

Briefing Pack for Applicants Senior Science Technician



STOCKSBRIDGE
HIGH SCHOOL
— This is Just the Start —

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

Post:	Senior Science Technician
Location:	Stocksbridge High School
Pay scale:	NJC Grade 04, point 7: £25,584 to 12: £27,711 gross per annum
Contract:	Part time, 22.25 hours per week, 39 working weeks
Actual	
Annual Salary:	£13,233.14 to £14,333.32 (under 5 years of service)
Start date:	February 2025

Minerva Learning Trust is an expanding Sheffield based multi-academy Trust with a vision of providing outstanding education for all the pupils within our schools. The Trust is passionate that all pupils should see their time at school as happy and fulfilling with their potential developed to the utmost. Stocksbridge High School is an ambitious and inclusive 11 to 16 comprehensive school firmly rooted in our local community. We are open, friendly and welcoming with great students and a dedicated staff. Stocksbridge High School is part of Minerva Learning Trust and together we have a vision of providing outstanding education for all the students within our schools.

This is a pivotal and exciting time to join our Science Department as we constantly evolve our practice as a team so that we fulfil the potential of every single student. It is our belief that all students are entitled to a high-quality Science education that ignites their passion and thirst for learning. The department has six recently refurbished laboratories with moveable workbenches and contain Promethean Interactive Whiteboards, of which five labs are suited with gas taps and sinks for practical use. Our technicians are housed in a large and spacious centrally-located Prep Room that has storage for enough equipment to allow students to work in pairs in the majority of experiments. The successful applicant would be working alongside another Technician to support the Department that comprises of 7 members of staff and teach across all Sciences. Our journey to become one of the best Science Departments in Sheffield is only just beginning and we would love for you to be a part of it.

The closing date is 9am on Monday 03 February 2025 and interviews will be held shortly afterwards.

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 Statutory Information - 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 Hannah Taylor, via email- htaylor@stocksbridge-mlt.co.uk

The application form and information pack are available on Minerva Learning Trust website www.minervalearningtrust/vacancies

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, Chapeltown 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

Dear Candidate,

I am delighted that you are considering making an application for this position at Stocksbridge High School. We are an ambitious and inclusive 11 to 16 comprehensive school firmly rooted in our local community. You will find us to be open, friendly and welcoming with great students and a dedicated staff.

Every one of the young people we serve is entitled to thrive at school so that they may leave skilled, qualified and confident to make a success of their next steps in life. This is achieved through high quality leadership, teaching and support from our staff so that all students learn and progress well. Working at Stocksbridge High School means that you will always hold young people in high regard and have nothing but the highest of expectations for their learning, conduct and aspiration. This is reflected in our core vision of Believe, Achieve, Succeed' and felt by our values of:

- Be Positive
- Be Kind
- Be Confident
- Be Reflective

We are here to make a difference to the young people and families of Stocksbridge and we aim to be recognised as outstanding in this endeavour. It is an exciting time to join our school and if you share that ambition and determination, I look forward to receiving your application.



Ben Gilder
Headteacher

Section 4: About Stocksbridge High School



Our Mission, Vision and Values

...THIS IS JUST THE START...

Our Mission:

All pupils have the opportunity to grow academically, socially, morally and spiritually to ensure that when they leave our care every door to a potential future remains firmly open.

Our Vision:

Our vision is based upon our core principles of 'Believe, Achieve, Succeed'

Believe

We generate **belief** in students through personal development, raising aspirations and self-respect, and encouraging all students to pursue their dreams.

Achieve

We have a relentless and unapologetic focus on the outcomes of students to ensure that they **achieve** their dreams.

Succeed

We recognise and celebrate **success** for students on a daily basis with a positive learning culture.

Our Values:

Be Positive

We smile, we accept compliments, we are polite, and we are respectful

Be Kind

We are caring, we show empathy, we have good manners, and we are considerate

Be Confident

We develop our self-esteem, we show resilience, we are ambitious, and we set high standards for ourselves

Be Reflective

We learn from our mistakes, we identify our targets, we always look to improve, and we celebrate our successes

Our Beliefs:

We drive our Mission through the school by believing in the pupils, staff and community to work together. To do this we:

- Develop **belief** from the community by engaging key stakeholders in every aspect of school life and working together to create a world-class learning environment for their children.
- **Believe** in the staff we have to develop professionally and encourage a culture of succession and personal aspiration.
- **Believe** in a solutions-focussed continuous improvement cycle to drive change and raise standards.

