



RIDGEWOOD
SCHOOL



Recruitment Pack

Position:
Science Technician



Prepare for the road ahead

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Letter from the Headteacher

Dear applicant,

Thank you for showing an interest in this post and for considering Ridgewood School for the next stage of your career.

The school's values of respect, responsibility and resilience permeate all aspects of school life and are central to our work at Ridgewood. I am extremely proud of our school and the high quality education we provide. We insist on high standards of conduct from all our students and we expect them to behave impeccably: treating each other, our staff and visitors with kindness and respect. I have found Ridgewood School to be the most rewarding place to work. The staff, students and wider community have been incredible to work with and I am confident that the successful candidate will receive the same warm welcome.

Never has there been a better time to join us. We are in the early stages of planning a multi-million-pound new build that will ensure that the staff and students benefit from 21st Century resources. We are regularly oversubscribed in Year 7 and our Post-16 provision is thriving. For an informal conversation with me about the school or the role, or for a visit, please use the 'Contact Us' facility on our website.

Yours faithfully,

Andy Peirson

Headteacher
Ridgewood School



Values and Ethos

Our Values

We educate the whole child. Ridgewood School seeks to provide all its students with the opportunities and support which enable them to achieve and exceed their potential, not only in terms of academic achievement, but as a valuable member of the school community, and of the wider society beyond.

Ethos and Aims

- To raise the aspirations of students so they desire to achieve and exceed targets set for them, both within and beyond the classroom.
- To engender a sense of collaborative purpose, so students and staff work together to achieve their best.
- To care for students as individuals and to respect their talents, aspirations, strengths and unique qualities.
- To provide opportunities for students to be engaged, interested and challenged by what they do and learn, every day.
- To continually strive for improvement in all areas, through hard work, resilience and determination.



Our Values

We're proud of our high standards, exciting progress and strong values.

We value respect.



When we are kind to each other, everyone thrives.

We value responsibility.



When we take accountability for our actions, we can be proud of our achievements.

We value resilience.



When we stay positive and try hard, we will achieve our goals.

Prepare for the road ahead.

What makes Ridgewood School special?

Staff and students at Ridgewood work hard every day to embody the school's core values: **Respect, Responsibility and Resilience**. We are enjoying a trajectory of continued success and look forward to welcoming a successful applicant who can join us on our journey. We became a standalone academy in 2011, and we are incredibly proud of the progress we have made as a school, having laid strong foundations for further improvement going forward.

Our school motto, '**Prepare for the road ahead**', represents our belief in preparing our staff and students for their future. We exemplify our motto not only in terms of academic achievement, but also in terms of the training, enrichment and experiences which make us all model citizens. Our school values underpin what we do and contribute to our ethos in everything we undertake as a school community. We set our standards high and do not compromise, because we believe in the best for everyone.



Our Curriculum

Our academic curriculum aims to offer students of all abilities and talents an opportunity to develop their knowledge and skills across a wide variety of subjects. We are committed to providing a curriculum which is challenging yet accessible, and which fosters a love of learning, as well as enabling students to achieve success in exams and assessments. Students follow a two-week timetable in order to maximise learning time. We regularly review our curriculum, to ensure that the needs of all our students are being met. More details of each subject can be found on our website.

Job Description

Post Title: Science Technician

Grade / Hours: Grade 5, 37 hours per week, term time only

Responsible to: Senior Science Technician/Curriculum Leader for Science

Purpose of the post:

- The Science Technician will support the Science Department under the day-to-day supervision of the Senior Science Technician. This will enable the Senior Science Technician to ensure that all practical work can at all times proceed efficiently and safely.

Main duties and responsibilities:

