

# Briefing Pack for Applicants Senior Science Technician



Ecclesfield  
**SCHOOL**

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The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

**The school will undertake stringent and rigorous checks of identity and qualifications to ensure that we maintain the very highest standards of child protection for our students.**



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**May we take this opportunity to thank you in anticipation of your application. If, however, you have not heard from us by the proposed date for the interview you should assume that on this occasion your application has not been successful. In that event we wish you every success in any future applications you make.**

## Section 1: Post Advertisement

<b>Post:</b>	<b>Senior Science Technician</b>
<b>Location:</b>	<b>Ecclesfield School</b>
<b>Salary:</b>	<b>Grade 5, point 15: £29,093 to 20: £31,586 gross per annum</b>
<b>Actual</b>	
<b>Annual Salary:</b>	<b>£25,665.53 to £27,864.83 (under 5 years of service)</b>
<b>Contract:</b>	<b>Permanent, 37 hours per week x 40 weeks per year</b>
<b>Start date:</b>	<b>January 2025</b>

Minerva Learning Trust is an expanding Sheffield based multi-academy Trust with a vision of providing outstanding education for all the students within our schools. The Trust is passionate that all students should see their time at school as happy and fulfilling with their potential developed to the utmost. Ecclesfield School joined the Trust in December 2017 and, as a sponsored academy, is developing this partnership and making rapid improvements for our students and community.

We are seeking to appoint a Senior Science Technician to work in our busy Science Department.

Candidates are encouraged to contact the school for an informal discussion about the role with Mr Richard Walkden, Headteacher. Arrangements for this can be made by contacting Mrs Joanna Revill, PA to the Headteacher, via e-mail [jrevill1@ecclesfield-mlt.co.uk](mailto:jrevill1@ecclesfield-mlt.co.uk)

**The closing date is at 9am on Friday 29 November 2024 with interviews scheduled to take place week commencing 09 December 2024.**

The Trust is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment, further information can be found in our child protection and safeguarding policy on our statutory information page on our website Minerva Learning Trust. The successful candidate will be required to complete an Enhanced Disclosure and Barring Service (DBS) check. In line with KCSIE, the trust/school will be carrying out online searches on shortlisted candidates as part of their due diligence.

Further information is available by contacting Mrs Jo Revill, PA to the Headteacher, via e-mail [jrevill1@ecclesfield-mlt.co.uk](mailto:jrevill1@ecclesfield-mlt.co.uk) The application form and information pack are available on the school website [ecclesfield-school.com](http://ecclesfield-school.com) **Please ensure that you do not fill in a Sheffield City Council application form in respect of this vacancy as your application may not be considered.**

## Section 2: Letter from the Chief Executive – Bev Matthews

Dear Candidate,

Thank you for your interest in this role within Minerva Learning Trust. Minerva Learning Trust was established in October 2014 with the vision of providing outstanding education for pupils who are from a wide variety of backgrounds across the city of Sheffield. During 2017-18 the Trust expanded and brought together four secondary schools across Sheffield to create a new partnership of schools which supports the education of over 5000 pupils. In September 2020, Chapelton Academy joined the Trust and enhanced the post-16 provision within the Trust in the north of the city and in September 2021, we were delighted that Woodthorpe Community Primary School became the first primary school to join the Trust. We resolutely believe that we are stronger together and that each school within the MAT has individual strengths and we celebrate the diverse and unique qualities of each particular school.

As a Trust our mission, vision and values are central to our work and are the driving force behind all that we do. Our vision of Outstanding Together, Working Together and Learning Together is underpinned by our core values of Inclusion, Independence, Respect and Success. Through our values we foster an ethos of collegiality, we ensure inclusion is at the heart of all we do and we work hard to ensure that every child succeeds, no matter what their background or circumstance.

We recognise that the commitment and care shown by all our staff is fundamental to the success of our young people. As such, we work hard to ensure that staff are supported, encouraged, developed, respected and listened to within an enjoyable and rewarding working environment. Our culture is one of professional trust, respect, honesty and integrity and we want our staff and students to work and learn within an environment that enables them to flourish and to work at their best.

The professional development of staff, including opportunities for research, is a key priority of Minerva Learning Trust. As such, we seek to enrich employee capability and maximise the strength and contribution of each individual who works with us. The Trust believes in investing in the learning and development of its employees through a range of opportunities which are aligned to the needs of the organisation and its young people.

This is an exciting opportunity to join the Trust. If you choose to apply you will be choosing to work alongside a team of dedicated professionals who passionately believe in the power of education to change the life chances of young people.

If you believe you have the experience, skills and ambition to support our aims and contribute to the delivery of the very best for our pupils then we look forward to receiving your application.



