



**Science & Technology Technician  
Eskdale School**

**Recruitment Information Pack**



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## Eskdale School

I am delighted you are interested in joining the team at Eskdale School. We have a highly ambitious, aspirational group of professionals who are raising standards and significantly improving the life chances of the young people of Whitby and the Yorkshire Coast.

Our motto is '**A place of belonging – A place of inspiration**' and our aim is that all our students thrive and make good academic progress whilst developing into resilient, confident and respectful young people.

In September 2019 we developed a partnership with Caedmon College where both schools will share a Sixth Form to provide further opportunities for our staff and students to learn and develop.

Eskdale School is a community in which our teaching and support staff are incredibly passionate about teamwork.

Staff morale is high and we have a commitment to recognise individual potential and to provide support, CPD and training for colleagues joining our organization at all levels; you will never feel unsupported or alone in our school.

As a small school we are able to really get to know our students and in many ways this is one of the reasons why we have had very little staff turnover in recent years. My staff tell me they like working here, feel supported and encouraged and value the open door approach we have with parents and the community.

Teaching is one of the best jobs in the world and for any professional who is looking for either their first or next school it is vital you find one that will support you. Myself and our SLT all teach because we enjoy it, and it allows us to continue to develop in the classroom. As an Art Teacher I still get a buzz when a student learns something new.

We are really proud of our school and the progress we are making. Please take the time to come and visit is – we'd love to show you around.

**Mr Phil Nicholson**  
**Head of School**

## **Application Process**

The closing date for all applications is **12 noon, Monday 5th June 2023.**

\*Interviews will be held shortly after the closing date.

\*Early interviews will take place should there be suitable candidates before the deadline

**Completed applications must be returned to [NYES.Resourcing@northyorks.gov.uk](mailto:NYES.Resourcing@northyorks.gov.uk)**

**If you think you're the person for the job, please complete the enclosed application form with your supporting statement, no more than two sides of A4, and send to the email address above by the closing date.**

An email will be sent to shortlisted candidates with details of the interview process.

### **Queries**

Informal chats with our Headteachers are welcomed. For queries or to arrange a call with the Headteacher / Head of Department, please contact:

Chloe Bullen via [chloe.bullen@northyorks.gov.uk](mailto:chloe.bullen@northyorks.gov.uk) or call 01609 536 964 (Ext 69 64)

We actively welcome you to contact us to chat through the role and talk informally about the school/post and how working here will make a real difference to the children and young people in the area.

## Job Description

**Job Title:** Technician (fixed term, term time only)

**Job Purpose:**

- To work under the direction of the department leads for science, design technology and DT Food
- To assist with all aspects of maintaining and facilitating resources for the science and technology departments and undertake administrative and practical tasks associated with the role
- To give technical and health & safety advice to teachers and students as appropriate.

### ACCOUNTABILITIES/MAIN RESPONSIBILITIES

<b>Effective Communication and engagement with young people and others</b>	<ul style="list-style-type: none"><li>• Give technical advice to teachers, technicians and students, as appropriate</li><li>• Offer professional guidance, assistance and support to students and teachers on the practical aspects of the curriculum which may include assisting with demonstrations</li><li>• Communicate effectively with all children, young people, families and carers</li><li>• Be aware that the young person may not have understood what is being said</li><li>• Remember and understand the procedures and legislation relating to confidentiality issues that apply to your role</li></ul>
<b>Child and young person development</b>	<ul style="list-style-type: none"><li>• Make accurate records as required for departments</li><li>• Know how to interact with students in ways that support the development of their ability to think and learn</li><li>• Know your role in supporting and promoting development</li></ul>
<b>Safeguarding and promoting the welfare of the child</b>	<ul style="list-style-type: none"><li>• Be responsible for promoting and safeguarding the welfare of young people that you are responsible for and come into contact with</li><li>• Be able to recognise when a young person is in danger or at risk of harm and take action to protect them, following all the school's policies in this respect</li><li>• Make considered judgments about how to act to safeguard and promote a young person's welfare</li></ul>

	<ul style="list-style-type: none"> <li>• Have awareness and basic knowledge, where appropriate, of the most recent legislation</li> </ul>
<b>Supporting transitions</b>	<ul style="list-style-type: none"> <li>• Listen to concerns; recognise and take account of signs of change in attitudes and behaviour</li> <li>• Understand your own role and its limits, and the importance of providing care or support, under the direction of the subject lead</li> </ul>
<b>Multi-agency working</b>	<ul style="list-style-type: none"> <li>• Liaise with other areas of the school and outside organisations, as required, under the direction of the subject lead</li> <li>• Work in a team context - forging and sustaining professional relationships with colleagues and external parties and respecting the contribution of others working with young people and families</li> <li>• Appreciate that others may not have the same understanding of professional terms and may interpret language such as acronyms differently</li> <li>• Know the value and expertise you bring to a team and that brought by your colleagues</li> </ul>
<b>Sharing information</b>	<ul style="list-style-type: none"> <li>• Have the ability to use clear language to communicate information unambiguously to others including young people and colleagues</li> <li>• Understand the importance of sharing information, how it can help and the dangers of not doing so</li> <li>• Attend staff meetings, training days and management meetings by agreement with your line manager or the Head of School</li> </ul>
<b>Administration/Other</b>	<ul style="list-style-type: none"> <li>• Assist in the organisation of the technical support team to the department, including: assisting in practical classes, carrying out demonstrations, preparing resources, assembling apparatus and equipment as required</li> <li>• To assist science teachers with the maintenance and up keep of the science laboratories and to give advice on any improvements which may be made in this respect</li> <li>• Help ensure the “ready” state of the laboratories and classrooms including the preparation of materials, stock and standard solutions, specimens, apparatus required for demonstrations and practical work.</li> <li>• Maintain appropriate levels of materials and resources under the direction of the subject lead</li> </ul>

