 1998 with particular regard to statutory responsibilities of the Governing Bodies of Schools.

PURPOSE OF THE POST

To provide a range of technical support and expertise for the science department

Key Responsibilities	Related Activities
To coordinate the use of practical resources and facilities and provide assistance and advice in meeting the practical needs of the science curriculum, including liaising with teaching staff and support staff outside the department.	- Preparation of resources, assembling apparatus - Obtaining/purchasing consumable items/materials through the school's standard ordering process - Giving technical advice to teachers, technicians and students - Carrying out risk assessments for technical activities

To ensure the maintenance of a healthy and safe working environment through: • Actively contributing to the assessment, monitoring and review of both health and safety procedures and information resources. • Keeping up to date with current procedures and practices through continual professional development • The provision of technical advice and support on health and safety issues to teaching and trainee technical staff • The safe treatment and disposal of used materials including hazardous substances and responding to actual or potential hazards • The healthy and safe storage and accessibility of equipment and materials	- Keeping up to date with health and safety requirements and with developments in practical science (attending courses and reading publications) - Giving health and safety advice to technical staff/teachers/students - Ensuring that proper procedures are followed in the storage and use of dangerous chemicals and any other potentially dangerous pieces of apparatus and equipment - Disposal of waste materials - Checking fume cupboards, pressure vessels and first aid kits; carrying out electrical and other safety checks etc. - Organising, storing and checking the condition of chemicals and equipment - Liaising with the HOD over any concerns which might need raising with the department and, when appropriate, attending department meetings. - Responsibility for the safeguarding of students and for Health and Safety as detailed in the school's policies.
To contribute to the design, development and maintenance of specialist resources and/or long term projects	- Primarily - constructing and modifying physics apparatus - Occasionally setting up and caring for plant and animal collections - Occasionally preparing standard solutions, purifying chemicals, treating waste
To ensure the availability of suitable materials and equipment, help to compile orders and liaise or negotiate with suppliers and the finance department. This will include sourcing, costing and suggesting economic alternatives to maintain stock levels; keep up to date records of stock; covering of new textbooks	- Checking stock, ordering departmental resources through consultation with the Head of Department and checking deliveries - Keeping stock records, maintenance of an inventory of materials and equipment and associated stock taking duties. - Maintaining resources- organising the repair and maintenance of scientific equipment, including liaison with external contractors

Under the overall guidance of the Head of Department, to ensure that both routine and non-routine checking, cleaning maintenance, calibration, testing and repair of equipment are carried out to the required standard.	- Collecting, checking and returning equipment and materials from storage and their organisation for class use. - General cleaning and repair of equipment
Support teaching staff in the collection, setting up and clearing up of demonstration and practical equipment	- Collecting, checking and returning equipment and materials from storage and their organisation for class use. - Preparation of equipment and materials both for demonstration and class use. This will include liaison with science staff when specific apparatus needs to be constructed
Professional development	- Attending appropriate courses to improve expertise in various areas and keeping up to date with current literature relevant to all aspects of the technicians' job description - Attending regular meetings as required, e.g., within school those involving support staff, or out of school with other technicians - Working as a team with other technicians and the science teachers, giving and offering support to engender a feeling of goodwill.
General responsibilities within the school	- Comply with and assist with the policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person - Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop - Contribute to the overall ethos and aims of the school - Recognise own strengths and areas of expertise and use these to advise and support others

To carry out any other duties as may be determined after negotiation between management, the post holder and appropriate Trade Unions and commensurate with the grade for the post.	
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WORKING ENVIRONMENT AND CONDITIONS OF THE POST

- Due to the routine of schools and the terms and conditions of the sector, the workload may not be evenly spread throughout the year.
- In order to deliver the service effectively, a degree of flexibility is needed, and the post holder may be required to do some evening work (time off in lieu for work outside of working hours will be given for such events), such duties, however, will fall within the scope of the post, at the appropriate grade.
- The post may be required to travel to and work within any school in the Mercia Learning Trust.

GENERAL DUTIES

- To contribute to whole school events as and when required.
- To ensure accurate records are securely maintained and held in accordance with General Data Protection Regulations (GDPR)/Data Protection Act 2018.
- Be aware of and support diversity, ensuring equal opportunities for all.
- Develop professional, constructive relationships with other agencies, schools and professionals.
- Participate in meetings, training and performance development as necessary.
- Recognise own strengths and areas of expertise using these to advise and support others.
- Be willing to undertake training and professional development as required of the post.
- Any other duties and responsibilities appropriate to the grade and role.

