



# The Richmond upon Thames School

## Job Application Pack

### Science Technician

**Salary:** RTS Scale 5 £24,463-25,808

<b>Start date</b>	September 2021
<b>Contract</b>	Permanent
<b>Hours of work</b>	37.5 hrs per week, term-time + 2 weeks





## Dear Candidate

**I am delighted that you have expressed an interest in The Richmond upon Thames School (RTS). We are a comprehensive secondary (11-16) academy which opened in the London Borough of Richmond upon Thames in 2017.**

We are seeking resilient and forward-thinking individuals to support me and my senior team to realise our Trust's vision that every student will leave RTS with excellent academic outcomes and a clear purpose for the next stage of their lives.

We have already established a vibrant, inclusive school that provides an excellent experience for every member of its community. With currently 450 students across Years 7, 8 and 9 and growing to 600 in 2020/21, the years which follow promise to be a very exciting time. In a very competitive borough, admissions applications for a place at the school for the coming academic year were oversubscribed by nearly 2:1. Until 2021/22, when we are full, we will continue to grow into our permanent building and new sports centre (expected completion is 2021). The school is uniquely situated on the Richmond Education and Enterprise Campus with Clarendon Special School, Capella House School, Richmond Upon Thames College, and from 2022, the Haymarket Media Group. By the time the College moves into their new building in Spring 2020, our founding Year 7 will be coming to the end of Year 9 and looking onward to their chosen Key Stage 4 programmes of study.

Our first Ofsted inspection took place in January 2020 and we are delighted that the inspectors rated the school 'outstanding' for personal development and 'good' for the quality of education, behaviour and attitudes, leadership and management, and overall effectiveness.

Starting a school from scratch is a once-in-a-lifetime opportunity that takes commitment, dynamism and a collaborative approach to working together to create something extraordinary. We recruit excellent staff and provide the professional development that they need to guide their endeavours for excellence as we know that building an exceptional school relies on our ability to inspire and nurture a phenomenal team of staff.

Working closely with senior and middle leaders, you will help to shape the strategic direction of the school through a focus on raising attainment and progress for all students. You will benefit from working with a strong and dedicated team of staff fully committed to ensuring that all students achieve excellence through endeavour.

I hope that you will be able to see your place in this story and come forward to apply for this fantastic role.

Prospective candidates are welcome to discuss any questions that you may have prior to submitting your application; please contact Barbara Munro, PA to the Head Teacher via [pa@rts.richmond.sch.uk](mailto:pa@rts.richmond.sch.uk) to arrange a suitable time.

We look forward to receiving your application and wish you well with the process.

A handwritten signature in dark ink, appearing to be 'K Dooley'.

Kelly Dooley  
**Head Teacher - The Richmond upon Thames School**

## Application details

Thank you for your interest in our vacancy at The Richmond upon Thames School. Further details of this post, the school and the Trust are included in this pack and on our website. Details of how to apply can be found below.

## How to Apply

Should you wish to apply for the post, please complete our online application form which is accessed via the vacancies page of the school website.

[www.richmonduponthamesschool.org.uk](http://www.richmonduponthamesschool.org.uk)

**The School reserves the right to commence the interview process at any time prior to the closing date so early application is recommended.**

## School visit

You are welcome to discuss any questions that you may have prior to submitting your application; contact Barbara Munro PA to the Head Teacher at [pa@arts.richmond.sch.uk](mailto:pa@arts.richmond.sch.uk) to arrange a suitable time.

## Supporting statement

You will be directed to respond to the following questions within the electronic application form. Please refer to the job description and person specification when responding to the questions. **We do not accept CVs.**

- Why is your prior experience particularly relevant to the context of the post?
- What attracts you to the Richmond upon Thames School and this particular post?
- Why are you uniquely qualified for this role?
- If appointed, how will you ensure your support enables students to excel and achieve?

## Shortlisting

Due to the number of applications received we are unable to provide feedback to candidates who are not invited for an interview.

## Interview

To be confirmed

## Safeguarding

The Richmond upon Thames School is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.



Our motto

# *Excellence Through Endeavour*



## Our school

**RTS is a co-educational, non-selective and non-faith based school for 11-16 year olds and admits five forms of entry (150 children) per year.**

The Richmond upon Thames School (RTS) provides an inspiring place for young people to learn and work purposefully towards achieving their best at all times. Our students are valued as individuals, recognised for their talents and challenged in their endeavours.

Our school encourages an atmosphere that rewards hard work and expects high academic achievement, but also provides an environment where children can develop as people and learn valuable life skills. Our students will emerge as confident, resilient individuals, who can build positive relationships and demonstrate commitment in everything that they do.

RTS strives to be a welcoming place where everyone is valued highly and where tolerance, honesty, cooperation and mutual respect for others are fostered. It provides equal opportunities for all children regardless of disability, gender, race, religion or beliefs. We also promote a shared sense of purpose with our students, teachers, parents, and Trustees, all working towards a common goal to make the best possible school for our children.

