



CANDIDATE INFORMATION BROCHURE

To inspire young people to make their best better

Dear Candidate,

Thank you for taking the time to apply for the Senior Science Technician/Health and Safety officer role at Bexleyheath Academy.

Bexleyheath Academy opened in September 2011 and is part of Academies Enterprise Trust; the largest nationwide, multi-academy sponsor in the country.

Academies Enterprise Trust firmly believes that all young people deserve to become world-class learners – to learn, enjoy, succeed and thrive in a world-class educational environment, which has the best facilities, the best teaching and the most up to date resources available to them.

Our vision is to help students achieve world-class learning outcomes by developing world-class teachers in a world-class community.

Bexleyheath Academy has an exciting future and this appointment represents a great opportunity to secure positive outcomes for our learners.

If you share our vision and values then we would be very excited to hear from you.

Yours faithfully

The Talent Team



Bexleyheath Academy

Underpinning our vision is the commitment 'Discipline with Dignity' and a core set of values and beliefs. Through our actions and behaviours we will strive to develop young people who:

- Respect themselves and the community i.e. people, property, the environment and seek to have a positive impact on society.
- Are polite, calm, caring, honest, trustworthy and helpful.
- Are responsible, independent and supportive of each other.
- Are tolerant, open minded and not prejudiced.
- Are determined and have a strong work ethic.
- Will be thoughtful and compassionate with the ability to listen and challenge in a considerate fashion.
- Have good communication skills.
- Offer themselves as good role models for future generations of learners and citizens.
- Can demonstrate strong self-belief and confidence and have high aspirations.
- Are team players who can work and support others and where necessary are able to take leadership roles.

We are committed to doing everything we can to ensure that our students can, in the future, compete on the world stage with the skills, confidence and flair to generate new ideas, new initiatives, and thereby make a full contribution to today's and



Discipline with Dignity

Job Description

Job Title: Senior Science Technician and Health & Safety Officer

Hours of work: 36 hours per week ,40 weeks per year

Reports to: Director of Science

Purpose of the Role:

- To support Science Teachers in their task of improving student attainment by showing expertise in the safe running and maintenance of specialist equipment and up-to-date knowledge of health and safety procedures in specialist areas.
- To achieve the highest standards of technical support for Science lessons through the management of the Science Technician Team in providing a quality service to the teaching staff.

Responsibilities:

Senior Technician responsibilities

1. The post-holder is also required to undertake such other duties and training as may be required by or on behalf of Academies Enterprise Trust provided that they are consistent with the nature of the post
2. To lead and manage a team of Science Technicians and to participate in performance management as appropriate
3. To be responsible for coordinating the use of, and development of, practical resources and facilities, including the provision of guidance and support in meeting the practical requirements of the science curriculum
4. To have overall responsibility for the promotion and observance of a safe working environment for the technical support service by:
 - Actively leading and coordinating the assessment, monitoring and review of both health & safety procedures and information resources
 - Keeping up-to-date with current procedures and practices through continuing professional development; the provision of technical advice on health & safety issues to teachers and technical support staff;
 - The safe treatment and disposal of used materials, including hazardous substances and responding to actual or potential hazards; the safe storage and accessibility of equipment and materials.
 - To ensure that the technical team is resourced, organised and developed to meet the performance standards required by the department.

- To be responsible for setting up and monitoring systems used in the management and control of practical resources including: Leading on stock control, compiling orders, liaising or negotiating with suppliers and maintaining appropriate records; monitoring, controlling and keeping financial records of the departmental expenditure in accordance with the school's policy;
 - To undertake the lead role within the science department on routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment to the required standard.
5. Ensure the department's resources are maintained to the required standards
 6. To be responsible for maintaining departmental financial records
 7. To attend departmental meetings as required
 8. To advise the Head of Department on all matters relating to safety, technicians, technical support and laboratory maintenance
 9. Maintain records and supervise the use of Radioactive sources

Technician duties

1. To undertake the preparation of chemical solutions
2. To undertake the general maintenance and cleaning of equipment
3. To collect and organise stored equipment and materials for class use
4. To prepare equipment and materials for class lessons and demonstrations
5. To check materials and equipment for damage before and after class use
6. To comply with the safe disposal of chemical and biological waste
7. To undertake the care of plants and specimens as required
8. To assist staff with practical work in class
9. To maintain clean glassware and equipment
10. To maintain and organise resources in Prep-Room and storage areas
11. To undertake the photocopying of paperwork for class use as required
12. To organise and keep records of testing on portable appliances
13. To maintain laboratories to ensure a clean, safe and orderly environment
14. To inform the site team of any repairs on specific maintenance as required
15. To liaise with teaching staff regarding any potential health and safety problems with equipment
16. To maintain and inventory of materials and equipment and associated stock taking duties
17. To assist with checking of deliveries
18. To clean science laboratory sink traps annually
19. To check, clean and retest Bunsen Burners
20. To carry out PAT testing when necessary

