

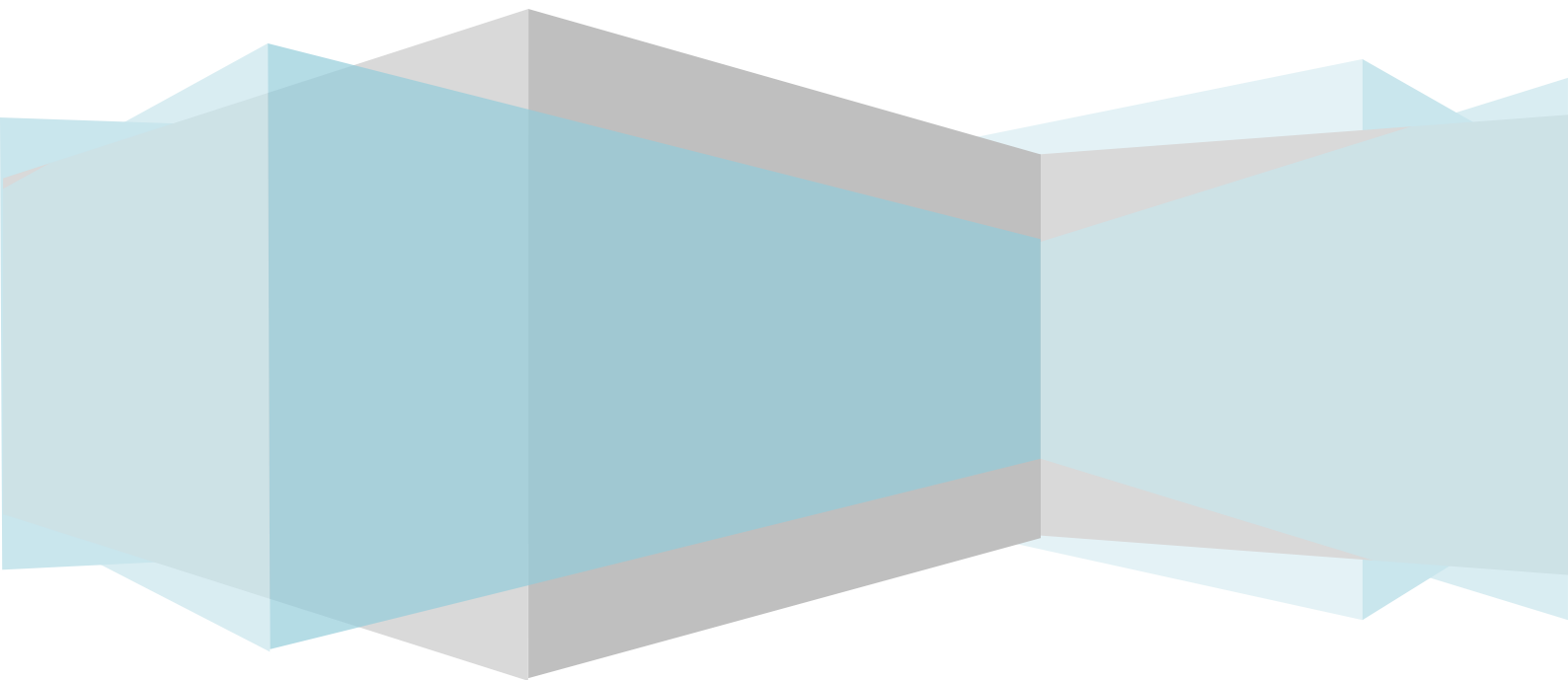
Rye College and Community Primary, Part of Aquinas

[www.aquinastrust.org](http://www.aquinastrust.org)

# Application Pack

Science Technician Part Time

For September 2024





# Science Technician – Part Time

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We are seeking to appoint an enthusiastic, energetic and adaptable Science Technician part time to join our highly motivated team at an exciting time in our growth.

Our aim is to challenge every learner to exceed their own expectations of themselves; create a can-do culture and the resilience to excel; include all members of our community through shared endeavour; and nurture diverse skills, talents and abilities whilst celebrating excellence.