Bev Matthews  
**Chief Executive Officer**

### **Section 3: Letter from the Headteacher – Richard Walkden**

Dear Candidate,

Thank you for your interest in this role and in our school. Ecclesfield School is a popular and over-subscribed all-ability, 11-16 school. Ecclesfield School joined the Minerva Learning Trust in December 2017. The school received a 'Good' Ofsted inspection in the summer of 2022, and we continue to build on this work. Results in Summer of 2024 were a step forward from 2023 and we strive to improve in all areas, every day.

Here at Ecclesfield School we understand the power of education to transform lives, communities and society. In everything we do we aspire to achieve individual and collective excellence through nurturing every student's unique potential to make sure when they leave and enter the outside world, they are ready to succeed and make an invaluable contribution to the wider society.

Ecclesfield is a happy, creative, focused and aspirational community that is built on the strong foundations of our broad curriculum, our inclusive ethos, our highly qualified and knowledgeable staff and our enthusiastic students. All our staff ensure that our students are given the very best opportunities through their education. My belief is that people achieve the best outcomes when they enjoy what they are doing, feel safe and are rewarded for their commitment and success. Our philosophy is simple and is based around our core values of Work Hard, Be Kind, Aim High, Show GRIT.

We expect the very highest levels of behaviour and attitude to learning from our students, coupled with a real focus on building positive relationships. We take every opportunity to study a wealth of subjects at both Key Stage 3 and 4. Our wider school life gives students and staff the opportunity to travel all over the world, take part in shows, give back to the local community, be a part of a team, go out into the working world, experience other cultures and meet people from all walks of life.

Support and care are equally important for all members of staff. We have a well-developed Continuing Professional Development (CPD) programme at Ecclesfield School that is now supported further by the growing CPD offer from the Trust. Wellbeing is also rightly high on our agenda. We have clear well-being principles in place that guide our work in school and an annual action plan full of suggestions made by staff.

I look forward to receiving your application.



Richard Walkden  
**Headteacher**

## **Section 4: About Ecclesfield School**

### **OUR ETHOS**

Ecclesfield School understands the power of education to transform lives, communities and society. We aspire to achieve individual and collective excellence in all that we do through nurturing every student's unique potential, expanding their horizons and promoting their understanding of the invaluable contributions they can make as citizens in a global society. We recognise the importance of students leading rich and diverse lives and actively pursue a curriculum and pastoral provision which enables them to flourish in this area.

By fostering our students' spirit of engagement, adventure and ingenuity, we will nurture all young people as fully rounded individuals, providing them with the challenge and support they require to succeed.

### **ABOUT US**

Ecclesfield School is a popular and over-subscribed all-ability, 11-16 school. We have a truly comprehensive intake and aim to serve all of the school community in all of our work. Our intake is drawn largely from North-east Sheffield, including Ecclesfield, Chapeltown and High Green, though many students travel from further afield. Our standard student number per year is 350 and our current roll is 1750, making Ecclesfield one of the largest schools in the city. Ability on intake is broadly average. Around 29% of our students are classified as Pupil Premium.

The school has around 20% of students on the SEN register. The range of special needs in school is considerable; we have students with speech, language and communication difficulties, physical difficulties and some with moderate to severe learning difficulties. In addition, there are also significant numbers of students who have been identified as gifted and talented in a range of areas.

The Senior Leadership Team is comprised of eight colleagues – the Headteacher, two Deputy Headteachers and five Assistant Headteachers, supported by the Business Support Manager and Central Team for the Trust. Senior staff take responsibility for specific and targeted line management of key areas in the school. The school has distributed leadership model in which leaders at all levels increasingly take responsibility for raising standards of attainment and achievement.

Currently we have a teaching staff of over 100 who provide a rich balance of enthusiasm, energy, creativity and experience. Our team of support staff plays a vital part in the success of the school, and all are important members of our community. We aim to involve all staff in the life of the school through communication, including daily briefings and regular meetings. Staff development is supported through a highly effective professional learning policy, which lays emphasis on sharing good practice internally and driving up standards in teaching and learning. All teaching staff belong to departmental teams led by Curriculum Leaders.

All teachers are involved in the student mentoring system, either as mentors for a whole vertical tutor group or in the school's one-to-one mentoring programme. Student leadership in the school is well advanced. The School and Year Councils have been in place for some time, and we have a senior prefect group drawn from Year 11 and also a Head Boy and Head Girl. Below this sits a Junior Leadership Team as we continue to increase student participation in school direction. These developments are beginning to encourage students to take more responsibility, to share more

effectively in decision-making across the school, to provide positive role models for younger students and to contribute more widely to all aspects of school life.

