



**Whitby School**  
Ad finem terrae

**Science Technician**

**Recruitment Information Pack**

**NYES** | **Resourcing  
Solutions**

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## Whitby School

Whitby School is a new school; an exciting development for the Whitby community. Our school will be a positive, warm, and welcoming school where pupils will aim to do their very best and take pride in their achievements. By constantly challenging our pupils to excel, we will nurture aspirations and strive to cultivate a lifelong love of learning in our young people.

We are looking for colleagues who will provide a creative, safe, and caring environment where every child is known and cared for as an individual. In this climate, every young person can thrive as they develop in personality, character and intellect and become a highly successful learner and individual.

We believe we can provide a unique education for our young people. As a school at the heart of the community it serves, we will work in partnership as a school community to ensure our children not only receive a broad and balanced education but also allow them to enjoy the area they live in and make a positive wider contribution to the area.

At Whitby School, every pupil will be known, valued, and cared for as an individual. We will celebrate our pupils' talents, achievements, and successes, and understand and support pupils where they need help. We believe that every pupil has the ability, strength, talent, and determination to achieve their potential. As a school, we will therefore aim to provide our pupils with the very best education possible, by providing a wide and comprehensive curriculum and extra-curricular activities.

Whitby School will open in September 2024 following the merger of Eskdale School, Caedmon College and Whitby Sixth Form. The school will be split across two main sites: Lower School (Y7 & Y8) will be based on our Airy Hill site and Upper School (Y9-Y13) will be based on our Prospect Hill site.

If you are looking for your next career move, then join us as we look forward to beginning an exciting new chapter for secondary education in Whitby.

## **Application Process**

The closing date for all applications is **12 noon, Friday 4<sup>th</sup> October**

Interviews will be held week commencing **7<sup>th</sup> October**

### **Apply via the NYC Jobs Page**

Please contact us if you need an application form in a different format.

Unfortunately we do not accept CVs.

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

***When applying please take into account the following:***

### **Supporting Information**

**The supporting information section** of your application should clearly evidence your ability to meet the requirements we have outlined in the person specification (see application pack). This will be used to shortlist applicants for this role and therefore it is imperative that you provide evidence as requested.

### **References**

When completing your application, please provide two employment referees. Generally, this is your current and most recent employer.

### **Queries**

please contact Chloe Bullen at [Chloe.Bullen@northyorks.gov.uk](mailto:Chloe.Bullen@northyorks.gov.uk) or on 01609 536 964

*Please note this post is in regulated activity and exempt from the rehabilitation of Offenders Act 1974 and therefore subject to an enhanced DBS certificate and barred list check. An online search may be conducted for successfully shortlisted applicants.*

## Job Description

**Job Title:** Science Laboratory Technician

**Job Purpose:**

- To work under the direction of the Senior Science Technician within the science department in the main.
- To co-ordinate the use of practical resources and facilities and provide assistance and advice for the practical needs of the curriculum.
- To give technical advice and health & safety advice, to teachers, other technicians and pupils/students.

**Working Hours**

Staff are entitled to a thirty minute break for lunch. The normal working hours are 8.30am to 4.30pm, Monday to Thursday and 8.30am to 4.00pm on Fridays, working during school term time.

Additional hours need to be worked as time in lieu to account for the training days each academic year. A record of the balance of hours worked must be signed by the line manager and passed onto Jackie Hunter for the central records. As teaching staff are not expected to attend during all the school training days due to twilighted training, technicians may choose to work these hours at a time to suit the department.

The additional working days for training may be taken during any school holiday providing it is first agreed with the Senior Science Technician. A record must be kept of this time using the time in lieu record form (available from the school's Google shared staff Finance Templates area). They should meet the needs of the department and be agreed in advance with the Senior Science Technician or Head of Science.

**Accountabilities / Main Responsibilities**

<b>Effective Communication and engagement with children, young people, their families and carers.</b>	<ul style="list-style-type: none"><li>● Give technical advice to teachers, technicians and students. To assist in the training of new technicians in science.</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 child, young person, parent or carer 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>● Record observations in an appropriate manner.</li><li>● Know how to interact with students in ways that support the development of their ability to think and learn.</li></ul>

	<ul style="list-style-type: none"> <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</li> <li>• Make considered judgements about how to act to safeguard and promote a young person's welfare.</li> <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>• Understanding your own role and its limits, and the importance of providing care or support.</li> </ul>
<b>Multi-agency working</b>	<ul style="list-style-type: none"> <li>• Liaise with all areas of the College and outside organisations.</li> <li>• Work in a team context – forging and sustaining relationships across agencies and respecting the contribution of others working with children, 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, their families and carers.</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 Teacher.</li> </ul>
<b>Whitby School Science Technician duties</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 necessary.</li> <li>• To assist the senior technician in her responsibility to the Head Teacher through the Head of Science for the maintenance and upkeep 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 including the preparation of materials, stock and standard solutions, specimens, apparatus required for demonstration and practical work. To maintain appropriate levels of materials and resources.</li> <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> </ul>