Our ideal candidate will:

- Have experience or interest in working in an educational setting.
- Can multi-task under pressure and juggle many tasks at once.
- Have excellent organisational skills with the ability to effectively prioritise workload.
- Have excellent face to face customer service skills or experience.
- Pay attention to detail, pick up on oversights and rectify problems before they arise.
- Act with discretion, handling extremely confidential information.
- Demonstrate a willingness to become involved in the life of the organisation.
- Be enthusiastic, energetic and open to innovation.
- Have integrity, optimism and a good sense of humour.
- Possess effective communication skills and be emotionally intelligent.
- Possess effective ICT skills and be open to new uses of technology in the workplace.
- Have good communication skills with the ability to work as part of a team; and
- Be dedicated and flexible, with commitment to continual improvement.

In return, we offer:

- A workplace that is future focused with potential for professional growth as we improve.
- A skilled and experienced team of professionals.
- A happy community committed to the professional development of all colleagues.
- A distinctive local context ensuring we place inclusivity at the heart of all we do.
- A motivated leadership team leading rapid improvement to the students' life chances.

We would be pleased to welcome you for an informal visit prior to application.

We are committed to safeguarding the young people in our care and we expect all our staff to share this commitment. The successful applicant will be required to undergo an enhanced DBS check.



## The Application Process and Timetable

### Closing Date

You are invited to submit an application form, available with this pack, along with a personal statement outlining your suitability for the role against the person specification and job description.

- Closing date for applications: **17<sup>th</sup> June 2024**

### Short Listing

The candidates selected for interview will be informed after short listing and full details of the interview programme will be provided. If you have not heard anything from us after the interview date below, please assume your application has not been successful.

### Interviews

Candidates will be invited for interview.

- Interviews: **Week commencing 17<sup>th</sup> June 2024**

### Appointment

All candidates will be contacted following interview.

- Appointment to commence **September 2024**

Please send your application by email to [Aquinas.recruitment@aquinastrust.org](mailto:Aquinas.recruitment@aquinastrust.org).

Alternatively, submit your application to **HR Officer, Rye College, The Grove, RYE TN31 7NQ.**

Shortlisted candidates will be asked to submit appropriate identification. For the purpose of DBS clearance, only copies of the successful applicant's identification will be retained.

All candidates should provide two references. Permission should be sought prior to including any referee on your application form. Shortlisted candidates may have their references taken-up before any interview – unless explicitly requested in your application.

**Rye College is committed to safeguarding the young people in our care and we expect all our colleagues to share this commitment. The successful applicant will be required to undergo an enhanced DBS check. As an employee of the Aquinas Church of England Education Trust you are required to have regard to the character of the Trust and its foundation and to undertake not to do anything in any way contrary to the interests of the foundation.**



Dear applicant,

On behalf of our students, colleagues and trustees, I would like to thank you for your interest in a position at Rye College. I hope you find the application pack both helpful and informative.

There is a long tradition of education in Rye that goes back to the foundation of the Grammar School in 1636. At Rye College, we are proud to be a significant chapter in the ongoing story of nearly four hundred years of learning in this ancient town.

There is significant transformational change improving the standard of education and facilities at Rye College – ideal for ambitious and talented teachers to truly make a difference and build upon our most recent OFSTED good grading. Having seen an impressive rise in progress and attainment outcomes over the last few years, we continue to focus on delivering academic excellence with a commitment to high-quality pedagogy and teacher training. We offer excellent opportunities for those who can deliver in the classroom and wish to progress their career.

We work to instil a sense of responsibility in all our students – a sense of ownership of their learning, of their college, of their actions and of the consequences. In today's complex world, children need both the knowledge and skills to compete in a global marketplace but also need a sense of their humanity – the ability to respect, to empathise and to be caring and compassionate individuals.

Our curriculum offer is simple: broad and balanced with an academic core. It combines a foundation in the national curriculum subjects, a focus on academic achievement in English, maths, science, and the humanities with a broader offer of suitable academic, vocational and technical qualifications. In recent years, our students have found much success in the creative arts – and this is a commitment we see in our curriculum offer for the next academic year.