SCIENCE

- The Senior Technician and Technician will be jointly responsible for all classrooms across lower school and post-16. Work will be delegated by the Senior Technician each week.
- Technicians will endeavour to minimise workload of other technicians and prepare practical's that are in common throughout the week.
- To have control of the keys to the poison cupboard, the radioactive drawer, the inflammable materials container and all other stock cupboards. To be responsible for labelling, dating and storing of chemicals and for logging radioactive materials in and out.
- To prepare apparatus, materials and solutions and to set up and check equipment and apparatus for use in practical classes and for demonstrations. To retrieve and clear away apparatus. To assist in the preparation and setting up of apparatus, materials and equipment for use in practical examinations or assessments including the practice of assessed/required practical and providing sample results for staff (providing sufficient notice is given).
- To undertake general repair and construction of simple items of apparatus. To maintain laboratory services eg cleaning sinks, clearing and tidying up at the end of every lesson. To dispose of waste laboratory materials in accordance with safety guidelines.
- To assist in the organisation and storage of equipment, materials and apparatus as required and, given reasonable notice to ensure that appropriate apparatus is available when needed.
- To liaise with the Senior Science Technician about the requisitioning and purchase of subject specific materials so they can pass such information to the Science Curriculum Leaders.
- To undertake responsibility for reprographic material as requested and for ensuring such material is available at the time and in the place specified. To keep the Senior Technician informed on the expenditure incurred on reprographics so they can pass such information to the Science Curriculum Leaders.
- To assist with the administration tasks of the Science department e.g. organising assessments into classes in preparation for marking/data input.
- To catalogue the allocation of student exercise books and textbooks and teachers' inspection book materials. To bring such information to the Senior Technician.
- To make regular stock checks of items, to complete an annual stock check inventory and give appropriate advice about re-ordering equipment and materials. This information to be made available to the Senior Technician and the Science Curriculum Leaders.
- Ensure an up to date inventory of available equipment is accessible by staff.

- To order and check delivery of furniture, equipment, stationery and materials. To liaise with the Senior Technician about orders and breakages. To monitor and report regularly to the Science Curriculum Leaders and Senior Technician on all matters arising from capitation and other funding.
- To report regularly to the Science Curriculum Leaders and Senior Technician on the state of laboratories and to inform site team/co-heads of science of any concerns.
- To assist fully in maintaining satisfactory standards of safety and security in accordance with the School and Department Policy Handbooks and with CLEAPSS/COSHH and IOSH recommendations. To put out relevant CLEAPSS cards on request.
- To undertake joint responsibility for portable appliance testing throughout the school in line with health and safety regulations. To obtain and maintain appropriate qualifications in order to carry out the role of portable appliance testing (eg C&G 2337-002).

MISCELLANEOUS

- To take an appropriate role in the life of the school supporting its distinctive ethos and values, and actively promoting its policies and practices.
- To take an active role in house activities and competitions, encouraging our most vulnerable learners to engage in the extra-curricular thread of school life.
- To dress in a professional manner in line with the school dress code.
- To undertake any other duties as may be reasonably required by the Headteacher.
- To participate in the process of appraisal.
- To be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- To co-operate with the employer on all issues to do with Health, Safety and Welfare.
- These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the postholder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post.
- To undertake appropriate training as required in order to be able to undertake the duties and responsibilities that are required.

All posts at the academy are subject to a six-month probationary period. Confirmation of the position is subject to satisfactory completion of this period.

Person Specification

Post Title: Science Technician

ATTRIBUTES/ REQUIREMENTS	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
EDUCATION, QUALIFICATIONS AND VOCATIONAL TRAINING	5 x GCSE passes inc. Maths and English – Grade C or above (or equivalent). Willingness and ability to obtain and/or enhance qualifications and training for development in this post.		Application Form Certificates Interview
RELEVANT EXPERIENCE		Experience of working in a technician or similar role. Experience of working in a school/college environment. Experience of repairing and maintaining apparatus and equipment.	Application Form References Interview
KNOWLEDGE AND SKILLS	Ability to communicate effectively in a variety of situations. Ability to work as part of a team, as well as to work independently. Ability to work accurately, with meticulous attention to detail. Ability to prioritise and organise effectively.	Assembling Science experiments. Understanding and knowledge of current educational issues.	Application Form References Interview
PERSONAL CHARACTERISTICS	Ability to work under pressure and to meet deadlines. Ability to learn and implement new skills quickly and effectively. Ability to provide support to staff and to be aware of everyday issues that affect them and the running of the school. Ability to self-motivate. Confident and enthusiastic. Patient, helpful and pleasant manner.	Ability to relate with students.	Application Form References Interview
ADDITIONAL REQUIREMENTS	Good level of attendance	Reliability and willingness to be flexible.	
The post is subject to a satisfactory record check being undertaken by the Disclosure & Barring Service			

