

Recruitment Information Pack



The Winstanley School

Science Technician

Grade 6

30 hours per week term time only (plus 3 training days)

Salary range dependant on experience and expertise

£12,161 - £12,885 (actual salary)

Required to start ASAP

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Vision, Values and Ethos

Widening horizons and enabling excellence

Staff and Students have created the values that Winstanley stands for in promoting learning for life.

All members of the community SHINE.

This means we believe in:

Supporting others

Hard work

Independence

Never giving up

Excellence

Everything we do is related to these values

We SHINE

The Application Process

Completed application forms should be returned to shambleton@winstanleyschool.org.uk or by post to

F.A.O:

Mr Dave Bennett and Mr Gareth Williams, Co-Heads of School

The Winstanley School,
Kingsway North,
Leicester,
LE3 3BD

An email will be sent to shortlisted candidates with details of the interview process.

Queries

If you have any queries on any aspect of the application or need additional information please contact the school office on 0116 289 8688 or email shambleton@winstanleyschool.org.uk or visit our website www.winstanleyschool.org.uk

Thank you

Science Department

Science is a strength of the school and the department is in very good shape, with a dynamic new head of department. In short, both The Winstanley School and the science department are moving forward into an exciting new era.

Triple Science is now being taught to all classes in Year 9 and has proved a very popular option choice for our brightest students in Years 10 and 11, a testament to how the department is currently being led.

There will be a high level of support from the Head of Department, as well as the informal support offered by what is a closely knit team. Science is taught for six hours per fortnight at Key Stage 3 and ten hours per fortnight at GCSE from Year 9 onwards. Triple Science is taught as an option to the current Year 10 and Year 11 students for five hours per fortnight.

Advert

Science Technician

30 hours per week over 38 weeks per year plus 3 training days (68.36 % contract)

Actual salary: £12,161 - £12,885 (pro-rata of £17,790 - £18,849)

The LiFE Multi-Academy Trust is seeking to appoint an enthusiastic and committed Science Technician to work within our Science department at The Winstanley School. The successful candidate will have a real passion for science and helping our students to achieve their full potential.

The technician will primarily be based at The Winstanley School, an 11-16 school situated in the heart of the vibrant and engaged Braunstone Town community. This role offers candidates an exciting opportunity to contribute to the school's relentless drive for excellence.

You will possess a real passion for contributing to the learning of our young people and be able to promote the vision, and to live the values, of the LiFE Multi-Academy Trust.

GCSE 'C' or above in maths & English (or equivalent) are essential.

Please contact the school office on 0116 289 8688, via e-mail shambleton@winstanleyschool.org.uk or visit www.winstanleyschool.org.uk for further details and application form.

The closing date for completed applications is 4pm on Monday 22nd October 2018

"This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment"

The Winstanley School, Kingsway North, Braunstone Town, Leicestershire, LE3 3BD

Tel 0116 2898688, email office@winstanleyschool.org.uk

Executive Head: Chris Parkinson

Co-Heads of School: Dave Bennett & Gareth Williams

October 2018

Dear Applicant

Science Technician

Thank you for your interest in the above post.

We are seeking to appoint someone who has energy, enthusiasm who enjoys working supportively with young people as a Science Technician. This role can be challenging and the person appointed will need to be able to work creatively with a range of individuals across our academy, have stamina and will need a sense of humour

The following information is included in this pack:

- Job Profile and Personnel Specification
- An application form can be downloaded from our website
- Details of our most recent Ofsted report can also be found on our website or the Ofsted website.

If you are interested in applying for the post, please complete the following:-

- Application form
- Send a covering letter, outlining your relevant experience and why you think you would be suitable for this role.

The Personnel Specification indicates the specific skills and qualities we are interested in and where we expect to make judgements of these in the selection process

Further details about the school can be found on the website at www.winstanleyschool.org.uk

Your application should be sent to Mr Dave Bennett & Gareth Williams, Co-Heads of School, by 4pm on Monday 22nd October 2018.