We are looking to recruit experienced and newly qualified teachers who want to raise standards through the creation of vibrant and innovative classrooms. Central to this is an ability to work in partnership with our families and other professionals to continue our mission to build an amazing college that delivers excellence for every one of our students.

In your application, please outline why you would like to join Rye College, how you meet the person specification and what might make you irresistible. We value honesty.

I look forward receiving your completed application.

With thanks,

Dom Downes  
Headteacher



## Job Description

<b>JOB TITLE:</b>	Science Technician
<b>GRADE:</b>	Single Status 4 Point 9-10
<b>HOURS:</b>	Part Time, 15 hours per week,
<b>WEEKS:</b>	39 weeks per year term time plus 1 week = 40 weeks total
<b>PRO RATA SALARY:</b>	Pro Rata Salary Range: £8,374.90 p.a. - £8,514.76 p.a. (Full Time Range: £23,114 p.a. - £23,500 p.a.)
<b>RESPONSIBLE TO:</b>	Head of Science

### Main purpose of the job

To provide technical support services to the Science Department, including the preparation of materials, setting up of equipment for class practical sessions and maintaining equipment for use.

### Specific duties and responsibilities

- Organise the preparation and construction of materials and equipment for use in lessons
- Be responsible for providing Teachers with materials necessary for practical lessons
- Ensure timely and accurate design, preparation and use of specialist equipment/resources/materials
- Demonstrate and assist in the safe and effective use of specialist equipment/materials
- Assist in the development of lesson/work plans, administration of coursework, work sheets etc.
- Work as support to teachers in lessons as appropriate
- Undertake structured and agreed learning activities/teaching programmes
- Organise the use of display space within the department and throughout the School as directed by the Head of Department
- Provide advice and guidance to staff, students, parents/carers and others
- Understand and work with COSHH principles when handling hazardous materials.

### Administration

- Keep a check on departmental stock levels and supporting the Head of Department, administer the ordering, issue and distribution of stock
- Carry out routine administrative tasks for the Head of Department e.g. photocopying, filing, collecting post, running errands, typing etc.

### General

- Provide friendly, helpful and proactive support.
- Maintain good time management and be able to prioritise tasks.
- Possess good communications skills.
- Possess a friendly and helpful demeanour.

### Resources



- Create and maintain a working area that is a pleasant, tidy and well-organised working environment.
- Ensure that equipment and other resources are properly cared for.
- Take care of equipment and furniture with any damage or defects to fabric or equipment are reported as appropriate.
- Operate relevant equipment/ICT packages (e.g. MS Office, SIMS, internet, intranet, E-mail, photography equipment)
- Maintain and repair the materials / equipment used by the department and report other damages/needs
- Construct items within the department to improve effective use of space and/or delivery of the curriculum
- Maintain tidy and organised workspaces and storage areas
- Check materials / equipment and ensure health and safety guidelines are adhered to
- Use Science supplies resourcefully

## Other

- Show the ability to get things done correctly and on time.
- Enjoy the presence of young people.
- Impress those around you with a sense of purpose and commitment to the school and team.
- Show a knowledge of health and safety in the workplace.
- Possess a knowledge of equal opportunities.
- Demonstrate a sense of humour.

## Special Conditions

- Be well-presented and of smart professional appearance.
- Be responsive to various changing and often conflicting demands.
- Demonstrate diplomacy, tact and discretion.
- Show willingness and ability to work flexible hours and across a range of work areas to meet service requirements.
- Respect the confidentiality of information handled and observe the principles of the Data Protection Act.
- Be willing to undertake future relevant training.

## Training

The Trust is committed to the development and progression of all staff. Staff are encouraged to attend training courses appropriate to their own and department's needs. These include external courses, internal workshops, staff meetings and departmental training. The successful candidate may be required to undertake training to fulfil the requirements of the post.

The post holder will be expected to carry out such other duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.



## Safeguarding

All school-based colleagues have the responsibility for promoting the safeguarding and welfare of children. All colleagues should be aware of the college's Child Protection and Safeguarding Policy and work in accordance with this document at all times.

