



Moorlands
Learning Trust



THE SKIPTON ACADEMY

A MOORLANDS LEARNING TRUST ACADEMY



ILKLEY GRAMMAR SCHOOL

A MOORLANDS LEARNING TRUST SCHOOL



**FURTHER
PARTICULARS
FOR THE POST
OF:**

**SCIENCE
TECHNICIAN
at The Skipton
Academy**

December 2022

Science Technician
Scale Pay Point 5 (Range 5 - 6)
Example of actual Annual Salary: £15975.70 based on 32.5 hours each week,
term time only plus 2 days
Monday to Friday: 8.45 am to 3.45 pm with a 30-minute unpaid lunch each day
We can be flexible around the precise working pattern (within the school day)
or a part-time option for the right candidate

Thank you for requesting details for the post of Science Technician. We are looking for a colleague to join our Science team at this improving, comprehensive Academy.

The successful applicant will have high expectations and an unwavering commitment to all staff, students and stakeholders. They will provide technical support services to the school, including the preparation of materials, the setting up equipment for class practical sessions and maintaining equipment for use with KS3 and KS4 Science.

This is an exciting time in the school's development. The Moorlands Learning Trust has grown recently and now our two schools, Ilkley Grammar School and The Skipton Academy work in close partnership to support TSA's journey to join IGS in becoming an outstanding school.

As a comprehensive academy, our overriding aim at TSA is to ensure that our students achieve everything that they are capable of. We recognise every student as an individual, with different needs and talents, and we work hard together to make sure we support and nurture successful, happy and confident learners who achieve in the widest sense of the word, and not just academically.

If you are inspired by this opportunity and have the qualities to contribute to our high-quality provision, then we would be delighted to hear from you.

How to Apply

As part of your online application in the Personal Statement section (no more than 2 sides of A4) please explain:

How your skills, qualities and experiences make you a suitable candidate for this post.

The closing date for this post is: **8am Wednesday 4 January 2023**

Provisional interview is scheduled for **w/c 9 January 2023**

If you do not receive an invite to interview by **Friday 6 January 2023**, we regret your application will have been unsuccessful on this occasion, but we wish you every success in your future career.

Thank you again for your interest in our school.

Richard McManus
Principal

PRIME OBJECTIVES OF THE POST:

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

RESPONSIBLE TO THE HEAD OF SCIENCE, THE ROLE WILL ENTAIL:

1. Maintenance of equipment – undertaking simple repairs under supervision of teaching staff.
2. Preparation of apparatus, solutions and specimen appropriate to the individual sciences.
3. Cleaning of apparatus including audio-equipment and of facilities. To transport equipment and resources as required.
4. Provide any further appropriate assistance under the direction of the Head of Department/Science Teacher.
5. To use or prepare equipment and materials as required by teaching staff. To demonstrate and assist pupils in setting up of, and use of equipment. To demonstrate skills and techniques as required.
6. To manufacture equipment/apparatus for use in the work area, and ensure its safety for use, as appropriate.
7. To prepare and distribute materials and equipment for students' use in practical work and examinations, as requested by teaching staff.
8. To liaise with teaching staff on the availability of materials/equipment for practical examination purposes.
9. To ensure the maintenance of stock levels, making out initial orders and checking deliveries, liaising with suppliers as appropriate. To maintain an inventory of equipment and materials.
10. To ensure that work areas are maintained in a clean and safe condition appropriate to Health & Safety standards.
11. To keep the department updated with regards to changes in legislation/guidance from relative organisations (checking with CLEAPSS)

Responsibilities

- Be aware of and comply with 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 equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required, for example Fire Marshall and Lunchtime duties
- To support, uphold and contribute to the development of the Academy's Equality policies and practices in respect of both employment issues and the delivery of services to the community.

General Accountabilities

- Be aware of the school's duty of care in relation to staff, students and visitors and to comply with the health and safety policy at all times;
- Establish and maintain positive, constructive and professional working relationships with staff, visitors, students, parents and other professionals of the school;
- be aware of and comply with the code of conduct, regulations and policies of the school;

- develop self within the post, undertaking training/appraisal as appropriate to ensure that relevant knowledge and skills are updated in order to support school development.

VARIATION IN ROLE

Given the dynamic nature of the role and structure of The Skipton Academy, it must be accepted that, as the Academy's work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the post holder.

Recruitment and Selection Policy Statement

The Academy's Board of Governors is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

As with most associate staff roles, this post is subject to the satisfactory completion of a six-month probationary period.

Agreed by:

Post Holder:

Print name.....

Signature.....

Line Manager:

Print Name.....

Signature.....