	<ul style="list-style-type: none"> <li>• Keep up-to-date with current procedures and practices through continuing professional development</li> <li>• Recover residues for disposal and sterilise apparatus as required</li> <li>• Design, construct and modify apparatus and/or equipment</li> <li>• Assist with the care of plants, fish, etc, as required</li> <li>• To set up and test demonstration experiments and ensure that they will work satisfactorily</li> <li>• Carry out stock control, compile orders, liaise or negotiate with suppliers and maintain appropriate records as required. Checking deliveries and co-ordinating stock for the departments and classrooms</li> <li>• Assist in monitoring, controlling and keeping financial records of departmental expenditure in accordance with the school's procedures</li> <li>• Ensure the availability of suitable materials and equipment and suggest alternatives for suitability and economy where appropriate</li> <li>• Participate in training and learning activities and performance development as required</li> <li>• To assist with the efficient system of stocking, storing, transporting and distributing all items used in the departments</li> <li>• To operate laboratory/classrooms documentation systems (cataloguing, work sheet filing, etc)</li> <li>• To deal with petty cash purchases as required, under the direction of the department lead</li> <li>• To keep legal records (alcohols, poisons, flammable liquids, etc).</li> </ul>
<b>Health &amp; Safety</b>	<ul style="list-style-type: none"> <li>• Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety Policy and Procedures</li> <li>• Contribute to the assessment, monitoring and review of both health &amp; safety procedures and information resources, through a process of self evaluation</li> <li>• Provide technical advice on health &amp; safety issues to teachers and technical support staff</li> </ul>

	<ul style="list-style-type: none"> <li>• Ensure the safe treatment and disposal of used materials, including hazardous substances and responding to actual or potential hazards</li> <li>• Ensure the healthy, safe storage and accessibility of equipment and materials</li> <li>• Carry out electrical and other safety checks</li> <li>• Carry out routine and non-routine checking, cleaning, maintenance, testing and repairing of equipment to the required standard</li> <li>• To assist teaching staff with first aid treatment of minor laboratory injuries and the maintenance of first aid equipment in accordance with CLEAPPS guidance</li> </ul>
<b>Equalities</b>	<ul style="list-style-type: none"> <li>• Ensure services are delivered in accordance with the aims of the Council's Equality Policy Statement</li> <li>• Develop own and team members' understanding of equality issues</li> <li>• To carry out other similar duties as may be required by the Head of School/department lead from time to time</li> <li>• To take part in the school's Performance Management cycle and undertake training as required</li> </ul>



## Person Specification

**JOB TITLE:** Technician

**GRADE:** Grade D (scale points 3 to 6)

**Assessment:**

1. Test prior to shortlisting (ie, all applicants)
2. From application form
3. Test after shortlisting
4. Probing at interview
5. Documentary Evidence

CRITERIA	ESSENTIAL	DESIRABLE	ASSESSMENT
<p><b>Qualifications &amp; Training</b></p> <p>Good GCSE /Level 2 qualifications, including Science</p> <p>Appropriate first aid training</p>	X		2, 4 & 5
<p><b>Experience</b></p> <p>Appropriate experience relevant to role</p>	X		2 & 4
<p><b>Skills &amp; Knowledge</b></p> <p>Demonstrable ICT skills and ability to use them as part of the learning process, or, the ability to develop ICT skills in a reasonable time frame</p> <p>Good written and verbal communication skills: able to communicate effectively and clearly with a range of staff, pupils and external parties, as required</p>	X	X	2 & 4
<p><b>Personal Qualities</b></p> <p>Demonstrable interpersonal skills</p>	X		2 & 4

Ability to work successfully in a team	X		2 & 4
Able to exercise discretion & judgement	X		2 & 4
Self-motivated to complete required duties	X		2 & 4
Ability to maintain confidentiality	X		2 & 4
<b>Other requirements</b>			
To be committed to the school's policies and ethos	X		2 & 4
To be committed to continual professional development	X		2 & 4
Appropriate motivation to work with young people	X		2 & 4
Ability to form and maintain appropriate relationships and personal boundaries with young people	X		2 & 4
Emotional resilience in working with challenging behaviours; and ability to appropriately use authority in maintaining discipline, as required	X		2 & 4
<b>Equal opportunities</b>			
To assist in ensuring that the Council's Equality Policy is considered within one's working practices in terms of both employment and service delivery	X		2 & 4