



Royal Greenwich
Trust School



Candidate Information Pack

Science Technician

Learning Today, Leading Tomorrow

Responsibility | Grit | Teamwork | Success



“ Providing transformational educational opportunities for all children...”



Science Technician

Royal Greenwich Trust School

University Schools Trust

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Welcome



Thank you for interest in the advertised post at the Royal Greenwich Trust School. We are proud to be a part of the University Schools Trust, a cross-borough multi-academy trust which includes St Paul's Way Trust School and St. Paul's Way Trust Foundation School in the London Borough of Tower Hamlets.

As part of the University Schools Trust, we have strong partnerships with 6 world-leading universities and other key organisations. Together we are working collaboratively to deliver the best outcomes and life chances for our students.

Our staff are our greatest asset and we are working with the UST to develop an exciting people strategy, focused on purposeful practice, bespoke professional development and meaningful staff wellbeing.

The UST provides staff in all its schools with a wide range of accredited courses, training opportunities and networking events to support collaborative practice.

Our website will give you a broader picture of our school including key information and a sense of what our community stands for:

www.rgtrustschool.net

If you are interested in applying for the post and would like to arrange an informal discussion, please contact the HR Team on 020 8312 5480 ext. 515

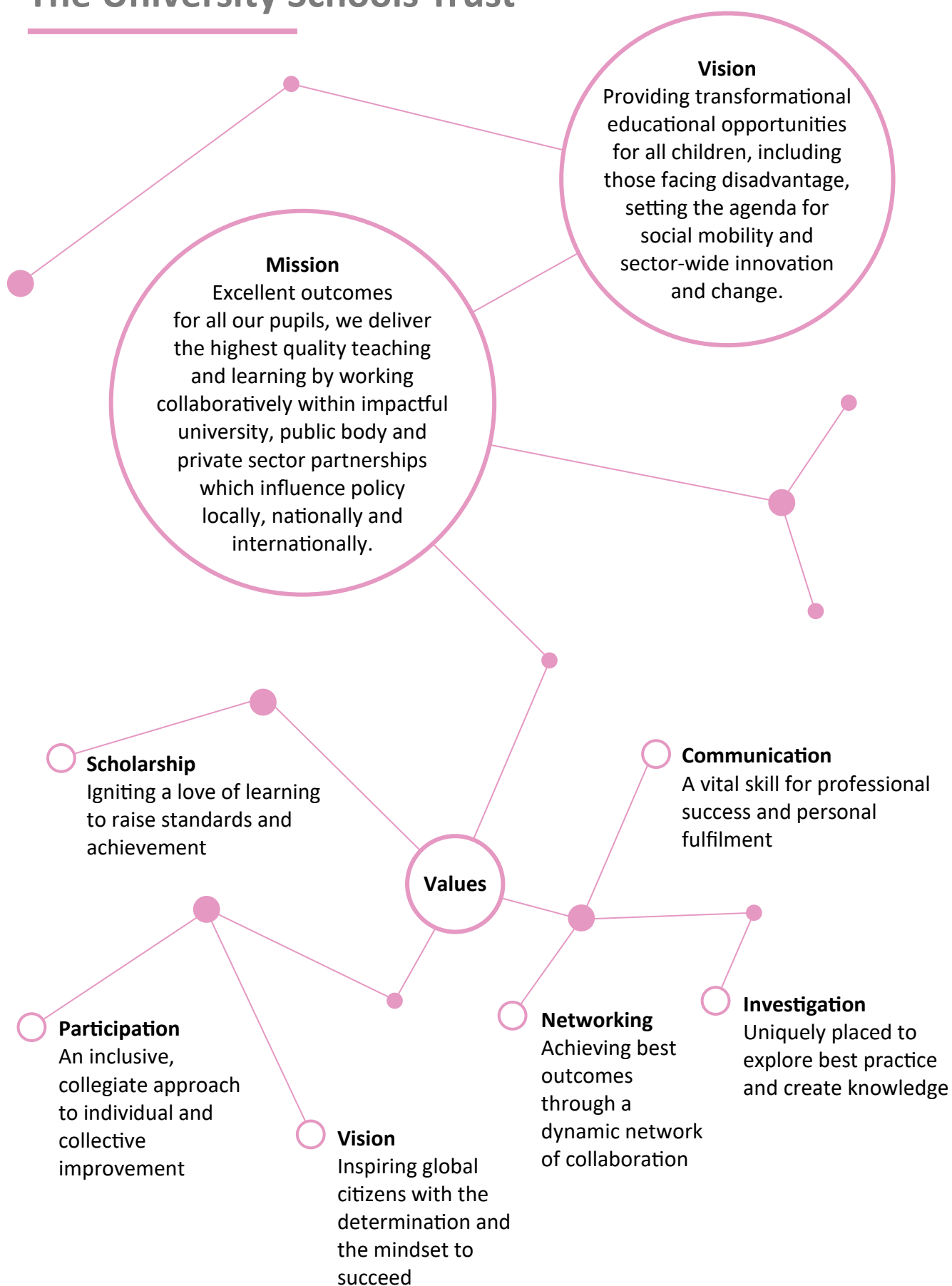
or email Recruitment@rgtrustschool.net.

