



**SOUTHLANDS
HIGH SCHOOL**
Endeavour for Excellence

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Senior Science Technician Permanent



Candidate Information Pack

Southlands High School has now completed one year as a school within the newly formed Mosaic Academy Trust with Standish High School. We are seeking to appoint a Senior Science Technician.

The position is 37 hours a week, term time plus one week. Grade 5 point 17 -21 (£18,672 - £20,541) pro rata
Actual week's pay is 45.05 weeks.

The post will be available on a permanent contract and starts in **January 2019 or sooner if possible.**

Southlands High School is seeking to appoint an experienced Senior Science Technician to provide high levels of organisation and accurate delivery of Science support via set up and removal of practicals, maintenance and resourcing equipment. This role requires absolute accuracy and the use of highly organised systems at all times. You must be an excellent communicator and have exceptional administrative and organisational skills.

Previous experience of working within a school environment would be an advantage and a genuine interest in working amongst young people is essential. Flexibility is crucial to meet the demands of a busy school as is the ability to build effective relationships with staff, governors and the whole school community.

Responsibilities include: (See full job description)

- To co-ordinate the provision of technical support services to Science, including the preparation of materials, setting up of equipment for class practical sessions and maintaining equipment for use.

All candidates should complete the application form.

Closing Date Monday 12 November 2018 at 12noon.

Completed Application Forms should be returned by email to mearsc@southlands.lancs.sch.uk or by post to Mrs C Mears, Headteacher's PA, Southlands High School, Clover Road, Chorley, Lancashire PR7 2NJ

Interviews will be held on Wednesday 14th / Thursday 15th November 2018.

Southlands is an Equal Opportunities Employer welcoming applications from all sections of the community.

This post is covered by the Rehabilitation of Offenders Act 1975. If successful you will be required to apply to the Disclosure and Barring Service (DBS).

General Information for Applicants

Southlands High School is on a journey to excellence. Our motto 'Endeavour for Excellence' demonstrates that we expect all stakeholders, staff and students to work hard. Southlands High School is striving to be 'Even Better' than ever before as a successful and inclusive school that works in close partnership with families and the community to achieve the best for our young people.

In December 2017, we were designated as a converter academy within the Mosaic Academy Trust with Standish High School (Standish High School as the lead) and look forward to going from strength to strength in our partnership. The Mosaic Academy Trust as an organisation seeks to value each and every member of the community and to become a family of schools that will welcome other schools and be a Trust whose chief aim is to become stronger as a whole than by the sum of its parts. The Trust has a Trade Union Recognition Agreement in place.

In 2018 Southlands High School was the 2nd most improved school in Lancashire for standards passes in Maths and English and is a fast improving school in Chorley. Science results were much improved. We expect to continue our journey of improvement.

We strive to meet the needs of the individual child so that they feel safe, secure and happy and enjoy their time at Southlands. We also aim to provide the highest standards of teaching and learning so that students are able to progress and fulfil their potential. We believe that every child should be given opportunities to develop their leadership skills as part of their growth and development in order to prepare them for adult life. Many of our students go on to be very successful in all aspects of life with a number attending some of the leading universities in the country. We are committed in our drive for academic excellence whilst offering a wide range of extra-curricular activities and opportunities so that our students can achieve educational success and develop fully as individuals.

We recognise that all students have the right to the highest quality education that will equip them with the qualifications they need to progress to college, university or their chosen career. Every decision we take to create our successful school comes from a firmly held staff belief that we can always strive to be 'even better' than before.

The school was last inspected by Ofsted in June 2013 and was judged as good in every aspect. Parental responses and student responses to whole school questionnaires is very good. Our school priorities for 2018-19 clearly focus on our culture for improvement: improving student outcomes, the development of teaching, learning and assessment, strong personal development, behaviour and welfare and effective leadership at all levels.

There are 830 young people on roll. The intake profile in both socio-economic and academic terms is that of a fairly typical comprehensive school.