Date:

PERSONNEL SPECIFICATION

Science Technician

Qualifications	Essential/ Desirable E/D	How Identified
<input type="checkbox"/> GCSE grade C or equivalent in English, Maths and Science	E	Application form and selection process
<input type="checkbox"/> An 'A' Level or NVQ Science or equivalent	D	
<input type="checkbox"/> First Aid qualification or willingness to undertake First Aid at Work qualification	E	
<input type="checkbox"/> An understanding of child protection, health, safety and security	D	
Experience	Essential/ Desirable E/D	How Identified
<input type="checkbox"/> Some experience of secondary school-age children	D	Application form and selection process
<input type="checkbox"/> Understanding of children's needs and problems	D	
<input type="checkbox"/> Previous experience in a laboratory or workshop environment, preferably within a school (1-2 years)	D	
<input type="checkbox"/> Aware of requirements under Health & Safety regulations	D	
<input type="checkbox"/> Knowledge of First Aid procedures	D	
<input type="checkbox"/> Evidence of the ability to work cooperatively with multi-disciplinary professionals, governors and other agencies	E	
<input type="checkbox"/> Experience of working in a high-pressured environment	E	
<input type="checkbox"/> Experience of managing own workload to meet conflicting demands and deadlines to ensure completion of tasks	E	
<input type="checkbox"/> Defusing difficult situations in a calm manner	D	
<input type="checkbox"/> Presenting yourself effectively	E	
<input type="checkbox"/> ICT competence or ECDL level or equivalent	D	
<input type="checkbox"/> Experience of working in a school-based environment	D	
<input type="checkbox"/> Experience of e-learning including mobile technologies	D	
Training	Essential/ Desirable E/D	How Identified
<input type="checkbox"/> Willingness to participate in CPD	E	Application and selection process
<input type="checkbox"/> Evidence of relevant CPD	E	
Skills	Essential/ Desirable E/D	How Identified

<input type="checkbox"/> Able to understand and carry out instructions	E	Application form and selection process
<input type="checkbox"/> Able to think logically and calmly when under pressure.	E	
<input type="checkbox"/> Able to keep accurate & appropriate records	E	
<input type="checkbox"/> Able to use initiative within school policies and practices	E	
<input type="checkbox"/> Good standard of written and spoken English	E	
<input type="checkbox"/> Proven ability to use ICT in the organisation and management of their role	E	
<input type="checkbox"/> Good numeracy skills	E	
<input type="checkbox"/> Able to act in an understanding and patient manner whilst remaining firm and fair	E	
<input type="checkbox"/> Able to take initiative and to work independently	E	
<input type="checkbox"/> Good interpersonal skills and confident communicator	E	
<input type="checkbox"/> Good problem solver	E	
<input type="checkbox"/> Understand and manipulate numerical & statistical data	E	
<input type="checkbox"/> Evidence of the ability to promote a positive ethos and pride in the school together with high standards of education, care and behaviour	E	
<input type="checkbox"/> Development planning, monitoring and evaluation	D	
Professional Qualities	Essential/ Desirable E/D	How Identified
<input type="checkbox"/> Abide by the school's policies	E	Application form and selection process
<input type="checkbox"/> 'Can do' attitude	E	
<input type="checkbox"/> Teamwork/collaboration	E	
<input type="checkbox"/> Emotional intelligence	E	
<input type="checkbox"/> Professional appearance	E	
<input type="checkbox"/> Sense of humour and perspective	E	
Equal Opportunities	Essential/ Desirable E/D	How Identified
<input type="checkbox"/> Candidates should indicate an acceptance of, and a commitment to, the principles of the Academy's Equal Rights policies and practices as they relate to employment issues and to the delivery of services to the community	E	Selection process
<input type="checkbox"/> Commitment to equal opportunities policies relating to gender, race and disability in an educational context	E	
Circumstances - Personal	Essential/ Desirable E/D	How Identified
<input type="checkbox"/> Will not require holiday leave during term time.	E	

❑ Must be legally entitled to work in the UK (Asylum and Immigration Act 1996).	E	Selection process and completion of an Enhanced DBS disclosure
❑ No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (DBS check required).	E	
❑ If driving is a feature of this post – must be licensed and appropriately insured (e.g., business use).	E	
Safeguarding	Essential/ Desirable E/D	How Identified
❑ Has appropriate motivation to work with children and young people, and can relate to them	E	Completion of an Enhanced DBS disclosure
❑ Ability to maintain appropriate relationships and personal boundaries with children and young people	E	
❑ Displays commitment to the protection and safeguarding of children and young people	E	
❑ Has up to date knowledge of relevant legislation and guidance in relation to working with young people	E	