PROMOTION OF TRUST VALUES

- To contribute to the overall development of Mercia Learning Trust to ensure the Trust operates on the basis of shared and collective responsibility.
- To contribute to the overall ethos, work and aims of Mercia Learning Trust.
- To support and contribute to the Trust's commitment to safeguarding all students. All schools in the Mercia Learning Trust are committed to safeguarding and promoting the welfare of children and young people. Therefore, all employees are expected to share this commitment.
- To be aware of the school's duty of care in relation to staff, students and visitors and to comply with all health and safety policies at all times.
- To be aware of and comply with the codes of conduct, regulations and policies of the school and its commitment to equal opportunities.
- All the above duties and responsibilities to be carried out in accordance with policies adopted by the School Governing Body and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety

This job description is current at the date indicated below but, in consultation with the post holder, it may be changed by the Headteacher/CEO to reflect or anticipate changes in the post commensurate with the grade or job title.

Issue Date: Jan 2022



PERSON SPECIFICATION

Post Title:	Science Technician
Grade:	4
Hours/Weeks:	37 hours / 40 weeks per year
Responsible to:	Head of Science
Responsible for:	N/A

SPECIFICATION	ESSENTIAL	DESIRABLE
Qualifications/ Training	GCSE in Maths and English (or equivalent) Science based qualification (minimum Level 3) ICT literate	
Experience		Experience of working in a secondary school Experience of working as part of a team
Knowledge/Skills (Ability to)	*The ability to converse at ease with members of the public and students and provide advice in accurate spoken English is essential to this role Be able to promote high standards of behaviour and discipline with all students in the school and to have a strong public presence	Working knowledge of physics equipment, to include unit maintenance

	Good oral and written communication skills Ability to plan and prioritise a range of regular and irregular tasks within set deadlines The ability to relate in a friendly and appropriately assertive way to staff and students Methodical approach Self motivated	
Personal Qualities	Be able to manage a demanding workload, meet deadlines and give freely of your time A good sense of humour Commitment to personal professional development Enjoy working cooperatively with colleagues and be supportive Good at working both independently and as part of a team Good at problem solving Hardworking and committed Enthusiasm for science Attention to detail and willingness to learn	

Safeguarding

Mercia Learning 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 Trust pays full regard to 'Keeping Children Safe in Education' guidance and we ensure that all appropriate measures are applied in relation to everyone who works for the Trust.

Safer recruitment practice includes scrutinising applicants, verifying identity, verifying qualifications, obtaining professional references, checking previous employment and ensuring that the successful candidate has the health and physical capacity for the job. It also includes undertaking interviews and checking criminal convictions.

If you are shortlisted, your suitability to work with children will be explored and this will include disclosing convictions. The information you disclose may be discussed with you during the interview.

The successful candidate will be required to complete an enhanced DBS check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.

If you have any further queries on any aspect of the application process, please contact The Recruitment team, by emailing recruitment@merciatrust.co.uk

The Application Process

All details, including the Job Advert, Application Form and Job Description can be found within this pack or on our school website; www.ecgbert.sheffield.sch.uk

We hope that our recruitment pack and website provides you with plenty of information about us. However, should you require any additional information, or would like an informal discussion/visit, please contact us on 0114 235 3855 or email fevans2@ecgbert.sheffield.sch.uk

To apply, please email your completed application to recruitment@merciatrust.co.uk or send it by post to:

Recruitment Team
Mercia Learning Trust
79 Glen Road
Sheffield
S7 1RB

Please note that we do not accept CVs - applicants must submit an application form.

Please also note that in all cases written references will be taken up and made available to interviewers BEFORE the final selection stage.

All applications that have been submitted electronically will receive an email confirming receipt.

An email and/or letter will be sent to shortlisted candidates with details of the interview process.

If you have not heard from us within 2 weeks of the closing date, please assume that on this occasion, your application has been unsuccessful.

Mercia Learning 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 therefore be required to complete a DBS check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.

We are an Equal Opportunities employer.