Caroline Longhurst

Headteacher

Learning Today, Leading Tomorrow

The University Schools Trust





The University Schools Trust (UST) and our schools provide excellent education, derived from exceptional teaching and learning, for thousands of pupils each year.

UST is a unique partnership of six world-leading universities and five sector-leading bodies who are working together to deliver a shared vision of inclusive, high quality and transformational education delivered by schools which are deeply rooted in the communities they serve.

We take a rigorous approach – educating from nursery to university and beyond – to all aspects of our work. Our teaching practice is effective, our students are academically challenged and we use our resources efficiently. The inspirational staff at UST are our greatest resource, and they are encouraged to innovate, share and continually raise our standards.

The UST School of Education, our innovative centre of excellence for school improvement, supports all our teaching and learning. Our university links enable us to co-commission and participate in research to stretch our knowledge of what works and why, and our culture of open collaborative partnership encourages staff to share and learn with other education professionals.

By developing a culture of growth and excellence, the School of Education adds value to our greatest resource – our staff.

For more information about our School of Education please see:

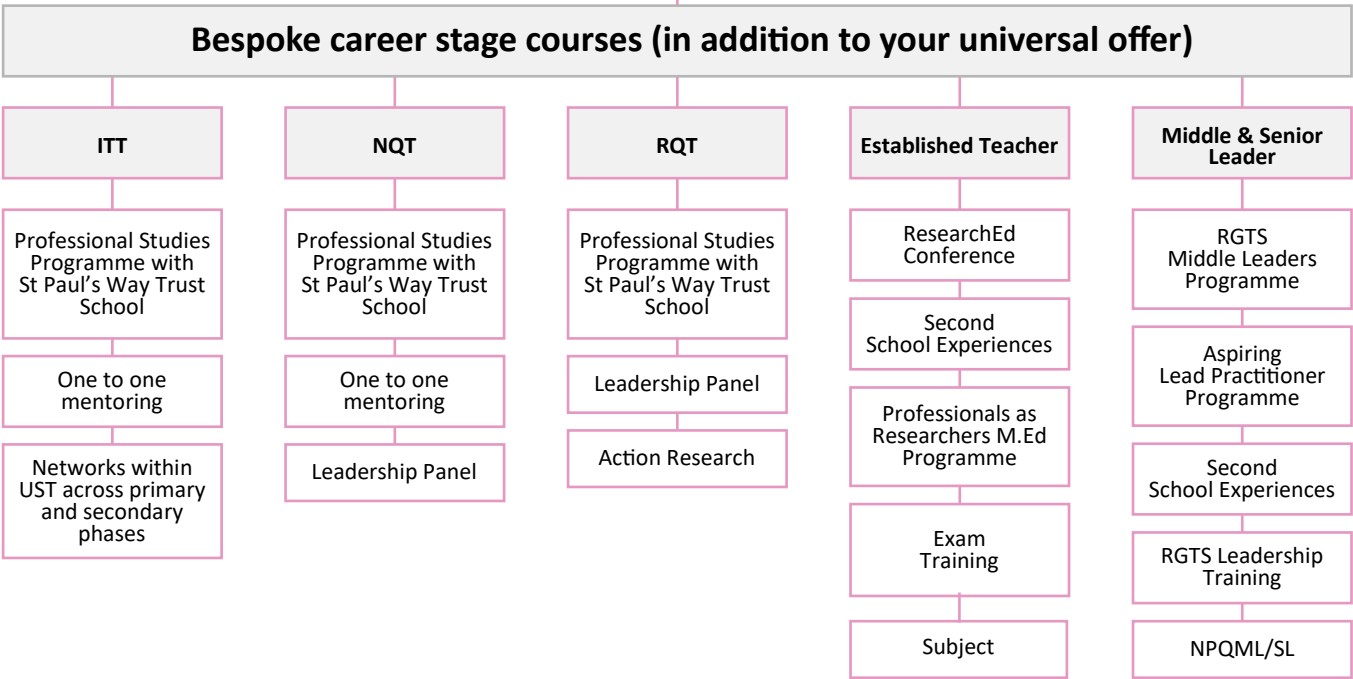
www.ust.london/444/school-of-education

Continual Professional Learning

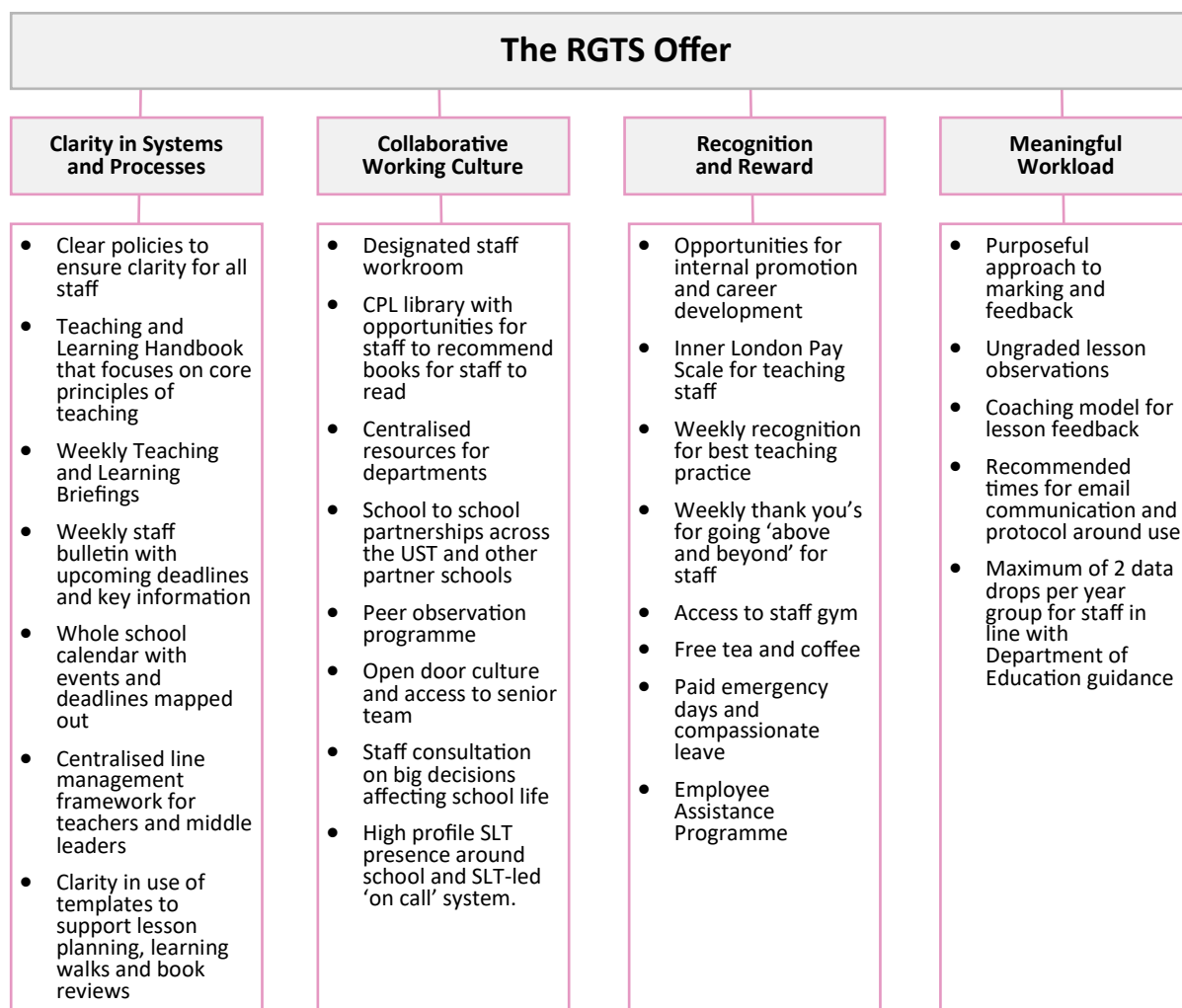
At RGTS we are committed to ensuring that all staff across the school are given opportunities to develop their practice in order to excel as professionals. This is achieved through a programme of internal and external training with an extensive network of training providers across London, our staff have access to the highest quality of training available.

