

## Candidate Information Pack

### Senior Science Technician

**Required:** September 2024 (sooner if possible)

**Closing Date:** 19<sup>th</sup> July at noon

**Interview Date:** W/B 22<sup>nd</sup> July 2024



# Welcome to Burton Borough School a proud member of the Learning Community Trust



Dear candidate,

We are committed to providing a high-quality education that prepares our students for a happy, successful life and enables them to make a positive contribution to society. Our school is built on the values of ambitious, proud, and caring. We believe that these values are essential in shaping the character of our students and preparing them for the future.

At BBS, we understand that education is not just about academic excellence, but also about fostering strong relationships with families and the community. We believe that working in partnership with families and the community is crucial in providing a holistic education for our students. We encourage parents and guardians to be actively involved in their child's education and to work with us in creating a supportive and enriching learning environment.

Our dedicated team of teachers and staff are committed to providing the best possible education for our students. We believe that every child has the potential to succeed and we strive to create an environment that nurtures and supports this potential. We offer a wide range of programs and activities that cater to the diverse interests and needs of our students.

At BBS, we place a strong emphasis on learning and getting a good education. We believe that education is the key to unlocking a world of opportunities and possibilities for our students. Our curriculum is designed to challenge and inspire our students, and our teachers are dedicated to helping each student reach their full potential.

Thank you for considering BBS for your child's education. We look forward to working with you and your family in providing the best possible education for your child.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'R Gummery'.

Mr R Gummery

Executive Principal: Burton Borough School

Assistant Director: Learning Community Trust

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# About the School

It is an exciting time to be joining BBS. In April Ofsted noted in its inspection that “leaders are driven and determined” and that the school is “taking effective action to improve the quality of education”.

This year we have converted to a horizontal pastoral structure to ensure we can give bespoke support at each year group level. We have also embedded a whole team devoted to our Year 7 cohort as we recognise the need to nurture following lost learning at such a young age. We take pastoral care incredibly seriously at BBS and have a superb team of staff who always put the interests of the community first.

The school is implementing a new and innovative Teaching and Learning strategy which has been created by the staff team, matching the needs of our school and its community. Staff who have a passion within this area will find that there are numerous opportunities to share good practice and get involved in developing pedagogy throughout the school and across our Primary Cluster.

As an inclusive school, our aim is to provide an excellent education for all students, no matter what their background, needs or abilities. This is an exciting time to join the school if you are someone who embraces change and enjoys trying out new things.



## Your Professional Learning

We are very proud of our professional development opportunities in the school. All teachers, whether you are an NQT or Senior Leader, are expected to improve their craft in the classroom and to share their expertise with their colleagues. This will include the successful applicant to this post.

Our CPD provides personalised learning opportunities to support staff to meet their appraisal objectives and to help them move on to the next stage in their teaching career, whether that is securing the foundations during their ECT or working with staff who aspire to leadership.

We extend this CPD throughout our staffing structure. Both the SEND and Pastoral teams have weekly CPD enabling them to develop professionally and ensure that we have highly trained and knowledgeable staff who can understand the needs and requirements of all of our students.



## Senior Science Technician

**Grade: Scale 5 - 37 hours per week whole year**

### Job Description

#### Job Purpose

The main purpose of this post is to provide technical support to the Science department, assisting the Head of Science in ensuring the smooth running of the department, assisting staff and students by ensuring the safe preparation of materials, tools and equipment for day-to-day use.

