



SENIOR SCIENCE TECHNICIAN RECRUITMENT PACK



BELONG
BARKING
ASPIRE
ABBEY
SUCCEED
SCHOOL

GIVE

AND

EXPECT

THE

BEST



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Headteacher's Welcome

Welcome to Barking Abbey school and thank you for expressing an interest in applying for the position of Senior Science Technician.

For me there are three simple things that I want us to achieve at Barking Abbey school.

First, our motto 'Give and Expect the best' leads us to want to be the best in everything we do. We have some of the best results in the area, we have pupils at the best universities, we have the most pupils on apprenticeships in the entire country, we have basketball players in the best leagues and so much more. We have all of this because we push our pupils and each other to excel every day. All of us try to be our best everyday.

Second, I firmly believe that if you can't see it you can't be it. We want to give our pupils the chance to see successful people of every religion, colour and background whilst they are at school. Whatever their dreams we want to support them and provide the networks and contacts to help them to achieve.

Finally, we want our pupils to have a voice in the world. To be confident enough to express their views and also to have the knowledge to be able to make an effective contribution. The more you know the more powerful you can be in the world.

Sir Tim Brighouse said "If a teacher makes the weather the school creates the climate." and I firmly believe this. It is our role as a leadership team to create the best possible learning environment for our teachers to teach in. In return we expect the best possible teaching from them and our results show this over time. We have created systems and structures that support high quality learning while minimising workload and maximising impact.

Barking Abbey is a heavily over-subscribed split site secondary school in the London Borough of Barking and Dagenham, and has a well-deserved reputation for its friendly and supportive atmosphere and its excellent academic achievements.

If you share our ethos and values and absolutely believe in the potential of all young people then we can offer you the chance to make a difference and change our community for the better, and look forward to receiving your application form and welcoming you to our school.



Tony Roe
Headteacher

The Recruitment Process

We are proud of our school, the staff and students and in normal times we would warmly welcome prospective applicants to visit us prior to application to learn more about the role and view the school in action.

With the current restrictions in place this is not possible. However, we are able to offer a virtual visit from 3pm. This will be chance for you to ask questions and to find out more about specific aspects of the school in order to tailor your application. It will not be part of the interview process. Email to book an appointment.

All interested applicants must complete the online support staff application form on the TES website.

The interview process will be organised to provide a range of assessment tasks and opportunities for candidates to find out more about the school and demonstrate their ability to fulfil the role.

Depending on the restrictions in place at the time, the process will either be on one site or through Microsoft Teams.

Key Dates

Closing Date for Applications Friday 25th February 2022

Interviews week commencing Monday 28th February 2022

Please note all dates are subject to change.

To arrange your visit please email: jobs@barkingabbeysschool.co.uk

Completed applications should be sent to: jobs@barkingabbeysschool.co.uk



Advertisement

Senior Science Technician

**30 hours per week
38 Term Time Week Only**

Commencing: As soon as possible

Salary Scale: 5 SP 12 - 15 £25,137 - £26,520 per annum pro rata

An exciting opportunity has arisen at Barking Abbey School for a Senior Science Technician.

We require an enthusiastic and experienced person to provide effective & efficient support to the Science Department at both Sandringham & Longbridge.

The successful candidate will be responsible for managing a small team of technicians, which at the moment is 6. We are ideally looking for someone with good knowledge of chemistry and also some knowledge of physics & biology. An early morning start is essential for this post as school begins at 08.30.

Barking Abbey is a heavily over-subscribed dual Campus secondary school in the London Borough of Barking and Dagenham, and has a well-deserved reputation for its friendly and supportive atmosphere and its excellent academic achievements.

The school is located less than 10 minutes walk from Upney tube station and Barking mainline station (25 minutes from Liverpool Street).

Please follow the link below to find out more information about what it is like to work at Barking Abbey:
www.barkingabbeyschool/join-us/staff-vacancies/

Barking Abbey is committed to safeguarding and promoting the welfare of children and is an Equal Opportunities Employer.

This post is exempt from the Rehabilitation of Offenders Act 1974 and a comprehensive screening process, including Disclosure check, will be undertaken on all successful applicants.

Job Description

Job Title	Senior Science Technician
Grade	5
Department	Science
Location	Sandringham and Longbridge Road Campuses
Line Manager	Head of Science
Line Management of	Science technicians

Purpose of the role

To provide and manage technical services for the Science Department.

