



**Vacancy: Science Technician**

**Applicant Information Pack**

## Welcome

Thank you for your interest in this vacancy at North Huddersfield Trust School. We hope that you find the information within this pack useful and that it helps you to build a good picture of the exciting opportunities at the school.

North Huddersfield Trust School is now 6 years old and as we continue to move from strength to strength, our growing student numbers reflect that families are recognising the hard work of staff and students in creating a school of which the local community can be justifiably proud.

Ofsted has recognised us as a “Good” school which is outstanding in its work in keeping students safe and secure and for students’ personal development and well-being. We will continue to drive forward standards and ensure that we provide the best education for our students. Above all, our main priority is that we have a happy school where students feel safe, well-supported and able to thrive to achieve their full potential, so that when they leave us at 16 they are well-rounded, confident young people who will willingly contribute to their local community and far beyond.

Whilst we are aware of the fantastic progress we have made we will not rest on our laurels and have a clear plan for further improvement. There are a whole range of challenges ahead, but with these challenges come opportunities and excitement.

Thank you again for taking in interest in North Huddersfield Trust School and we look forward to hearing from you.

A handwritten signature in black ink, appearing to read 'Loz Wilson', with a stylized, flowing script.

Loz Wilson  
Head Teacher

## Vacancy Details



### **Post: Science Technician**

**Grade 7 (£19,190 - £20,444)**

**Closing date: Friday 20<sup>th</sup> April (Midday)**

**Start date: As soon as possible**

**37 Hours per week**

**Term time + 10 days (including 5 training days)**

Ofsted has recognised us as a “Good” school which is outstanding in its work in keeping students safe and secure and for students’ personal development and well-being. We will continue to drive forward standards and ensure that we provide the best education for our students. We are passionate about maximizing the potential in our students and our caring and nurturing approach helps us achieve this. We are seeking to appoint as soon as possible a Science Technician to join the school team.

Application packs are available from [www.nhtschool.co.uk](http://www.nhtschool.co.uk) or [www.tes.com](http://www.tes.com). Applicants must complete the school’s own application form. Applications should be returned to Mrs Nora Brown, Operations Manager, by email to [nbrown@nhtschool.co.uk](mailto:nbrown@nhtschool.co.uk) by midday Friday 20<sup>th</sup> April.

Invitations to interview will be sent no later than close of business on Friday 27<sup>th</sup> April.

**We are committed to safeguarding and promoting the welfare of children and young people. An enhanced DBS is required for successful candidates.**

Woodhouse Hall Road, Huddersfield, West Yorkshire, HD2 1DJ

☎ 01484 452100

[www.nhtschool.co.uk](http://www.nhtschool.co.uk)

### **JOB DESCRIPTION**

<b>Role</b>	Science Technician
<b>Grade (SCP)</b>	7 (23-25)
<b>Weekly hours</b>	37 hours
<b>Non-term time arrangements</b>	10 days (including 5 training days)

#### **Key Responsibilities:**

1. Science & Support
2. Health & Safety
3. Administration
4. Staff Management
5. General

#### **Duties**

<b>Key accountabilities</b>	<b>Key tasks</b>
Science Support	<ul style="list-style-type: none"><li>• Play an active role in the work of the science department, including responsibility for the preparation and clear up of practical teaching and learning, including ICT facilities</li><li>• Responsible for the care of plants and animals kept for observation and experimental purposes</li><li>• Ensure laboratories and stock rooms are clean and well maintained</li><li>• Ensure that practical areas within the department adhere to regulatory requirements and provide a safe working environment for staff and students</li><li>• Offer practical classroom assistance as directed by the Head of Department</li><li>• Ensure equipment is well maintained, to standard and fit for purpose</li><li>• Test new equipment and develop new practical work in consultation with the Head of Department</li><li>• Research and advise on best practice and new methods</li></ul>
Health & Safety	<ul style="list-style-type: none"><li>• Responsible for safe recording, storage and disposal of materials in line with regulatory requirements</li></ul>

	<ul style="list-style-type: none"> <li>• Contribute to appropriate risk assessments with the support of the Head of Department</li> <li>• Ensure external and internal routine safety checks are undertaken and any corrective work is reported and completed</li> <li>• Advise cleaning staff and others of potential hazards and safe working practices</li> <li>• Inspect, maintain and ensure correct use of safety equipment</li> <li>• Give health and safety advice to staff and students</li> <li>• Keep up to date with health &amp; Safety requirements</li> </ul>
Administration	<ul style="list-style-type: none"> <li>• Responsible for stock control, including associated invoices</li> <li>• Keep accurate records, including stock control, equipment inventories and regulatory compliance</li> <li>• Attend science department and other meetings</li> <li>• Manage data relating to the science department and produce reports as required</li> </ul>
Staff Management	<p>May be required to:</p> <ul style="list-style-type: none"> <li>• Manage a team of technicians, including delivery of training</li> <li>• Monitor staff performance</li> <li>• Contribute to the induction of new and trainee staff, including teachers</li> </ul>
General	<ul style="list-style-type: none"> <li>• Always uphold the school's PRIDE agenda</li> <li>• Adhere to strict standards of confidentiality</li> <li>• Ensure compliance with data protection, equal opportunities, health and safety and safeguarding regulations, policies and guidance</li> </ul>

This job description is not necessarily a comprehensive definition of the post and may be subject to modification or amendment at any time after consultation with the post holder. Additional duties may be requested from time to time which are commensurate with the post.

We are committed to safeguarding and promoting the welfare of children and young people and all post-holders are expected to share this commitment.

Reports to:	Director of Science
Responsible for:	-

### **PERSON SPECIFICATION**

	ESSENTIAL	DESIRABLE
Education / training	<ul style="list-style-type: none"> <li>✓ Maths and English GCSE at Grade C or above, or equivalent</li> <li>✓ GCSE pass at Grade C or above in at least one science subject</li> </ul>	<ul style="list-style-type: none"> <li>✓ Qualified to A level standard, preferably including a science subject</li> </ul>
Experience	<ul style="list-style-type: none"> <li>✓ Experience of working in a school environment</li> <li>✓ Excellent IT skills</li> </ul>	<ul style="list-style-type: none"> <li>✓ Experience of working with children aged 11-16</li> <li>✓ Previous experience in a technical role</li> </ul>
Specialist knowledge / skills	<ul style="list-style-type: none"> <li>✓ A firm understanding of health and safety regulations in a school technical setting</li> <li>✓ Ability to maintain accurate records</li> </ul>	<ul style="list-style-type: none"> <li>✓ Previous line management experience</li> </ul>
Personal skills	<ul style="list-style-type: none"> <li>✓ Excellent attention to detail</li> <li>✓ Well organised and team spirited</li> <li>✓ Ability to prioritise tasks and meet deadlines</li> <li>✓ Outstanding communication skills</li> <li>✓ Professional resilience</li> <li>✓ Enthusiastic and an outstanding role model for students</li> </ul>	
General	<ul style="list-style-type: none"> <li>✓ Excellent understanding of safeguarding guidance</li> </ul>	<ul style="list-style-type: none"> <li>✓ A good understanding of school policies</li> </ul>