#### Major Tasks

- To prepare day-to-day materials and resources for lessons and projects, including preparation of demonstration materials and resources, and the stocking of classrooms with consumable items, as agreed with staff.
- Assist with the planning of practical lessons.
- To support teaching staff in the delivery of lessons, providing technical support to staff, individual and groups of students as directed.
- To support staff in the classroom as requested to advise students during projects, including students undertaking major coursework projects.
- To ensure that all equipment is prepared for further use, ensuring safety and reliability and is in a safe working order at the end of each working day.
- To ensure that the preparation area, technician's storeroom and contents there in are kept clean and organised.
- To check that all tools are stored and locked away in the workshops.
- Maintain stock records and assist with ordering stock and materials: receiving and checking deliveries upon arrival.
- To advise the Head of Learning area on issues that may affect the safe and efficient running of the department.
- Ensure that any security equipment, including keys, are kept safe.
- To take responsibility for Health and Safety in accordance with the Health and Safety at Work Act and the School's Health and Safety Policy within the technician's own area of work, and with particular reference to COSHH, risk assessment, CLEAPSS and Electrical Safety Regulations. Maintain a record of all checks.
- To check the condition of all equipment
- Complete maintenance on science equipment as necessary.
- To carry out spot checks on storage and equipment cupboards; and to encourage efficient use of systems.
- To inspect and report on the condition of working areas highlighting any Health and Safety risks. If possible, repair or advise Head of learning area of the need for a replacement, in all areas of science.
- To visually check all portable electrical equipment leads and plugs for damage.
- Check and clean all safety goggles and replace as necessary.
- Assist Science staff in the development of displays/notice boards/exhibitions etc.
- Tidy storerooms and carry out stock check of consumable items.
- Complete an annual inventory of tools and equipment in the Science department.
- Assist the Head of learning area in the completion of the Health and Safety audit and appropriate risk assessments in line with CLEAPSS guidelines for schools.
- Attend relevant training courses in order to maintain efficiency and effectiveness.
- To contribute under the planning of the Head of learning area to in-service training for teachers, and student teachers, with regards to the use of tools and equipment
- To ensure that all equipment and materials are stored safely and to dispose of used chemicals in a safe manner as well as ensuring that hygiene and health and safety standards are maintained in the laboratory and preparation areas.
- To carry out PAT testing where required

- To assist in maintain appropriate records, statistics and filing systems in accordance with stated requirements.
- To clean and make safe spills, breakages and related incidents that requires careful handling.
- To carry out specific tasks as directed by the Head of Learning Area during school holidays.
- To ensure that all laboratories are clear at the end of the school day and are prepared for lesson 1 the next day.
- To provide supervision, advice and guidance to other science technicians within the department
- Ensuring the efficient deployment of science technicians within the department in order to provide an effective service to teaching staff.
- Monitoring the standards and quality of work of the technicians to ensure support is of a high standard.
- To attend department meetings when requested by the Head of learning Area.
- To participate in training courses as required
- To undertake any other reasonable duties within the overall function, commensurate with the grading and level of responsibility of the job.

### **Contacts & Relationships**

- With students – daily
- With student's parents/carers – at least weekly
- With visitors, or other external bodies – as required.
- With staff within school - daily
- The role of the senior technician is to advise members of staff who are not in their specialist teaching area on safe and practical working procedures with students.
- To assist in the development of new units of work, sharing ideas and developing practical solutions which can be taught to pupils.
- Advising staff who work within other departments, such as SEND.

### **Creativity**

- To assist in the delivery of learning activities to pupils within agreed system of supervision, adjusting activities according to pupil responses/needs if appropriate
- The senior technician works closely with KS4 students during their coursework. To assist the classroom teachers when writing reports by feeding back on students' effort and progress in class, when they are not working directly under the supervision of the teacher. This will help give a clear overview of how the student is working in all aspects of the course.
- Work within an established behaviour policy to anticipate and manage behaviour constructively, promoting self-control and independence.
- Contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class.

### **Decisions**

- The senior technician will directly influence lesson plans and units of work by sharing their knowledge and experience in supporting teachers, progress and develop the learning of students.
- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.



### Management & Supervision

- Day to day line management responsibilities for the Science technician
- Liaise between managers/teaching staff and the DT Technician
- To take part in regular team meetings
- Undertake recruitment/induction/appraisal/training/mentoring for other DT Technicians

### Supervision Received

- Responsible to the Principal who will delegate their Line Managers to conduct annual supervision and performance management.
- Participate in the performance management system for the appraisal of their own performance, or that of other staff.

### Complexity

- The role requires knowledge and experience of working within specialist Science equipment such as Bunsen burners, fume cupboards etc.
- You will be required to maintain the equipment within the Science area and advise when external maintenance or repair is required.
- To understand the impact of the Health and Safety guidelines within the Science area in line with CLEAPSS.
- You will complete a range of routine work with some variation in line with the secondary school curriculum.