Health & Safety officer duties:

1. To organise and chair the Health & safety committee
2. To write Health & Safety report as required
3. To ensure the Health and Safety management system is maintained

4. To provide relevant Health and Safety documents
5. To develop and implement training to increase awareness and maintain a safe working environment.
6. To complete risk assessments when required
7. To investigate accidents when required and ensure compliance with company policy and the Health and Safety at work Act
8. To maintain an up to date Health and Safety log/folder
9. To undertake regular Health and safety audits

This job description is a guide to the duties the post holder will be expected to undertake. It is not intended to be exhaustive or exclusive and will be subject to change as working requirements dictate and to meet the organisational requirements of Academies Enterprise Trust.

Other clauses:

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive
5. There may be occasions when it will be necessary to cover other Administrative roles within the academy or to work with the administrative team when there are peaks and pressing issues.
6. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
7. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

Safeguarding

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

Person Specification

General heading	Detail	Essential requirements:
Qualifications	Qualifications required for the role	<ul style="list-style-type: none"> • A-Level (Science) or NVQ 3 or equivalent or relevant experience • Excellent numeracy / literacy skills • Willing participant in development and training opportunities
Knowledge/Experience	Specific knowledge/ experience required for the role	<ul style="list-style-type: none"> • Previous experience of working in a science and/or technology environment • Detailed knowledge of Health & Safety legislation • Detailed knowledge of COSHH and ESCC regulations in relation to the safe handling and storage of chemicals • A sound knowledge of National Curriculum requirements • Experience of working to deadlines in tasks that require a high level of accuracy • High level of proven written, verbal and non- verbal communication skills • Proven administrative skills with good working knowledge in all relevant Microsoft

		<p>Office software and use of online resources</p> <ul style="list-style-type: none"> • Awareness and understanding of safeguarding/child protection
Skills	Line management responsibilities (No.)	<ul style="list-style-type: none"> • Line management and performance management responsibility for a team • Managerial skills to organise, lead and motivate a team /department to become proactive
	Forward and strategic planning	<ul style="list-style-type: none"> • Working in an environment that included decision making, balancing demands and assessing appropriate solutions
	Budget (size and responsibilities)	<ul style="list-style-type: none"> • Approx £4,000 per annum subject to change on a yearly basis
	Abilities	<ul style="list-style-type: none"> • Ability to offer professional guidance and assistance to students and teachers on the practical aspects of the curriculum • Ability to meet strict deadlines with attention to detail • Good working level of literacy, numeracy and ICT skills

Personal Characteristics	Behaviours	<ul style="list-style-type: none"> • Methodical and organised with a conscientious and positive disposition • Ability to exercise discretion in dealing with confidential or sensitive matters at all times • Ability to work both independently and as an effective team member • Willingness to work flexibly and collaboratively as required to meet changing service needs
Special Requirements		<ul style="list-style-type: none"> • Successful candidate will be subject to an enhanced Disclosure and Barring Service Check • Right to work in the UK • Evidence of a commitment to promoting the welfare and safeguarding of children and young people • Ability to travel as required

Academies Enterprise Trust

Academies Enterprise Trust is the largest Academy Partnership in the United Kingdom, with 64 schools (Primary, Secondary and Special) across England.

Click [here](#) to view a map of our Academies across the country.

We believe that all young people deserve to become world class learners – to learn, enjoy, succeed and thrive in a world class educational environment, which has the best facilities, the best teaching and the most up to date resources available to them.

Our vision is to help students achieve world class learning outcomes by developing world class teachers in a world class community.

Ethos Statement

Every young person deserves the opportunity to have a life that can be described as 'good quality', free from fear and danger, where they can give and receive respect to and from others with a sense of well-being, belonging, worth and achievement.

AET academies will become High Performing Organisations and, therefore, must be the:

- Education provider of choice for students.
- Employer of choice for staff.
- Investment of choice for parents.

Values and Beliefs

Through our actions and behaviours we will strive to develop young people who:

- Respect themselves and the community (people, property and the environment), and seek to have a positive impact on society;
- Are polite, calm, caring, honest, trustworthy and helpful;
- Are responsible, independent and supportive of each other;
- Are tolerant, open minded and not prejudiced;
- Are determined and have a strong work ethic;
- Will be thoughtful and compassionate with the ability to listen and challenge in a considerate fashion;
- Have good communication skills;
- Offer themselves as good role models for future generations of learners and citizens;
- Can demonstrate strong self-belief and confidence and have high aspirations;
- Are team players who can work and support others, and where necessary are able to take on leadership roles.

