

# Applicant Pack

To be read in conjunction with our 'Join our staff' brochure



Outstanding Achievement for All

## Job Advert



Silverdale School is an extremely popular and high achieving 11-18 comprehensive in the south west of Sheffield and is the founding school of Chorus Education Trust. The school has an excellent record of student achievement at both KS4 and KS5. At its heart is one of the country's largest Teaching Schools, the Sheffield



Teacher Training Alliance. The school sits within a new building with a full complement of facilities.

In 2020 it was named the Sunday Times Top State Secondary School in the North of the Decade, in recognition of its sustained success.

As part of our values, we are committed to supporting inclusion and diversity at Chorus. We actively celebrate colleagues' different abilities, sexual orientation, ethnicity, faith, and gender. Everyone is welcome and supported in their development at all stages in their journey with us.

You can view the school website at: [www.silverdale-chorustrust.org](http://www.silverdale-chorustrust.org)

### Senior Science Technician

**Salary: Grade 4 SCP 7-12 - £20,092-£22,183 (Pro Rata £17,184-£18,973)**

**Permanent – 37 hours per week/39 weeks per year**

**Required to start as soon as possible**

### About this vacancy

This is an exciting time to join Chorus Education Trust working at Silverdale School. We are seeking an experienced science professional who will provide a comprehensive efficient and effective range of technical support to meet the needs of the department. This will include preparation and maintenance of resources, ordering of supplies and supporting both staff and students in the classroom. You will need to be enthusiastic, flexible and confident in supporting practical work to A level. You may be required to work across all science departments but specific departmental training will be provided where appropriate.

**Chorus Education Trust is proud to support flexible working arrangements.**

### To apply

The full application pack is available from [www.chorustrust.org/vacancies](http://www.chorustrust.org/vacancies) and completed Chorus Trust application forms are to be sent to India Cottiss (HR Administrator) at: [icottiss@chorustrust.org](mailto:icottiss@chorustrust.org)  
Please note that CVs and Sheffield City Council application forms will not be accepted.

Deadline for applications: **11.59pm on 26<sup>th</sup> November 2023.**

Interviews to be held: **week beginning 4<sup>th</sup> December 2023.**

The successful candidate will be required to complete a Disclosure & Barring check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.

The Trust will also conduct an online search of the successful candidate in line with Keeping Children Safe in Education advice.

At Chorus Trust we are committed to the safeguarding of all our pupils, please visit our website to access our Safeguarding & Child Protection policy [www.chorustrust.org/policies](http://www.chorustrust.org/policies).

## Job Description: summary

<b>Post title:</b>	Senior Science Technician
<b>Profile:</b>	
<b>Grade:</b>	4
<b>Grade spinal point range:</b>	7-12
<b>Accountable SLT post:</b>	Business Support Services Manager
<b>Line Manager of post holder (if different):</b>	Subject Leader / Head of Science
<b>Staff to be supervised or line managed by post holder:</b>	N/a
<b>Post holder will work with:</b>	Other Teaching and Support Staff
<b>Holiday and sickness relief by/for:</b>	By and for other science technicians
<b>Purpose of job:</b>	To provide specialist curriculum support within the science department in school, including unsupervised preparation and maintenance of resources and support to staff and students.
	This post may work across the Trust schools.

## Job Description: duties

The post holder must at all times carry out his/her responsibilities within the spirit of the School and Trust policies and within the framework of legislation relating to Academies and Education, with particular regard to the statutory responsibilities of the Trust and the Governing Body of the School.

These include but are not limited to:

### Specific duties and responsibilities

#### Key Responsibility Areas:

To be responsible for the curriculum resources of the science department, to the standards required by the school, trust and any appropriate external bodies. This will include but is not limited to:

#### Support for Students

- Support students in accessing appropriate resources, materials and learning activities under the guidance of relevant teaching colleagues.