### Resources

- Organise and manage appropriate learning environment and resources.
- Work with specialist equipment within the Science learning areas
- Use ICT effectively to support learning activities and carry out other tasks.
- Advise on appropriate deployment and use of specialist aid/resources/equipment within the Science area.
- Select and prepare resources necessary to lead learning activities, taking account of students' interests and language and cultural backgrounds.
- The postholder may have access to sensitive and detailed information concerning a student and his or her family. It is essential that the confidentiality of the information is understood. Any breach of this confidentiality could result in the breakdown of essential good relationships between the school and the family.

### Impact

- All students make excellent progress and attainment.
- All students are active protagonists in learning and their unique qualities as learners are known and supported by all members of staff.
- The culture and ethos of the school is reflected in all activities and interactions that involve our staff on and off site.
- Ensuring good behaviour and welfare requirements are maintained at school that keep students safe.

### Physical Demands

- To maintain good general health and mobility to support students indoors and outdoors when standing, sitting or moving.
- The majority of the role will be standing/walking and there will be some requirement of move or lift equipment across the school site or within the Science area.
- Be able to work as part of a successful, hard-working, dedicated team.

### Working Environment

- The school is on one site with 4 main buildings sited alongside the sports field. The post holder will be required to work across the whole site.

- In the main this post works in an office/classroom setting with appropriate heat, ventilation and lighting.
- The post holder will come into contact with chemicals and substances used within science experiments. These will be subject to COSHH and risk assessments under the guidance of CLEAPSS.
- There may be occasional exposure to conditions such as would be found outside; for example, travelling for meetings and site visits.
- Occasionally may deal with students regarding difficult or distressing matters which may result in receiving verbal abuse. This would be referred through the Safeguarding channels in line with school policy.

### Emotional Context

- To be able to deal with emotionally stressful situations that may arise from working with students, families and colleagues.
- To be aware of personal stress levels and alert senior staff if issues arise
- To participate in supervision activities to address any emotionally stressful experiences.
- To occasionally deal with emotional / distressing information arising from unforeseen circumstances, i.e. safeguarding disclosures, illness related to children and families, this will then be forwarded to the Designated Safeguarding Lead and Safeguarding Officers. This is not an everyday occurrence.

### Other

The post holder will be expected carry out any other duties as are within the scope, spirit and purpose of the job, commensurate with the grade.

The post holder will be expected to participate in training and other learning activities and performance development as required.

The post holder will be expected to actively follow Community Learning Trust policies, including those such as Equal Opportunities, Human Resources, Information Security and Code of Conduct etc.

The post holder will be expected to maintain an awareness and observation of Fire and Health & Safety Regulations.

The school is committed to safeguarding and promoting the welfare of children and young people by having a child centred approach and expects all staff and volunteers to share this commitment.