Learning and development

We welcome colleagues who drive their own professional development and who consider themselves lifelong learners. To encourage this we offer a professional learning journey which can be tailored to your individual needs. We provide experiences, social learning and formal programmes that will enable you to develop new skills, and to work, collaborate, learn and develop with colleagues across our large network.

Your journey will be accessible through the knowledge exchange to enable you to be responsible for your own learning and development. You will have access to the market place, resources and online communities to share good practice and be part of the vast learning opportunities across our network .

We are the largest network of academies in England allowing you to develop your skills, knowledge and expertise in a variety of different settings and locations across the country.

Our journey is designed to create a clear career pathway from induction, to statutory/core development, supporting further development, talent management and career progression. We will support you in achieving excellence together and stretch your learning and development to have greatest impact across our network.



Google for Education

Google for Education is an exciting and innovative way of learning, introducing easy tools to engage students whenever, wherever on any device!

In summer 2012, AET adopted G Suite for Education, the free web-based communication and collaboration suite available to education establishments.

With products including Gmail, Google Calendar, Google Drive, Google Sites and Google Classroom, AET recognised the potential it would bring to classroom learning, knowledge sharing across the academies, improvements in administrative efficiency and providing access from home for all.

This enables all our students and staff to have access to the most up-to-date technology. Our academies have also rolled out many class sets of Google Chromebooks, affordable browser-based laptops that provide quick, simple access to the web!

The latest innovation in an increasing number of our academies includes access to Chromebook Flip for all teachers with the ability to cast the screen from anywhere to the large format screen at the front of the classroom. Where students have access to Chromebooks, teachers can also allow students to cast their work to the screen as well to support with peer assessment, group projects and collaborative working!

Google in Education



A New and Open World for Learning

Staff Benefits

Career Development

- Apprenticeships
- Financial Support towards achieving further Qualifications
- Leadership Programmes
- Progression Opportunities
- Teacher Training Programmes



Family Friendly

- Childcare vouchers – If you are using registered or approved childcare, you can choose to take part of your salary in childcare vouchers to pay for it which are Tax and National Insurance free. This means you get extra value from your pay packet each month.

Financial

- JTRS Apple Product Store–Employees, students and families are eligible to purchase a range of Apple products at preferential terms.
- EAG Essex Auto Group –Employees are eligible to receive preferential terms on the purchase of new vehicles within the EAG range of vehicle bands they offer. EAG also offer vehicle servicing and repairs, and hold an agency with Motability for those who require a vehicle to their specific disability needs.
- Pension

Health and Wellbeing

- Hi-Tec Sport – Hi-Tec offer staff, students, and parents of the Group a discount on all footwear purchased directly from Hi-Tec via its online store.
- Westfield Health – The Group has enjoyed a business partnership with Westfield Health since 2008, which offers an opportunity to obtain cash back for eligible employee's routine health needs. The scheme provides an excellent range of benefits for you and your dependent children.

Academies Enterprise Trust, Safe Recruitment Procedure

Academies Enterprise Trust is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.

Disclosure and Barring Service

A Disclosure and Barring Service Certificate will be required for all posts.

Shortlisting

Only those candidates meeting the right criteria will be short listed.

Interview

1. Those shortlisted will take part in an in-depth interview process.
2. Candidates will be asked to address any discrepancies, anomalies or gaps in their application form.

Reference Checking

References from the previous and current employer will be taken up for shortlisted candidates, and where necessary employers may be contacted to gather further information.

Probation

All new staff will be subject to a probation period of six months (which may, in certain circumstances, be extended by up to 3 months). The probation period is a trial period, to enable the assessment of an employee's suitability for the job for which they have been employed. It provides the academy/trust with the opportunity to monitor and review the performance of new staff in relation to various areas, but also in terms of their commitment to safe guarding and relationships with pupils.

Equal Opportunities

Academies Enterprise Trust recognises the value of, and seeks to achieve, a diverse workforce which includes people from differing backgrounds with different skills and abilities. AET takes positive steps to create an employment culture through its Board of Governors, managers and other employees, in which people can feel confident of being treated with fairness, dignity and tolerance irrespective of their individual differences. This commitment extends beyond the relationship between and conduct of employees and potential employees, to the whole community and others connected with it. AET is committed to the elimination of unlawful discrimination and to the promotion of good relations between all.

Data Protection

Personal data provided on your application, and for equal opportunities monitoring, is required to enable Academies Enterprise Trust to operate and monitor its recruitment and employment procedures. Data is kept secure and accurate, and disclosure is restricted to those people within the organisation who have a need to access it. Personal data supplied by you is destroyed within prescribed time limits, unless you are appointed, in which case the data you have supplied will form the basis for your individual staff record.