All teachers at RGTS have access to regular opportunities for training and development, both as individuals and as part of their wider faculty teams. This includes:

- Weekly teaching and learning briefings where colleagues share best practice
- Masterclasses for specific areas of pedagogical development
- Twilight sessions for extended faculty-based training
- Learning labs that allow teachers to conduct peer to peer observations
- Coaching from a team of external coaches



Staff Benefits and Wellbeing



RGTS is committed to ensuring that staff are supported and that their wellbeing is considered at school. To that end, strategies to support staff are grouped into four broad areas:

- **Clarity in Systems and Processes** - staff are given clear direction and that time can be managed effectively.
- **Collaborative Working Culture** - staff are able to access peer to peer support and work together to minimise personal workload.
- **Recognition and Reward** - staff feel valued for their contributions to the school and that staff are encouraged to go the extra mile.
- **Meaningful Workload** - decisions are mindful of staff workload and efficient working practice.

Job Title:	Science Technician
Location:	Royal Greenwich Trust School
Responsible to:	Head of Faculty - Science
Full/part time:	Permanent, Term Time Only plus two weeks (41 weeks)
GRADE:	Scale 5 £25,578 - £26,985 pro-rata, actual salary £23,060 - £24,617 per annum

INTRODUCTION

The University Schools Trust (UST) is a unique partnership of six world-leading universities and four sector-leading bodies who are working together to deliver a shared vision of inclusive, high quality and transformational education delivered by schools which are deeply rooted in the communities they serve.

We take a rigorous approach – educating from nursery to university and beyond – to all aspects of our work. Our teaching practice is effective, our students are challenged to achieve their best and we use our resources efficiently. Our values of communication, investigation, participation, networking, scholarship and vision are core to all our work.

As a small, growing and dynamic trust. We are small enough to know and care about the professional development of every single employee, and through our influential trust partners we have increased the scope of our work and the opportunities available to students and our staff.

OUR VISION

To provide transformational educational opportunities for children across London, setting the agenda for social mobility and sector-wide change.

MISSION STATEMENT

Our mission at UST is to improve the outcomes of all our pupils by ensuring we train, recruit and retain the highest caliber of staff across our workforce. Our teaching practice will be research led in partnership with our academic Trust sponsors and the evidence collated will influence local, national and international policy. We will share our best practice with others, extending our success and influence.

A critical mass of schools will enable a flexible, school-to-school support structure which will ensure a platform to develop school leaders. Leaders at all levels will provide a systematic succession plan for our schools.