The school is supported by a committed and supportive Local Governing Body, ready to scrutinise and challenge the work of the school. Led by the Chair of Governors, the Local Governing Body works through a series of committees, each supported by a member of the leadership group. The governors take on 'link' roles and are beginning to work effectively with a range of key personnel within the school. The Local Governing Body feed into the Minerva Learning Trust Board who have overall accountability for schools within the Trust.

The curriculum is organised within a 50 period, two-week timetable and we aim to use this vehicle to support and stimulate all students. As a result, a large number of activities and experiences are timetabled for students. These include a one-week period of work experience for all Year 10 students. Many subject departments organise trips and visits; these include trips to local museums, field trips, visits from theatre groups and curriculum-related visits to sites around the country.

At Key Stage 3, students follow a broad and balanced curriculum including the core and foundation subjects, Drama, Information Technology, RE, Art, Music, PE and Technology. All students study Spanish, French or German (with some students going on to pursue two languages at GCSE). In Year 7, with the exception of Maths, all subjects are taught for the year in mixed-ability teaching groups. Increasingly, the school is moving towards a two-year key stage 3.

At Key Stage 4 we offer a core curriculum of English, Mathematics, Science (combined trilogy and triple sciences), Science or Geography, PHSCE/RE and PE with three further option subjects available. These include Art, Business Studies, Drama, Computer Science, Music, P.E. and Religious Studies. Students can opt for Technical Awards in a range of subjects including Sport, Music, Health and Social Care and Engineering. The school is well-placed to meet the demands of the English Baccalaureate with MFL, Science and Geography popular option choices. Our most recent performance indicators shows attainment in the EBacc running above the national level. We are confident that our current curriculum model, whilst under constant review, allows us to meet the needs of all students, preparing them fully for life beyond 16.

The extra-curricular life of the school is rich and varied, though this is an area we are always keen to expand. There are more than 100 clubs, lunchtime and after-school clubs and teams which offer the opportunity for students to develop and follow their interests and talents in music, drama, sport and academic areas. As a school that particularly values performing and visual arts there are a host of creative opportunities for students to take part in from music lessons and ceramics to the four annual school productions. In terms of sport, a wide range of teams and activities take place, achieving considerable local, regional and, on occasion, national success. There is a strong programme of residential, visits and foreign trips throughout the school from the ski trip to language immersion trips.

We aim to enable all colleagues to fulfil their potential. We are partnered in Initial Teacher Training with Sheffield Hallam University and Sheffield University. We aim to support new colleagues, be they NQTs or more experienced teachers or support staff, via an induction programme and mentoring scheme which can be tailored to meet their needs. We are also partner members of the Sheffield Teaching School Alliance, centred at Silverdale School, and are looking to build upon our excellent reputation for Professional Learning by taking a leading role in the development of the training arm of the Teaching School Alliance.

We are developing a vibrant learning community in which all students and staff are able to thrive. Our strategic vision is to move this school forwards by retaining a complete commitment to our ethos, our community and the principles of a comprehensive education.

We look forward to your application and thank you for your interest in our school.

Further information about the school including access to the full Ofsted Report can be found on our website: [www.ecclesfield-school.com](http://www.ecclesfield-school.com)



## Section 5: Job Description



# Minerva Learning Trust Job Description



**Minerva Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

<b>POST TITLE</b>	Senior Science Technician
<b>GRADE/SALARY</b>	Grade 5, point 15 to 20
<b>HOURS/WEEKS</b>	37 hours per week, 40 weeks per year
<b>LOCATION</b>	Ecclesfield School
<b>RESPONSIBLE TO</b>	Head of Department
<b>PURPOSE OF THE JOB</b>	To lead with the preparation of materials and equipment for science lessons. To manage the science preparation rooms and liaise with the Head of Department to ensure a collaborative and supportive department.
<b>RELEVANT QUALIFICATIONS</b>	<ul style="list-style-type: none"><li>• GCSE Science, English, Maths.</li><li>• Good numeracy and Literacy skills.</li><li>• Good ICT Skills.</li><li>• Relevant experience will be taken into account.</li></ul>

### **SPECIFIC DUTIES AND RESPONSIBILITIES**

The post-holder, must at all times, carry out his/her duties and responsibilities within the spirit of Minerva Learning Trust and School policies and within the legislative framework applicable to academies.