Main Duties and Responsibilities

1. Have an overall responsibility for the prep. rooms.
2. To manage and motivate a team of technicians.
3. To manage the overall technical service to the department.
4. To liaise with the Head of Science regarding the expenditure of the department's yearly capitation.
5. To liaise with suppliers/contractors.
6. To be responsible for handling/signing orders, invoices, delivery notes.
7. To check stock levels and re-ordering as appropriate including raising any necessary requisitions, placing orders via the Finance Department.
8. To maintain up-to-date stock records across all prep rooms.
9. To oversee the maintenance of the department's practical resources, ensuring their safe organisation and storage.
10. To be responsible for ensuring the appropriate person or authority carries out that routine safety checks and keep an up-to-date log.
11. To ensure that lesson materials are prepared to A Level standard and are prepared and available on time.
12. To ensure that equipment is supplied and removed from teaching rooms on time.
13. To be responsible for constructing, adapting and modifying apparatus, including preparing more advanced forms of glassware i.e. glass bending.
14. To be responsible for the safe preparation, or to oversee the safe preparation of, more hazardous materials in accordance with the relevant Health & Safety/statutory regulations.
15. To be responsible for the safe disposal of, or overseeing the safe disposal of hazardous materials/substances including chemical and microbiological waste in accordance with Health & Safety/statutory guidelines, contacting the relevant external agencies as necessary.
16. To be responsible for the preparation of, or overseeing the preparation of, external practical examinations/continuous practical assessment.
17. To Attend department meetings
18. Advise teaching staff on technical requirements of the curriculum including trialling, selecting equipment, and providing costings.
19. To be responsible for knowing and keeping up to date with any Health & Safety information, statutory regulations, COSHH etc.
20. To be responsible for the general safety and security of the department, including holding any keys etc.
21. To be responsible for ensuring that all confidential information relating to exam papers, staff references and personal files are dealt with in accordance with the Data Protection Act.
22. To research and provide technical development for teachers and other staff in their area of technical expertise.

General

1. Ensure compliance with the Council's Equal Opportunities in Employment Policy.
2. Ensure compliance with Health and Safety Legislation, Council, and Departmental Health and Safety Policies.
3. The above duties are neither exclusive nor exhaustive and the post holder may be required to carry out such other appropriate other duties as may be required by the Supervising officer within the grading level of the post and the competence of the post holder.

The above-mentioned duties are neither exclusive nor exhaustive and the post holder may be called upon to carry out such other appropriate duties as may be required by the Head Teacher within the grading level of the post and the competence of the post holder.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Employees Signature		Date	
Head Teacher Signature		Date	



Person Specification

	Criteria	Essential	Desirable	Assessment Method		
				Application A		
				Interview I		
				Task T		
				A	I	T
Knowledge & Skills						
	Good oral and written communication and numeracy skills.	√		√		√
	Good IT skills.	√				√
	Knowledge of basic scientific principles.	√		√		
	Understanding of science laboratory practices and procedures.		√	√		√
Qualifications	GCSE grade C or above in Science, English and Maths.	√		√		
	A levels in physics, biology or chemistry or BTEC in science or equivalent.		√	√		
	Higher level qualification		√	√		
Experience	Experience of working in a school.		√	√		
Attitude & Personal Qualities	Honesty and Integrity.	√		√	√	
	Understanding the need to use discretion and respect confidentiality.	√		√	√	
	Commitment to safeguarding and promoting the welfare of children and young people.	√		√	√	
	Understanding of the requirements of data protection and disclosure of information.	√		√		
	Ability to work independently and as part of a team.	√		√	√	
	Ability to improvise.		√		√	
	Willingness to undertake training in relevant skills.	√		√		
	Ability to remain calm under pressure.	√			√	
	Ability to demonstrate an awareness of equality and diversity and to promote these through working practices.	√		√	√	
	Problem solving approach.	√				√
	Good organisational skills and ability to work to deadlines.	√				√
	Ability to work flexibly and outside of normal school hours.		√		√	
	Current driving licence and car for travel and transport between Sandringham & Longbridge.		√		√	
	Ability to form and maintain appropriate relationships and personal boundaries.	√		√	√	
	The stamina, physical and mental, to meet in full the demands, stresses and challenges of a busy support role. Good attendance record.	√		√	√	

Our Ethos and Values

BRAVERY **E**XCELLENCE **S**ELF-DISCIPLINE **T**EAM-BA

The Barking Abbey way is to give and expect the **BEST**.

We asked pupils to select three words that describe Barking Abbey to them. The most popular responses became the core values of our school.

BELONG
BARKING

ASPIRE
ABBEEY

SUCCEED
SCHOOL

Our vision is to provide a happy, caring and stimulating environment where all students will recognise and be given opportunities to maximise their potential – academically, spiritually and socially - and ensure that they are well equipped to meet the challenges of education, work and life.

Barking Abbey aspires to:

- Develop confident, articulate, assertive young people.
- Foster well-rounded, empowered, resilient, independent young people.
- Nurture young people who will go out and change the world for the better.
- Enhance opportunities through creating an inspirational learning environment where all students aspire to achieve their potential - ensuring that no student is left behind.
- Raise aspirations – giving students the necessary tools to explore and be who they want to be.
- Encourage individuals to be adaptable, aspirational and unafraid to question and evaluate.
- Engender a sense of belonging, and of pride in the school, themselves and their wider community.





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www.barkingabbeysschool.co.uk



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