At Southlands we are very proud of our caring school community and place great emphasis on high standards of behaviour and respect for all through our Southlands Standard.

Hopefully, this has inspired you to take a serious look at Southlands.

I look forward to receiving your application form.

Kerry Millar

Headteacher

Job Description

SUMMARY OF MAIN DUTIES / RESPONSIBILITIES

Job Title: Senior Science Technician

Job Purpose:

To co-ordinate the provision of technical support services to Science, including the preparation of materials, setting up of equipment for class practical sessions and maintaining equipment for use.

Main Duties / Responsibilities

ORGANISATION

- Create and maintain a purposeful, orderly and productive working environment
- Ensure timely and accurate design, preparation and use of specialist equipment/resources/materials
- Demonstrate and assist in the safe and effective use of specialist equipment/materials
- Work as support to teachers in lessons as appropriate
- Implement agreed work programmes/practical lessons under the guidance of the teacher
- Assist in the development of lesson/work plans, administration of coursework, work sheets etc.
- Contribute to planning, development and organisation of systems/procedures/policies
- Oversee the use of display space within the department and throughout the School as directed by the Curriculum Leader of Science

ADMINISTRATION

- Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required
- Maintain an inventory of all machinery, equipment and /materials
- Carry out complex administrative tasks for the Curriculum Leader of Science eg. maintaining records, information and data, producing analysis and reports as required

RESOURCES

- Operate relevant equipment/ICT packages (e.g. MS Office, internet, intranet, E-mail, photography equipment)
- Maintenance of specialist equipment, check for quality/safety, undertake specialist repairs/modifications within own capabilities and arrange for other repairs/modifications to be carried out by others
- Construct items within the department to improve effective use of space and/or delivery of the curriculum
- Support the Curriculum Leader of Science with controlling and managing the faculty budget
- Maintain tidy and organised work spaces and storage areas
- Ensure health and safety guidelines are adhered to
- Provide specialist advice and guidance as required

MANAGEMENT

- To line manage the Science Technicians ensuring the effective and efficient operation of the department and that each individual is effectively deployed
- To hold regular weekly team meetings with the Science Technician in order to address any issues arising and to bring these to an acceptable conclusion wherever possible
- To be responsible for the performance management and professional development of the Science Technician
- To be responsible for the recruitment and induction of new Science Technician

Senior Science Technician – Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Grade C/4 GCSE Maths, English and Science or equivalent or have relevant vocational experience 	<ul style="list-style-type: none"> Advanced qualifications in Science
Experience	<ul style="list-style-type: none"> Organising and managing materials, and resources for a large team Experience of resourcing and providing equipment in a timely manner Information gathering 	<ul style="list-style-type: none"> Two years' experience of working in an Science Technician Experience of working in a secondary school environment Previous experience as Senior Technician
Knowledge	<ul style="list-style-type: none"> Extensive knowledge of secondary school curriculums for Science 	<ul style="list-style-type: none"> Working knowledge of IT Evidence of familiarity with relevant local and national policies, priorities and statutory frameworks, particularly in regard to current education objectives and practice Knowledge of statutory health and safety procedures for Science
Skills	<ul style="list-style-type: none"> Excellent IT skills Ability to focus on detail and accuracy when preparing and removing practicals Excellent communication skills Excellent organisational and planning skills including the ability to be flexible in order to achieve targets Ability to work to deadlines Ability to form good working relationships with colleagues and external clients Ability to work to professional standards, think independently and make recommendations Highly numerate with good analytical and interpretive skills 	
General/ Personal Qualities/Attributes	<ul style="list-style-type: none"> Smart, business-like, professional appearance Capacity for hard work under pressure 	



	<ul style="list-style-type: none">• A team player and collaborative worker• Highly motivated and able to use own initiative• Ability to contribute greatly to the wider life of the School• Resilient• Strives for excellence in every aspect of school life• A genuine commitment to and liking for young people and high expectations for their progress and welfare• Honesty and integrity• Determination and perseverance• Enthusiasm• Passionate• Patience	
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