JOB PURPOSE

MAIN PURPOSE OF THIS ROLE

To lead, organise, deliver and develop technical services to the science faculty of the school in order to support the teaching of a range of Science subjects. Maintaining the delivery of technical services to the Science Faculty and assisting with the use of equipment and supplies as teaching aids, as required. Assisting teaching staff in the identification of the technical support needs generated by the curriculum and development of the curriculum. Compliance with health and safety regulations and helping to ensure that they are maintained at all times in the delivery of technical services.

SPECIFIC RESPONSIBILITIES

- Operating a 'notification system' in relation to requests for science practical/ experiments, with appropriate notice periods.
- Overseeing in the preparation, assembly, setting up, and testing of materials, components, apparatus, tools and equipment and ensuring their retrieval and clearing away after use. Overseeing and/ or carrying out demonstrations when required.
- Ensuring the requirements for practical examinations/ assessments are met including attending practical examination previews if appropriate.
- Providing technical advice and assistance to teachers, other technicians and students. This may include assisting and demonstrating in practical classes where appropriate.
- Providing support in Science lessons where required.
- Constructing and/ or modifying simple apparatus using basic workshop skills
- Ensuring the maintenance and repair of apparatus and equipment either by staff or contractors, including annual insulation and earth bond testing of mains electrical equipment and annual monitoring of fume cupboards as required by COSHH legislation
- Maintaining accurate records of all maintenance, repair and testing carried out.
- Being responsible for setting up operating and monitoring systems to ensure the maintenance of practical facilities and laboratory services, liaising with the School Business Manager.
- Locking up of laboratories and stores and securing equipment when not in use.
- Ensuring that expenditure is in accordance with the Schools Financial Regulations and accurate financial records are maintained.
- Ensuring appropriate systems for determining, monitoring and maintaining stock levels of apparatus, equipment, chemicals and other materials to meet the Faculty's needs.
- Maintain the Faculty's specialist resources, including any animal and plant collections, and observing any other regulations governing the same.
- Provide apparatus and materials for any microbiological, radioactive and chemical work and compliance with COSHH regulations governing the same.
- Arranging the collection of specimens for curriculum purposes.
- Ensuring correct use and simple maintenance of audio-visual aids specific to the Science Faculty.
- Providing induction training to small groups of staff or students in relation to the safe handling of chemicals and the operation of apparatus/ equipment.

Assisting teaching staff in identifying needs generated by the curriculum, including:

- To participate in the development of the Science Faculty's practical and technical facilities to meet teaching/ learning needs, including assisting in planning the layout of any new facilities and advice on specialised requirements in furniture, fittings and services.
- Helping to identify equipment needs in consultation with teaching staff, participating in the selection of new items. Advising on best-value suppliers.
- Maintaining awareness of recent scientific and education developments. Advising teaching staff of the technical requirement raised by the curriculum and identifying, in conjunction with teaching staff, the technical support needs generated by curriculum development.

Helping to ensure compliance with health and safety regulations:

- Including matters relating to COSHH, Health and Safety at Work Acts, Electricity at Work Regulations. Ensuring compliance with Faculty Policies, including: Operating and monitoring systems for the safe storage of equipment, apparatus and materials, including chemicals
- Arranging for the disposal of waste laboratory materials, including chemical and biological waste.
- Ensuring satisfactory maintenance of laboratories, storage rooms and preparation rooms, and liaison on safety and relevant legal requirements.
- Ensuring that apparatus, equipment and tools are appropriately maintained and issued.
- Provision of advice and assistance to staff on safe working practices and problems relating to health and safety, in particular on the use of apparatus and equipment.

- Helping to ensure that standardised risk assessments are available and that all staff are aware of their location. Maintaining a resource bank of safety information.
- When trained, first aid treatment of minor laboratory injuries and maintenance of first aid equipment in laboratory areas.

COMMON ROLES OF ALL TRUST MEMBERS

Leadership: Vision and Values

- Lead by example, providing inspiration and motivation, and embody for the students, staff, governors, parents/carers and wider community, the vision, purpose and leadership of the Trust.
- To ensure equal opportunities for all.
- To be committed to safeguarding and to promoting the welfare of all young people.
- To assist in the development of a culture and environment in which young people thrive and to drive innovation.
- To drive up educational standards, promote life-long learning and continually improve outcomes for all.
- Lead and contribute to an ethos in the Trust, where well-being and respect are at the heart of the Trust and each student is valued and nurtured to develop personally and educationally.