	<ul style="list-style-type: none"> <li>● Design, construct and modify apparatus and/or equipment.</li> </ul>
	<ul style="list-style-type: none"> <li>● Assist with the care of living specimens and plants 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 co-ordinating common stock between sections of the science department.</li> <li>● Ensure the availability of suitable materials and equipment and suggest alternatives for suitability and economy.</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 science department.</li> <li>● To operate laboratory documentation systems (cataloguing, worksheet filing, etc.)</li> <li>● To keep legal records (alcohols, poisons, flammable liquids etc.)</li> <li>● To operate across all CCW teaching areas as directed by the senior science technician or Director of Learning Science.</li> <li>● To work with other technicians under the direction of the senior science technician to ensure the consistency of procedures and systems in all teaching areas.</li> </ul>
<b>Health and 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 and safety procedures and information resources, through a process of self-evaluation.</li> <li>● Provide technical advice on health and safety issues to teachers and technical support staff.</li> <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>● Refer any first aid treatment to a first aider following College guidelines.</li> </ul>
<b>Equalities</b>	<ul style="list-style-type: none"> <li>● Ensure services are delivered in accordance with the aims of the equality policy statement.</li> <li>● Develop own and team members' understanding of equality issues.</li> </ul>

	<ul style="list-style-type: none"> <li>To carry out other similar duties as may be required by the Head Teacher from time to time.</li> <li>To take part in the College's Performance Management cycle and undertake training as required.</li> </ul>
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### Person Specification

**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	2 & 4
<p><b>Personal Qualities</b></p> <p>Demonstrable interpersonal skills</p> <p>Ability to work successfully in a team</p> <p>Able to exercise discretion &amp; judgement</p>	X		2 & 4
	X		2 & 4



Self-motivated to complete required duties	X		2 & 4
Ability to maintain confidentiality	X		2 & 4
	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

# APPLYING FOR A JOB WITH NORTH YORKSHIRE COUNCIL

## IMPORTANT ADVICE ON COMPLETING THIS APPLICATION

Your application form plays an important part in your selection. Please ensure you address all the essential requirements listed in the specifications. The following advice should help you to complete the application form as effectively as possible.

### Data Protection

The information that you state on this application form will be used by the school and the Council to consider you for a job vacancy. To find out about how we use your personal data for the purposes of recruitment please see our Privacy Notice at [www.northyorks.gov.uk/working-us](http://www.northyorks.gov.uk/working-us).

### Rehabilitation of Offenders

The post you are applying for requires you to have an enhanced Disclosure and Barring Service criminal records check for work with children, with a barred list check if you work in regulated activity. This check for disclosure of criminal history will include spent convictions, pending prosecutions / current court proceeding and police enquiries.

Should you be shortlisted, you will be asked to disclose full details of your criminal history prior to your interview. This includes any information deemed relevant as part of Keeping Children Safe in Education which may arise in an online search undertaken on shortlisted candidates. This information may be discussed with you at your interview in order to assess job related risks, but we emphasise that your application will be considered on merit and ability and you will not be discriminated against unfairly. Failure to disclose this information will result in any offer of employment being withdrawn.

Please also see the policy statement on the Recruitment of Ex-offenders below.

### Information in Support of your Application

Every post advertised is supported by a full person specification. The specification lists all the essential skills, experience and qualifications which are necessary for the job and the criteria against which you will be assessed, both through your application form and at interview.

As part of the application process, you may have been asked to demonstrate within this application form how you meet some or all of the criteria or key competencies outlined in the person specification. Rather than simply repeating your career history, look at the skills and experience required by the job and provide evidence that you possess them by giving **specific and detailed examples** which include a focus on outcomes and on your own contribution to the scenario. Try to use different and varied examples wherever possible.

When completing these sections, do not forget the skills and experience you have gained outside full-time work. Outlining your previous work experience or other responsibilities may help you to uncover skills which you have taken for granted and which are clear signs of your ability to do the job.

### Canvassing

You must not try to influence an elected Council Member, any council employee or a member of the school governing body, to act in your favour, as this will disqualify you. If you are related to a Councillor, a Council employee or a governor you must indicate this in the relevant section of the application form.

## Policy Statement on the Recruitment of Ex-offenders (Source [www.gov.uk](http://www.gov.uk))

1. As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), this school complies fully with the DBS [code of practice](#) and undertakes to treat all applicants for positions fairly.
2. This school undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.
3. This school can only ask an individual to provide details of convictions and cautions that it is legally entitled to know about. Where a DBS certificate can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 as amended, and where appropriate Policy Act Regulations as amended) this school can only ask an individual about convictions and cautions that are not protected.
4. This school is committed to the fair treatment of its staff and potential staff, regardless of race, gender, religion, sexual orientation, responsibilities for dependents, age, physical/mental disability or offending background.
5. This school has this written policy on the recruitment of ex-offenders, which is made available to all DBS applicants at the start of the recruitment process.
6. This school actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. Candidates are selected for interview based on their skills, qualifications and experience and criminal record information is only requested from short-listed candidates.
7. A disclosure is only requested from the DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, all application forms, job adverts and recruitment briefs will contain a statement that a DBS certificate will be requested in the event of the individual being offered the position.
8. This school ensures that all those who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences.
9. This school also ensures that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.
10. At interview, or in a separate discussion, this school ensures that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
11. This school makes every subject of a criminal record check submitted to DBS aware of the existence of the [code of practice](#) and makes a copy available on request.
12. This school undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.