#### Support for the Teacher

- Create and maintain a purposeful, safe, orderly and productive working environment
- Timely and accurate preparation and use of specialist equipment, resources and materials as required by staff, the curriculum/lesson plans.
- Maintain accurate records as required by the department and assist with the operation, maintenance and development of administrative procedures relating to technical duties within the school.
- Ensure a healthy & safe working environment for both staff and students in line with school expectations and health & safety working practices.

#### Support for the Curriculum

- Monitor, manage and order stock and supplies, under the direction of the Head of Department
- Maintain departmental risk registers, asset registers & inventories etc.
- Maintenance of specialist equipment & resources, check for quality/safety, undertake safety checks, cleaning, repairs/modifications within own capabilities and report other damages/needs
- Demonstrate and assist others in the safe and effective use of specialist equipment/materials.
- Maintain safety records and review risk assessment documentation as required
- Adapt quickly to the changing needs and demands of the curriculum
- Undertake structured and agreed learning activities/teaching programmes
- Ensure departmental display boards, safety notices and leaflet displays etc. are kept up to date as directed by the Head of Department

## Support for the Trust / School (applies to all roles)

- 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.
- Work in a flexible way to respond to the needs of the Trust and to fulfil other duties and responsibilities appropriate to the grade and role as and when required.
- Be aware of and support difference and ensure equal opportunities for all.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Contribute to the overall ethos/work/aims of the Trust/schools.
- Participate in relevant training, other learning activities and performance management as required.
- From time to time, to meet the needs of the Trust, you may be asked but not expected to work hours additional to your normal working hours. The Trust will give you as much notice as possible and you will be paid/recompensed for such work. Examples where this might be required are for example; relevant key school events such as Open Evenings, exam results days, trips, clubs, training etc.
- Team responsibilities - All Business support staff are considered part of the overall support team and may be required to provide assistance to colleagues in other areas from time to time commensurate with the role, skillset and grade.

## Changes to these duties

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Principal.

The job description and allocation of particular responsibilities will be kept under review and may be amended via consultation with individuals, the Governing Body or Board of Trustees and/or Senior leadership team as required. Trade Union representation will be welcomed in any such discussions.

# Person Specification

**Job title: Senior Science Technician**

<b>REQUIREMENTS</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment method</b> A = application I = interview R = reference
<b>Knowledge, experience and skills</b>			
Experience of working in a school or education environment		✓	A / I
Experience of working in a laboratory setting		✓	A / I
Ability to prepare equipment & materials for lessons as requested by teachers	✓		A / I
Competence in handling, manipulating and maintaining equipment and resources	✓		A / I
Experience of working with and supporting others	✓		A / I
Ability to carry out and follow risk assessments in relation to laboratory work	✓		A / I
Detailed knowledge of safe working practices in relation to working in a practical science based environment		✓	A / I
Detailed knowledge of COSHH regulations relating to safe handling and storage of chemicals		✓	A / I
Ability to identify work priorities and manage own work load effectively	✓		A / I
Demonstrates the capacity to make sound judgements consistently	✓		A / I
Ability to provide professional guidance and assistance to students and teachers on practical aspects of the curriculum	✓		A / I
Ability to maintain accurate work records and inventories both paper and computer based	✓		A / I
Ability to handle and move equipment and resources around the building	✓		A / I
<b>Qualifications and other skills</b>			
Educated to GCSE Grade 1C (or equivalent) or above in English, mathematics and Science	✓		A

GCE A Level Science(s) or Science based Degree		✓	A
NVQ2 LATA (equivalent or similar)		✓	A
Ability to evidence well-developed ICT skills	✓		A / I
First Aid Training		✓	A
<b>Interpersonal skills</b>			
Ability to work calmly under pressure	✓		A / I
Be a professional role model	✓		A / I
Be flexible, committed, reliable and approachable with the ability to work as part of a team or on own initiative	✓		A / I
Good communication and inter personal skills and be reflective about own performance and constantly strive for improvement	✓		A / I
<b>Child protection</b>			
A commitment to the responsibility of safeguarding and promoting the welfare of young people.	✓		I / Ref