## **MAIN DUTIES**

- Organise the preparation of chemicals, materials and equipment required for science lessons
- Maintain an inventory of chemical stocks, materials, equipment and associated stock taking duties
- Share responsibility for the Science Department Budget with the Head of Department
- Undertake training/development of Science Technicians in the school and liaise with others across the Minerva Learning Trust
- Supervise the performance of other Technicians in the school
- Hold a full First Aid Certificate (Training will be provided)
- Check science and technical equipment for condition and safety
- Attend courses on health and safety issues as well as other related topics
- Ensure compliance with COSHH regulations and be familiar with technician specific risk assessments
- Maintain laboratories and equipment to ensure a safe, clean and orderly environment
- Carry out repairs or specific maintenance of equipment when necessary
- Be responsible for the construction and repair of equipment
- Advise teachers on safety matters or potential problems with equipment
- Place orders and check deliveries of equipment and chemicals and ensure safe and appropriate storage of same
- Dispose of chemical and biological waste safely in accordance with health and safety regulations and hazards ensuring minimum risk to self, others and environment
- Be involved in the cleaning of scientific equipment using specialist cleaning methods and materials as necessary
- Prepare accurate solutions using calculations and formulae
- Oversee duplicating and replenishment of photocopy stocks, organise and maintain filing system and deliver admin support to the Science Department
- Order and distribute revision materials for pupils
- Work to tight deadlines within specific parameters

- Be aware of working in a potentially hazardous environment and minimize risk to self, others and environment
- Provide and maintain a safe working environment for users (staff and pupils)
- Liaise with Premises Staff to organise repairs to Laboratories and mains services
- Obtain, grow and maintain plants and animals used in experiments
- Transport materials and equipment to laboratories in various locations which will involve some heavy lifting

This is not an exhaustive list. Under the direction of Inclusion Team Leaders, admin support will be required to undertake other administrative tasks from time to time to support the SEND, Pastoral and Safeguarding teams representative of the grade.

## **SAFEGUARDING**

- To be aware of and work in accordance with the school's child protection policies and procedures in order to safeguard and promote the welfare of children and young people and to raise any concerns relating to such procedures which may be noted during the course of duty.

## **OTHER SPECIFIC DUTIES**

- To play a full part in the life of the school community, to support it's mission and ethos and to encourage staff and students to follow this example.
- To actively promote the school and Trust's policies.
- To be courteous and provide a welcoming environment.

## **GENERAL**

1. To be aware of, and comply with, Trust and school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
2. 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 Headteacher and Local Governing Body.
3. This job description will be kept under review and may be amended via consultation with the individual, Headteacher and Local Governing Body as required. Trade Union representatives will be welcome in any such discussions.

## Section 6: Person Specification

	<h1>Minerva Learning Trust</h1> <h2>Person Specification</h2>	
<p><b>Post title: Senior Science Technician</b></p>		
<b>Minimum Essential Requirements</b>	<b>Method of Assessment</b>	
<b>QUALIFICATIONS AND TRAINING</b>		
GCSE English, Maths and Science.	AF/I	
Good numeracy and literacy skills.	AF/I	
BTEC Certificate in Lab Organisation & Management (or equivalent).	AF/I	
<b>KNOWLEDGE AND EXPERIENCE</b>		
Knowledge and understanding of ICT equipment.	AF/I	
Knowledge and understanding of Health & Safety including COSH regulations.	AF/I	
A minimum of one year experience of co-ordinating lab work in a school environment.	AF/I	
Detailed knowledge of Health and Safety legislation as it relates to the work of a school.	AF/I	
Detailed knowledge of COSHH and ESCC regulations in relation to the safe handling and storage of chemicals.	AF/I	
Detailed knowledge of safe working practices in relation to handling and usage of hazardous equipment and tools.	AF/I	
<b>PROFESSIONAL DEVELOPMENT</b>		
Willingness to undertake further development.	AF/I	
<b>SKILL</b>		
Good ICT skills.	AF/I	
Organised and methodical, work well in a team.	AF/I	
Excellent interpersonal skills.	AF/I	
Able to establish positive relationships with pupils, including those with special educational needs.	AF/I	
Able to prepare equipment and materials for lessons, as requested by the teaching staff.	AF/I	
<b>QUALITIES AND ATTRIBUTES</b>		
High Expectations of self and others.	AF/I	
A commitment to support the Trust and the school's aims, vision and ethos.	AF/I	
Energy and commitment to professional responsibilities and to the betterment of all students.	AF/I	
Ability to effectively communicate technical information to pupils and colleagues.	AF/I	
Show professionalism and maintain confidentiality.	AF/I	
Have a visible and positive presence around school.	AF/I	

<b>EQUAL OPPORTUNITIES AND SAFEGUARDING</b>	
An understanding of safeguarding issues and promoting the welfare of children and young people.	AF/I
A commitment to safeguarding students.	AF/I
Suitability to work with children.	AF/I
A commitment to equal opportunities.	AF/I
Ability to recognise discrimination and willingness to put Equality Policies into practice.	AF/I

**Key:** AA = Assessed activity  
 AF = Application form  
 I = Interview  
 R = Reference