Our Mission, Vision and Values

Leaders at SHS	All Staff at SHS	Parents at SHS	Pupils at SHS
<ul style="list-style-type: none"> • Lead with a positive approach • Are solutions focussed • Are highly visible • Are highly active and act quickly to resolve issues • Model expectations and never ignore problems • Are reflective, support and develop colleagues within our teams • Have high expectations of all stakeholders • Are accountable and confident to hold others to account • Are kind and mindful of well-being, physical and mental health • Communicate with clarity in a timely manner • Put the school's vision and values front and foremost 	<ul style="list-style-type: none"> • Have high expectations for all stakeholders and build confidence • Are reflective and continually strive for improvement • Look after their own well-being and that of others • Put relationships at the heart of everything they do through kindness • Have a relentless focus on outcomes • Uphold standards positively and support the school's drive towards excellence • Use policies and guidance to provide clarity of purpose • Recognise achievements of all stakeholders and celebrate through a culture of success 	<ul style="list-style-type: none"> • Be part of the decision-making process by involving themselves as part of the school community • Support school decisions by reflecting on the rationale and encourage their children to • Understand that pupil success is at the heart of the school's values • Engage with the school and respond positively • Be kind to staff that are working hard to do the best for their children • Be confident to approach the school about how we can work more closely together 	<ul style="list-style-type: none"> • Have high expectations of themselves and their peers • Be positive in all that they do • Be kind, compassionate and caring to others • Be confident to make choices even when they might be difficult • Be reflective and consider the impact of our actions on others • Understand that staff are here to help them to be the best version of themselves • Be part of the decision-making process by fully engaging in leadership opportunities • Adhere to the school's policies



Our Mission, Vision and Values

Believe:

- Generate **belief** in students through personal development, raising aspirations and self-respect, and encouraging all students to pursue their dreams.
- Develop **belief** from the community by engaging key stakeholders in every aspect of school life and working together to create a world-class learning environment for their children.
- **Believe** in the staff we have to develop professionally through a comprehensive CPD package that takes into account career stage and encourages a culture of succession and personal aspiration.
- **Believe** in a solutions-focused continuous improvement cycle to drive change and raise standards.

Achieve:

- Have a relentless and unapologetic focus on the outcomes of students to ensure that they **achieve** their dreams.
- Improve the life chances of the community by creating a generation of **high achieving** young people that can drive industry and entrepreneurship, both locally and further afield.
- Celebrate staff **achievements** and recognise their contributions through a morally driven and determined staff body.
- Be recognised nationally for our **achievements** in outcomes and our wider enrichment offer.

Succeed:

- Recognise and celebrate **success** for students on a daily basis with a positive learning culture.
- Be an oversubscribed, **successful** school that is the choice of parents both locally and further afield.
- Have **successful** teachers that are driven to improve their own practice and develop their careers.
- Make our vision a reality, then we will have **succeeded**.

Section 5: Job Description



Minerva Learning Trust Job Description



STOCKSBRIDGE
HIGH SCHOOL
— This is Just the Start —

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.

POST TITLE	Senior Science Technician
GRADE/SALARY	NJC Grade 04, Point 07
HOURS/WEEKS	Part Time, 22.25 hours per week, 39 working weeks
LOCATION	Stocksbridge High School
RESPONSIBLE TO	The Headteacher with functional responsibility to the registrar and programme of work to the head of department.
RESPONSIBLE FOR	Technicians.
PURPOSE OF THE JOB	To be responsible for the overall organisation of an effective and efficient technicians' provision within the school, across all areas of the school curriculum.
RELEVANT QUALIFICATIONS (DESIRABLE)	<ul style="list-style-type: none"> • A Levels or NVQ3 in Laboratory and Associated Technical Activities (LATA or NVQ3 for Laboratory Technicians in Education or Level 3 Certificate in Laboratory Technical Skills or equivalent. • Previous experience of working as a Science Technician within a maintained school. • Degree in Science or equivalent.

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 AND RESPONSIBILITIES

- To ensure the effective and efficient service delivery by staff employed in providing a technical support service.
- To assist with the operation, maintenance and development of administration procedures relating to technical duties within the school.
- To ensure the provision of general support where appropriate to the staff of the school.
- To co-ordinate and supervise the work of the technician support team within the school, and in consultation with the Registrar, assist with the maintenance of the appropriate personnel Record Information System.
- To assist with the basic training, appraisal and development of staff.
- To ensure a healthy and safe working environment for members of the teams is maintained and ensure the adherence to health and safety working practices and standards.
- To develop the staff and services under control of the postholder whenever and wherever possible.
- To operate and manage established and new technology-based equipment.
- Maintain stock levels ordering equipment / consumable goods or notifying Head of Department.
- Maintenance of stock records.
- Issue and receive goods / materials.
- Issue and receive equipment booking system if necessary, checking goods both in and out.
- Indexing of goods and materials.
- Minor repairs, maintenance and modifications to equipment, making arrangements for major repairs to be carried out as necessary.
- Ensure the preventative maintenance programme is adhered to so helping to maintain safe working practices and conditions.
- Where necessary compile catalogue of equipment.
- Prepare materials and equipment to support the various activities.
- Set up equipment in rooms for demonstration purposes as required.
- Operation of special machinery / tools specific to work area.
- Be able to adapt to the changing demands of the school curriculum.
- Prepare standard materials, chemicals, solutions, equipment and other learning resources for the preparation of samples, the operation of equipment and the collection of data, and advise on basic materials and techniques.
- To specialise in the postholders area of expertise but be prepared to work flexibly across all areas of the school curriculum as required in the areas listed on the attached paper.
- To work to a planned programme of work as agreed between the postholder and Head of the Department, during the school year with special emphasis on the work to be done during the school holidays.
- Any other duties and responsibilities as may be determined after negotiation between management, the postholder and appropriate Trade Unions.