Leading and Managing Others and Self

- Take responsibility for the day-to-day management of designated staff.
- Develop and maintain a culture of high expectations for self and others.
- Regularly review own practice, set personal targets and take responsibility for own development.
- Actively engage in the performance review process.
- Work within the Trust's Health and Safety Policy to ensure a safe working environment for staff, students and visitors.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents/carers, colleagues and visitors.
- Adhere to Trust policies and procedures.

Additional Requirements:

- The postholder must demonstrate a flexible approach in the delivery of work. Consequently, the postholder may be required to perform work not specifically identified in the job profile but which is in line with the general level of scope, grade and responsibilities of the post.
- Carry out the work of the job in a way that is consistent with the culture, ethos, equalities and inclusion policies of the school and the University Schools Trust.
- The Trust is committed to safeguarding, child protection and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment, recording and reporting all concerns to the appropriate person and disclosures to the relevant professional.
- Undertake all duties with due regard to the provisions of health and safety regulations and legislation, Data Protection/GDPR, the Trust's Equal Opportunities Policy and Use of ICT Policy.
- Complete any training required to improve performance and take part in the school performance management systems (where relevant).
- Undertake such other duties as are commensurate with the post and which may reasonably be required by the Trust.

JOB AGREEMENT

The postholder will be line managed and appraisal managed by: The Head of School Administration.

The above job description was agreed on (date). It may be reviewed and/or amended at any time but before this happens you will be given appropriate opportunities to discuss the proposed amendments. It will be reviewed as part of the annual appraisal process.

_____ Signed by (Postholder)

_____ Signed by (Headteacher)

	PERSON SPECIFICATION	
	Essential	Desirable
Qualification & Experiences	<p>BTEC/ TEC Higher Certificate or Advanced City and Guilds or HNC/ HND or BSc or equivalent</p> <p>Experience in a similar post, preferably within a secondary school environment</p>	<p>First aid certificate</p> <p>Certificate for the testing of mains electrical equipment</p>
Knowledge and Skills	<p>Significant advanced knowledge of science in relation to the main subject specialisms and curricular requirements</p> <p>Substantial knowledge of available materials, apparatus and equipment</p> <p>Substantial knowledge of relevant health and safety regulations</p> <p>Awareness of ongoing trends and developments in curriculum content and teaching methods</p> <p>Understanding of the importance of school budgeting</p> <p>An awareness, and knowledge of learning theory and teaching methods</p>	<p>Substantial awareness of educational developments which affect the role of the science technician</p>
Leadership and Management	<p>Ability to work proactively in assisting with the daily management and safe efficient running of technical services to the Science Faculty, use of resources and space</p> <p>A good level of general laboratory technical skills and the ability to respond technically to changes in course content and teaching method</p> <p>Ability to operate systems of acquisition, processing, maintaining and repairing stock</p> <p>Ability to organise one's own tasks with minimum supervision and to set and work to agreed targets</p> <p>Ability to organise, motivate and develop a small team of service users including small groups of pupils</p> <p>Ability to communicate effectively with pupils and persons at all levels</p> <p>IT literate and willing to undertake further training as required</p>	
Other	A satisfactory Enhanced DBS disclosure	

Application and Selection Process

All applications will be acknowledged and there is a nominal closing date for this role. Candidates are encouraged to submit their applications as soon as possible as preliminary shortlisting may begin as soon as they are received.

To apply please:

- Visit www.rgtrustschool.net and follow the link to complete your application form.
- Provide a personal statement (no more than 2 sides of A4) which demonstrates your suitability for this role based on your experiences and achievements to date and how you meet the criteria set out within the job description and person specification.
- Provide two professional references, one of whom must be your current/most recent employer.

Deadline for applications to be received is XXXXXXXXX





Royal Greenwich Trust School

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