Our team of talented staff inspire and nurture students throughout their school life, delivering imaginative, stimulating lessons that keep every child engaged. The school is already characterised by its excellent working relationships with industry partners, giving students the best possible foundations for their future careers. Our partners help shape the curriculum and set real-world projects, will offer work experience and provide mentoring. Our unique access to real-world facilities through on-site partners, Harlequins, Haymarket Media Group and Richmond upon Thames College, offer students a huge range of opportunities that will transform their future employment potential and enhance both their personal and physical development.

As leaders in digital technologies, we give every student the opportunity for safe and responsible access to the latest digital devices and encourage them to become the developers, not just the consumers, of future technology.

As a new school, connecting with our local community is important to us. Through supporting local projects, our students are encouraged to participate in programmes that widen their experiences and teach them the value of helping others. The school will also serve as a learning hub, providing a range of before-and after-school clubs, holiday activities, sports facilities hire and adult evening classes.





## Our campus and facilities

**RTS is located in a new, purpose built building, and Clarendon School's secondary students are located in new accommodation adjoining RTS's building.**

**A newly built Richmond upon Thames College and Haymarket tech hub, for up to 20 of their technical staff, will together with the schools, make up the Richmond Education and Enterprise Campus.**

When complete, RTS's outside spaces will include five multi-purpose sports pitches for hockey, tennis, netball and more direct access to 4G and grass pitches for rugby and football, and in 2021 our a four-court double-height Sports Hall will open.

The Campus approach will enable a new model of learning integrated with enterprise, delivering high quality education hand in hand with developing young people's skills, offering work opportunities and jobs. Our partners, Haymarket and Harlequins are both incredibly successful at home and globally and this will bring an exciting additional dimension to our school.



**Richmond upon  
Thames College**

### Richmond upon Thames College

"Over the next two to three years the College is undergoing a transformation to become a first class further education college and a major technical and professional hub for West London with a reputation for academic and vocational excellence. The College is delighted to be a founder member of a school which will provide a high quality education, with a curriculum co-designed with us and the other Campus partners to provide choice and successful progression to further and higher education."



**haymarket®**

### Haymarket

"Having a clear understanding of what employers look for in a business professional is crucial for tomorrow's workforce. The Haymarket Skills Academy programme of media days, career support, work experience opportunities will help RTS students to maximise their potential."



### Clarendon School

"A brand new, purpose built building will provide facilities and teaching spaces specifically designed for the particular needs of Clarendon School's pupils, including those with autism. Being co-located on the Campus with RTS and the College will provide opportunities for inclusion for students to and from each setting and improved transition arrangements post-16. It will also allow access to shared facilities and improved opportunities for sharing staff expertise between settings."



Harlequins

### Harlequins

"Harlequins is immensely proud to be a part of RTS. As one of the school's partners, the Club will be working closely with the school to create a sporting programme for all age groups and levels across a range of sports to encourage participation and healthy living. There will also be a number of work placement opportunities with access to experts from the industry including health and nutrition, strength and conditioning, leadership and management. We are looking forward to working with the other partners to deliver an outstanding educational campus for 2017 and beyond."





# Job Advert

## Science Technician

**Start date:** September 2021 or before

We are seeking to appoint a dynamic, committed and enthusiastic Science Technician to join the school as it enters its next phase of development.

This role is an integral part of the student support team that makes a significant contribution to the achievement, wellbeing and safety of our students. Working closely with teaching and support staff, your energy, commitment and passion will inspire our students to excel beyond what they themselves believe is possible. Joining us in the early stages of our development provides excellent opportunities for career development.

Through our School Trust Partnerships, we provide you with the support needed for your ongoing professional growth and development.

We encourage applications from candidates who are self-motivated, have a team work ethos, present with the highest professional standards and will fully embrace 'the RTS Way'.

Prospective candidates are welcome to discuss any questions you may have prior to submitting your application; contact Barbara Munro, PA to the Head Teacher on [pa@rts.richmond.sch.uk](mailto:pa@rts.richmond.sch.uk) to arrange a suitable time.



RTS opened to 150 Year 7s in September 2017, growing by 150 year on year until full. We are an 11-16 mixed school with an open admissions criteria. The school will be co-located with the Haymarket Media Group tech hub, Clarendon School and Richmond upon Thames College on the Richmond Education and Enterprise Campus ([www.reec.org.uk](http://www.reec.org.uk)).