## Person Specification

Criteria	Standard
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• A recognised qualification in science at "A" Level or NVQ3 in a related Science Area or above.</li> <li>• Sound working knowledge of Health and Safety Regulations including COSHH - essential.</li> <li>• Trained PAT tester – or willingness to train.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Previous experience of working in a similar role in a school or science environment</li> <li>• Experience of Science is essential.</li> <li>• PAT testing (Training can be offered)</li> <li>• Maintenance of specialist science equipment</li> <li>• Experience of development, management and operation of administrative systems to enhance the curriculum within science.</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Sound knowledge of science</li> <li>• Awareness of standard procedures e.g. titrations and making up standard solutions.</li> <li>• The ability to prepare key stage 3 and 4 Chemistry/Biology/Physics practical's following the COSHH and CLEAPPS regulations.</li> <li>• Knowledge of relevant policies/codes of practice and awareness of relevant legislation.</li> <li>• Knowledge of Health &amp; Safety legislation as it relates to the work of a school.</li> <li>• Awareness and understanding of current legislation and guidelines of COSHH and ESCC in relation to the safe handling of storage of chemicals.</li> <li>• Knowledge of safe working practices in relation to the handling and usage of hazardous equipment</li> <li>• You must adhere to all Health &amp; Safety policies and procedures and bring to the immediate attention of your line manager any activity/occurrence which may prove a danger to either yourself or others.</li> <li>• Ability to identify own training and development needs and cooperate with means to address these.</li> <li>• Relevant knowledge of first aid is desirable</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Ability to maintain a range of science equipment.</li> <li>• Ability to prepare equipment and materials for lessons, as requested by the teaching staff .</li> <li>• Confident user of ICT. Must be numerate and well organised.</li> <li>• Good planning and organisational skills and a flexible approach to the management of work.</li> <li>• Ability to identify work priorities and manage own workload while working under pressure.</li> <li>• Ability to maintain accurate work records and maintain inventories.</li> <li>•</li> <li>• Excellent communication skills both written and oral and the ability to communicate effectively with staff and students, including those with special needs.</li> <li>• The ability to work in an organised manner, to work as part of a team and on own initiative and with resilience.</li> <li>• Self-motivating with the ability to multi-task</li> <li>• Good interpersonal skills, and the ability to enthuse and motivate others.</li> </ul>
<b>Personal style &amp; behaviours</b>	<ul style="list-style-type: none"> <li>• Customer focused.</li> <li>• Has a friendly yet professional and respectful approach which</li> </ul>

	<p>demonstrates support and shows mutual respect.</p> <ul style="list-style-type: none"> <li>• Open, honest and an active listener.</li> <li>• Takes responsibility and accountability.</li> <li>• Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service.</li> <li>• Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations.</li> <li>• Develop good relationships with others by behaving with integrity, treating people with respect and leading by example.</li> <li>• Demonstrates a professional approach which generates credibility and confidence.</li> <li>• The ability to work independently but also are a good team player when the need arises.</li> <li>• Is committed to the provision and improvement of quality service provision.</li> <li>• Is adaptable to change/embraces and welcomes change.</li> <li>• Acts with pace and urgency being energetic, enthusiastic and decisive.</li> <li>• Communicates effectively.</li> <li>• Has the ability to learn from experiences and challenges.</li> <li>• Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills.</li> </ul>
<b>Fluency Duty</b>	<p>This post has been identified as a customer facing role and therefore the Trust is required to fulfil their statutory duty under Part 7 of the Immigration Act 2016. As a body the Trust is obliged to ensure member of staff in such roles are able to have a command of spoken English which is sufficient to enable the effective performance of their role.</p> <p>The role will need to understand with ease virtually everything heard or read, can summarise information from different spoken and written sources and can express themselves spontaneously and very fluently and precisely, differentiating finer shades of meaning even in the most complex situations”</p>
Political Restriction	This role is not subject to any political restrictions

We will ensure, so far as is reasonably practicable, that no disabled applicant is placed at a substantial disadvantage. This person specification includes what we believe are fully justifiable essential selection criteria. Provided that the selection criteria unconnected with the disability are met, we will make ALL reasonable adjustments in order that someone with a disability can undertake the duties involved.

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Type of criminal records checks required for this post	Ticked as required
None	
Basic Disclosure	
Standard Disclosure	
Enhanced Disclosure	x
Working with Adults - Regulated Activity	
Working with Children - Regulated Activity	

# Safeguarding

BBS fully recognises its responsibility to safeguard and promote the welfare of students and young people. We are committed to ensuring that students have opportunity to thrive within a safe learning and working environment. Our school expect all staff and volunteers to share this commitment. Our Safeguarding Policy, which applies to all staff, Governors and volunteers working in the school, has five main elements:

1. Ensuring we practise safer recruitment in checking the suitability of staff and volunteers to work with our students.
2. Raising awareness of child protection issues and equipping students with the skills they need to keep them safe.
3. Implementing procedures for identifying and reporting cases, suspected cases, of abuse.
4. Supporting students who have been abused in accordance with their agreed protection plan.
5. Establishing a safe environment in which students can learn and develop.