I look forward to receiving your application.

Yours sincerely



Gareth Williams
Co-Head of School



Dave Bennett
Co-Head of School



Chris Parkinson
Executive Head

Job Description

Title:	Science Technician
Job Purpose:	To assist in the provision of a comprehensive, efficient technical and administrative service to the whole of the Science department
Responsible to:	Head of Department
Functional Relationships:	All staff within the Science department, both teachers and technicians, and other support staff
Grade and Salary:	LG Grade 6, actual salary approximately £12,161 - £12,885 depending on experience, per annum, term time 30 hours per week plus training days
Conditions of Service:	Local Government conditions of service as of 31.03.12

Specific Duties and Responsibilities

Objectives:

1. To provide a first-rate support service to the Science department.
2. To enable youngsters to access and succeed in the Key Stage 3 and KS4 Curriculums in Science.
3. To work positively and collaboratively with other members of staff.

Principal Responsibilities:

1. To provide technician and administrative support to the Science department.
2. To be vigilant re. Health and Safety and report any concerns or incidents to the Head of Science.
3. To provide general help and supervision for students within the department.

General:

1. To liaise closely with line managers, the Head of Science and the Additional Needs Manager.
2. To keep records as required.
3. To contribute to the development of the Science and Additional Needs department.
4. To uphold whole school and department policies and practices and support the school ethos.
5. To be vigilant re. the wellbeing of youngsters and be aware of child protection procedures, especially to report any concerns.
6. To contribute to a positive friendly and co-operative working atmosphere in the departments and in the school as a whole.
7. To demonstrate a commitment to one's own training and development.
8. To maintain confidentiality.

Key Tasks:

1. To be the administrator for the Science department, to include:
Maintenance of filing system; keeping accurate records; dealing with telephone queries; photocopying, distribution of revision books; collecting trip money; ordering materials and equipment in consultation with the Head of Science.
2. To provide equipment and materials to students and Science department staff.
3. To prepare apparatus for experiments, demonstrations and open days.
4. To prepare and ensure safe control of chemical solutions and substances.
5. To see that all areas are tidy and equipment returned to storage location.
6. To demonstrate to staff the use of Science department equipment as needed.
7. To supervise and support students as needed when using science equipment and computers in the Science department.
8. To provide displays in corridors and classrooms within the science department.
9. To maintain the Science department's inventory.
10. To provide basic maintenance and repair of Science department equipment.
11. To record petty cash transactions.

General:

1. To follow departmental and whole school systems.
2. To work flexibly as required, to allow attendance at occasional after school meetings, for example, all or part of a department meeting. Appropriate time off in lieu would be given.
3. To attend relevant Teacher Days, disaggregated Teacher Days which are after school staff training sessions.
4. To take part in performance review.

Personnel Specification

Aspects	Essential	Desirable
1. Education	Good general education Level 2 qualification in Maths and English	Additional Science qualification
2. Experience	Keen interest in Science Willing to develop further expertise	Previous experience of working within an educational setting. Experience of young people in our age range (11 – 16)
3. Skills	Confidence to deal with challenging situations Ability to develop positive relationships with students Strong interpersonal skills Strong organisational skills Strong time management skills Ability to keep accurate records Good spelling and grammar Ability to prioritise tasks	Ability to engage students in their learning
4. Personal Qualities	Positive and cheerful disposition and a sense of humour Assertive but not confrontational Honest and trustworthy Ability to work as part of a team Courteous and helpful manner Conscientious and reliable Able to work under pressure and manage personal stress Good health and attendance record Able to take initiative Able to work independently Able to keep confidentiality Well-spoken and of smart appearance Adaptable to change Liking for and positive attitude towards young people	To demonstrate the potential for further career progression Ability to predict need
Communication	Good oral and written skills Keeps colleagues and line manager well informed	
School Ethos	Positively promotes the school and upholds school values Contributes to the wider life of the school	
Suitability to work with children	Satisfies all appropriate checks (e.g. Enhanced DBS check, Right to Work in the UK)	