*The Richmond upon Thames School Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Successful applicants will be expected to complete an enhanced DBS check and to disclose any information relevant to Disqualification by Association.*



## Job description

<b>Title</b> <b>Salary</b> <b>Reporting to</b> <b>Line management of</b>	<b>Science Technician</b> <b>RTS Scale 5</b> <b>Curriculum Leader for Science</b> <b>N/A</b>
<b>Hours of work:</b> The working week is 37.5 hours, core hours are between 08.15- 16.30 Mon-Thu (15.30 on Fri) Term time only + two weeks	

### Overall Job Purpose

- To undertake, duties in support of the work of the teaching staff in the science department

### Main responsibilities

- The preparation of materials and equipment for science lessons
- Maintaining science laboratories and preparation rooms and their equipment, and services in good order
- General duties in support of the teachers in the science department

### Preparation of science materials and equipment

- Carry out risk assessments for technical activities
- Disposing of waste materials
- Collecting apparatus and chemicals from storage
- Preparing necessary solutions
- Checking individual components in and out for class use
- Arranging for apparatus including worksheets, books and audio-visual aids to be available, in rooms, for lessons;
- Preparing experiments, setting up apparatus and equipment for demonstrations and practical lessons as requested by teaching staff
- Preparation of chemicals and solutions
- Liasing with staff over use of equipment and stock
- Advice staff of any problems, including safety aspects
- Assisting with collection and cataloguing of worksheets, books, audio-visual aids and materials
- Returning apparatus, etc. and chemicals to storage as soon as practicable
- Repairing damages or arranging for this to be done
- Constructing apparatus and equipment.
- Purchase of equipment from local supermarkets

### Routine maintenance of science laboratories and preparation rooms, their equipment and services

- Maintaining laboratory clean and tidy in conjunction with the teacher in charge of the room
- Cleaning the sinks, chemicals on bench tops, spillage of chemicals on floor
- Storing materials tidily
- Keeping equipment clean
- Looking after animals, insects and plants kept by the department
- Cleaning of goggles
- Cleaning of safety screens, fume cupboards and other items
- Carrying out safety checks on equipment, e.g. Bunsen tubing

### Maintaining the stocks of science chemicals and equipment, for example:

- Taking stock of chemicals, consumables, stationery, books and breakable items
- Advise Head of Science on stock replacement needs
- Ordering of the above
- Checking deliveries

### Design Technology Support

- Prepare materials and ingredients as required by the subject teacher prior to lessons
- Ensure hand tools are kept in optimum condition and stored correctly
- Organise extra equipment for lessons
- Regularly maintain the equipment and tools in the workshop and classroom areas
- Empty and clean the dust extraction filters as required by the manufacturer
- Keep all classrooms organised and free from hazards
- To assist Technology staff in developing appropriate resources for teaching and learning.

## Job description (continued)

### Other

- As a growing school, we anticipate changes to roles and responsibilities.
- The school will endeavour to make any reasonable adjustments to the job and the working environment to enable access to employment opportunity for disabled applicants or continued employment for any employee who develops a disability or disabling condition.
- This job description is current at the date shown, but, in consultation with the post-holder may be changed by the Head Teacher to reflect or anticipate changes in the job commensurate with the grade and job title.
- RTS school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

## Person specification

	Essential	Desirable
<b>Qualifications and Experience</b>	<ul style="list-style-type: none"> <li>• Minimum of 3 GCSE's Grade C or above or the equivalent. Must include Maths, English &amp; Science</li> <li>• Experience of working with young people</li> <li>• Working in a laboratory environment</li> <li>• Evidence of continued professional and or personal development</li> </ul>	<ul style="list-style-type: none"> <li>• First Aid qualifications</li> <li>• A level / BTEC level 3 qualification in Science</li> <li>• Experience of working in a secondary school setting</li> <li>• Relevant training for working with young people aged between 11-19</li> </ul>
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge of volumetric and quantitative technique</li> <li>• Understanding health, safety and welfare regulations and best practice</li> <li>• Excellent numeracy/literacy skills</li> <li>• Excellent keyboard and data entry skills</li> <li>• Effective communication skills to be able to develop open and constructive relationships with a wide range of young people and staff</li> <li>• Knowledge of particular subject/technical area</li> <li>• Knowledge of relevant policies/codes of practice/legislation.</li> <li>• Ability to work on own initiative within departmental protocols/procedures.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of the main aspects of the organisation of secondary schools</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• An eye for detail.</li> <li>• Uphold school ethos, values, procedures and guidelines at all times with utmost consistency</li> <li>• The ability to deal with peaks and troughs of workload</li> <li>• A team player and a 'volunteer' character</li> <li>• A 'can do' attitude and a mentality of going 'above and beyond' expectation</li> <li>• Professional in manner, actions and appearance</li> <li>• Approachable</li> <li>• Responsible &amp; conscientious approach to Health &amp; Safety</li> <li>• Imbue integrity and has a strong sense of responsibility</li> <li>• Calm under pressure and enjoyment in overcoming challenges</li> <li>• Have a sense of humour, warmth, stamina, energy and resilience</li> <li>• Willingness to attend appropriate training</li> <li>• Willingness to gain enhanced skills relevant to the post</li> </ul>	





**The Richmond upon Thames School**

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