The staff at BBS are aware of how they share in the school's responsibility to safeguard and promote the welfare of students and young people. Our 'Professional Code of Conduct' establishes expectation in relation to conduct towards students and all staff are issued with the strict guidelines on what are considered to be safer working practices which must be observed at all times. If any member of staff has a concern that the school's code of conduct or expected safer working practices were not being followed, and a student or students were as a result as risk, then they would be expected and supported to raise the concern under the school's adopted 'whistleblowing policy and procedure'.

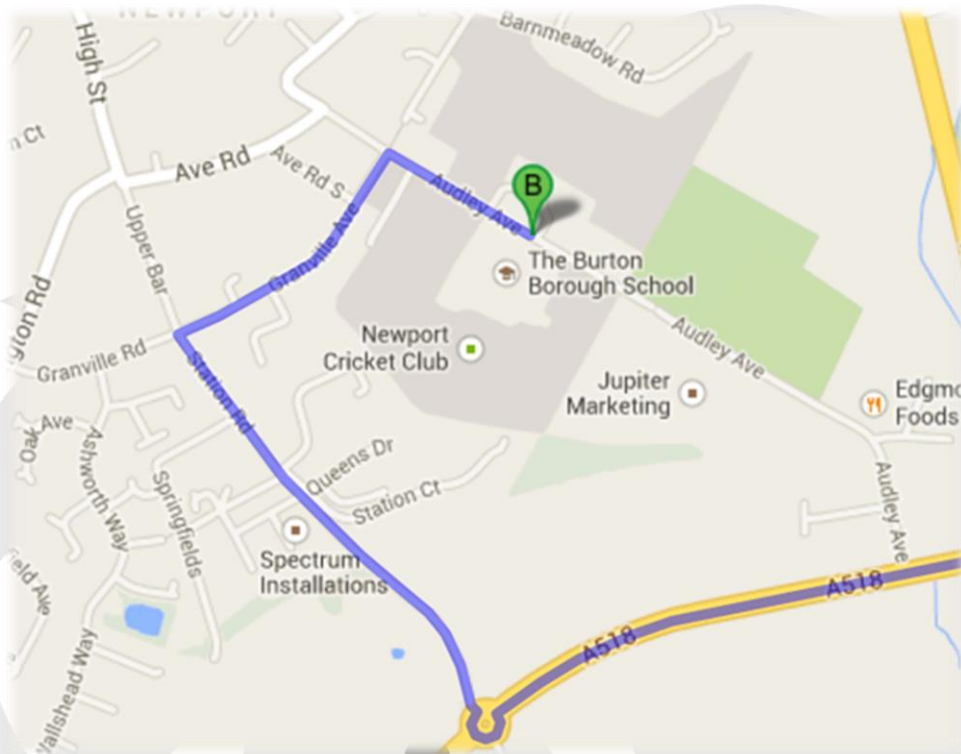
Our school also operates within other policies relating to safeguarding, child protection and the welfare of students.

To ensure that safer practice in recruitment is reflected at every stage of the recruitment process, our school operates within a Safer Recruitment Policy. Members of the school staff and Governing Body have attended and passed training on Safer Recruitment. All successful applicants will be subject to an enhanced DBS disclosure and references will be checked. All employees of the school will receive compulsory child protection training.



# Local Information

Newport, Shropshire, is a beautiful market town in the borough of Telford and Wrekin. It is located on the Shropshire/Staffordshire border, equidistant from Shrewsbury, Stafford and Wolverhampton. We are the only comprehensive school in Newport with two single sex, selective grammar schools nearby.



## How to find us

**From the North:** At Junction 14 (M6), take the B5026 to Eccleshall, then take the A519 following the signs for Newport.

**From the South:** At Junction 12 (M6), take the A5 exit to Telford/M54, exit at Junction 3 (A41) following the signs for Newport.

**Audley Avenue  
Newport  
Shropshire  
TF10 7DS**

**Telephone:** 01952 386500  
**Email:** burton.borough@taw.org.uk  
**Website:** www.burtonborough.org.uk

**Facebook/Instagram/X:**  
@BurtonBorough



**Learning  
Community Trust**



Corner House, Whitechapel Way,  
Priorslee, Telford, TF2 9PQ



01952 387010



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