## Variations

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



## PERSON SPECIFICATION

### Science Technician

TRAINING AND QUALIFICATIONS	Essential	Desirable
Either NVQ level 2 in Laboratory and Associated Technical Activities (LATA); or NVQ level 2 for Laboratory Technicians in Education; or Level 2 Certificate in Laboratory Technical Skills; or equivalent experience		✓
A level in physics, biology or chemistry or BTEC in science or equivalent		✓
GCSE Maths, English and Science or equivalent Grade C or above	✓	
EXPERIENCE	Essential	Desirable
Experience of ordering, cataloguing or maintaining supplies and equipment		✓
Previous experience of working in a school environment		✓
KNOWLEDGE	Essential	Desirable
Knowledge of COSHH and ESCC regulations in relation to the safe handling and storage of chemicals	✓	
Knowledge of safe working practices in relation to the handling and usage of hazardous equipment and tools	✓	
Knowledge of National Curriculum requirements		✓
Knowledge of Health and safety Legislation related to working within a school		✓
SKILLS	Essential	Desirable
Ability to carry out risk assessments in relation to laboratory work	✓	
Ability to maintain a range of tools and equipment	✓	
Ability to prepare equipment and materials for lessons, as requested by the teaching staff	✓	
Ability to work in an organized and methodical manner	✓	
Ability to identify work priorities and manage own workload within agreed parameters	✓	
Ability to establish positive relationships with students, including those with special educational needs	✓	
Ability to maintain accurate work records and inventories	✓	
Ability to work effectively as part of a team	✓	
Ability to demonstrate commitment to Equal Opportunities	✓	
Willingness to participate in further training and development opportunities offered by the school to further knowledge	✓	





## Health & Safety Functions

This section is to make you aware of any health and safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

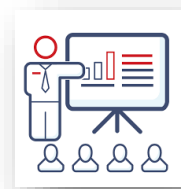
Using display screen equipment	<b>X</b>
Working with children/vulnerable adults	
Moving & handling operations	<b>X</b>
Occupational Driving	
Lone Working	
Working at height	<b>X</b>
Shift / night work	
Working with hazardous substances	<b>X</b>
Using power tools	
Exposure to noise and /or vibration	
Food handling	
Exposure to blood /body fluids	



# Benefits of Working with Aquinas

## Treating you as a professional...

**Aquinas is committed to national and local agreements affecting employment** as contained in the Burgundy Book (Conditions of Service) for teachers and Green Book (National Joint Council) for associate colleagues unless superseded by statute or revised editions, or by local provisions. This includes salary scales; period of notice and end of contract; maternity, paternity and adoption leave; leave of absence; and annual leave.



## Lease an electric vehicle...

We have joined the Octopus Energy Scheme to give you the option of leasing an electric vehicle. Provided by Octopus, the 'Electric Vehicle Salary Sacrifice scheme' is intended to help colleagues lease an electric car. Available to eligible staff



octopus  
electric vehicles

## Keeping you fit and healthy...



**Working with us gives you discounted membership**

**with Freedom Leisure Centre's.** Freedom Leisure offers something for everyone, whatever you enjoy doing or your level of fitness. Whether you love the gym, group exercise classes, swimming or playing sports, their memberships have you covered!

## Helping you stay relaxed...

**Working with us gives you discounted access to a range of leisure activities.** CSSC is an exclusive membership for public sector employees. For less than £5 a month, families and individuals can save much more on a range of pursuits including...



- Free entry to English Heritage sites for you and your family.
- Discounts on cinema tickets including all top chains.
- Discounted days out, trips and theme parks.
- Subsidised sports training and entry into select events.
- Free health and wellbeing portal for courses, classes & content.
- Savings with online and high street retailers, on local and national gym memberships, restaurants and more.

## Looking after your well-being...

**We believe well-supported, valued colleagues with a clear and shared purpose are best placed to provide for the emotional well-being of children in their care.** Provided by Health Assured, our 'Employee Assistance Programme' is intended to help colleagues deal with personal problems that might adversely impact work performance, health and well-being. Typically support may include assessment, counselling and referral for individuals or their family.