TECHNICIANS SPECIFIC DUTIES WITHIN SUBJECT AREAS

- Make up and supply solutions as required.
- Set up apparatus as required, checking for cleanliness and breakages before and after use.

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 its 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.
- To ensure that all ICT areas comply with current Health and Safety regulations.
- To ensure the application of e-safety practices across the school.

GENERAL

- 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.
- 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.
- 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



Minerva Learning Trust Person Specification



Post title: Senior Science Technician

Minimum Essential Requirements	Method of Assessment
QUALIFICATIONS	
Experience of working in a secondary education environment.	AF/I
Evidence of continuous professional development	AF/I
KNOWLEDGE AND EXPERIENCE	
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
A sound knowledge of National Curriculum requirements	AF/I
SKILLS AND ABILITIES	
Ability to effectively direct in work of a team	AF/I
Ability to identify work priorities and manage own workload and that of others	AF/I
Ability to oversee the induction and training of new technical staff	AF/I
Ability to monitor, control and keep financial records according to the requirements of the school	AF/I
Able to maintain a range of tools and equipment including PAT testing	AF/I
Able to prepare equipment and materials for lessons, as requested by the teaching staff	AF/I
Ability to design, develop and maintain specialist resources	AF/I
Ability to demonstrate developed interpersonal and communication skills	AF/I
Able to establish positive relationships with pupils, including those with special educational needs	AF/I
WORK RELATED CIRCUMSTANCES	
Ability to manage working hours flexibly to meet the demands of the role.	AF/I
Ability to effectively communicate technical information to pupils and colleagues.	AF/I
Willingness to undertake further development.	AF/I
Willingness and ability to travel to other work locations within the Trust and other venues.	AF/I
Demonstrate a positive team approach to work.	AF/I/R

Commitment to equal opportunities and ability to recognise the needs of individuals and groups.	AF/I
EQUAL OPPORTUNITIES AND SAFEGUARDING	
An understanding of safeguarding issues and promoting the welfare of children and young people	AF/I/R
A commitment to safeguarding pupils	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

Section 7: The Appointment Process

These notes are intended to guide you when making an application.

1. The Application Form
Complete the application form neatly, fully and accurately, including exact dates. The form may be typed or handwritten but if you do write it by hand, please make sure that it is legible and that you use black ink. Indicate clearly on the front page the post you are applying for. You are requested to submit a concise application.
2. Education and Training
State your qualifications and any training you have undertaken relevant to the post.
3. Present Appointment
Make it clear what your present post is, which establishment you work in and who your employer is.
4. Previous Appointment
When completing this section, it is important that you offer a continuous record, or an explanation of any gaps to allow full account to be taken of your experience, for example, child raising, voluntary work.
5. Referees
Suitable referees are people who have direct, recent experience of your work and who are in responsible positions. We may need to contact them at short notice so please be specific with regard to contact addresses including e-mail and telephone numbers.
6. The Supporting Statement/Letter of Application
The supporting statement or letter is regarded as a very important part of your application. You should make statements that demonstrate how your qualifications and experience match the post. You should take particular care to demonstrate how you meet the person specification included as part of these details. **Please limit your supporting statement to two sides of A4 in size 11 font.**
7. Arrangements for Interview
Shortlisted applicants will be contacted as soon as possible after the closing date. Referees are contacted prior to the interview stage for teaching and some support staff posts. We would ask that all shortlisted applicants read the safeguarding information on the school website prior to attending the interview.
8. The Interview
Candidates will be invited to an interview process during which time they will have the opportunity to meet staff and students and see the school at work.
9. Feedback
Feedback is offered to those candidates who are shortlisted and not recommended for appointment. It is hoped that this information will help you with future applications.
10. Selection for Appointment
Selection is made conditional upon the successful candidate meeting satisfactory completion of required checks and the Trust's requirements for health, physical capacity and conduct.
11. Arrangements for Applications
When you have completed your application, the completed form and covering letter should be e-mailed to Hannah Taylor, htaylor@stocksbridge-mlt.co.uk by the closing date.