Development Opportunities

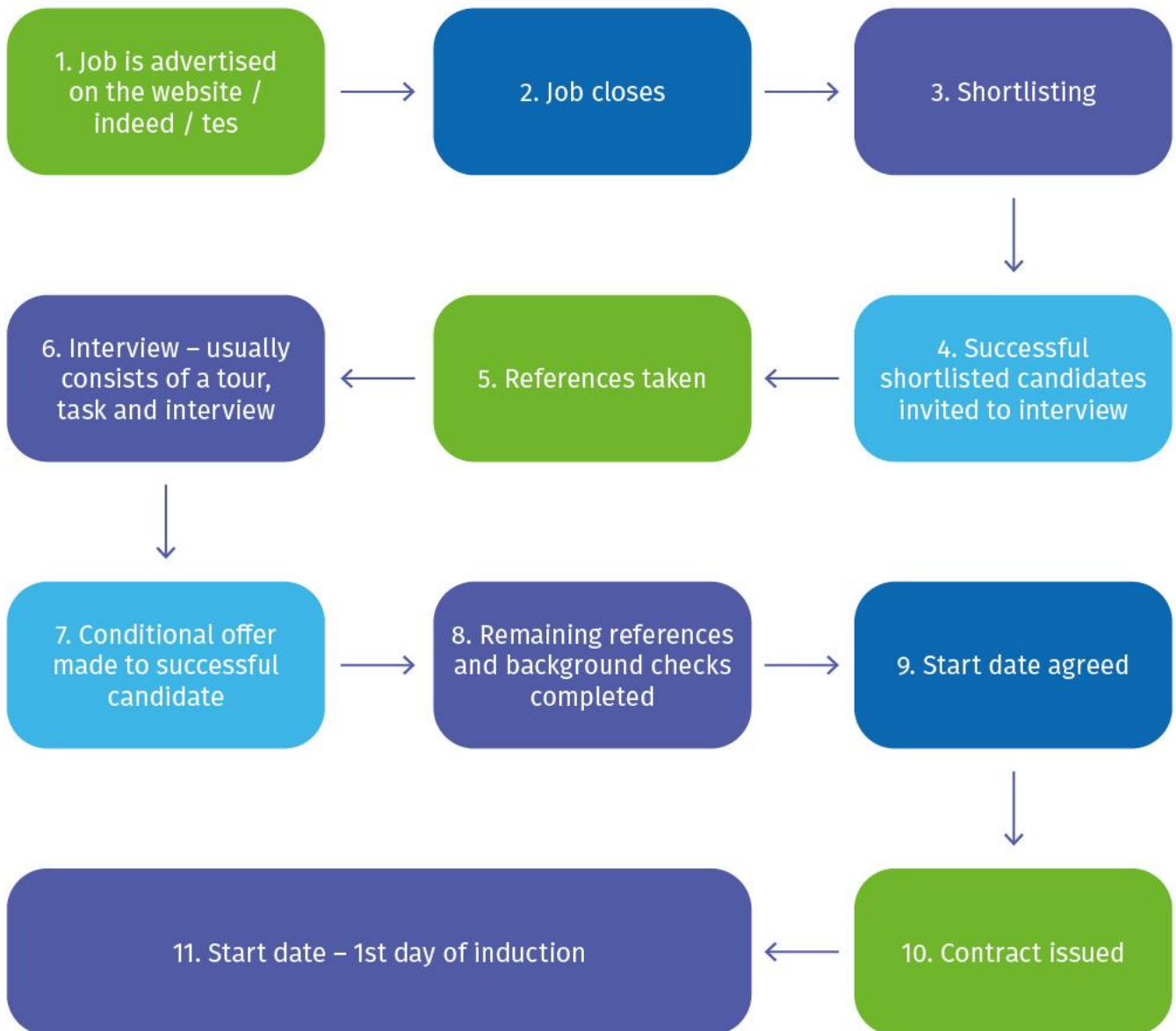
At Ridgewood, we are committed to offering our staff every opportunity to become the best they can be. Our evidence-based training packages, for staff at all stages of their career, are second to none. In addition to our whole school and departmental training, we also offer a personalised coaching programme, NPQs and bespoke CPD, relevant to the person's role. CPD at Ridgewood is varied and matched to the needs of our staff, both teaching and associate. Our innovative, research-led Disciplined Inquiry is a key driver in providing the best teaching and learning for our students, as our teachers engage in evidence-informed practice of their choice.

At Ridgewood, we also value a variety of forms of CPD. Training, coaching, shadowing of roles and one-to-one support are key development opportunities to support our team to develop effectively in their roles, and to understand how to make the next step in their career.

In 2023, we received the Teacher Development Trust Silver Award, demonstrating our commitment and passion to providing excellent, evidence-based CPD for all teaching and associate staff. We are currently working with the Chartered College of Teaching as part of a pilot to achieve their Research Mark award, which recognises excellent commitment to evidence-informed professional development.



Our Recruitment Process



Job Advert

Post: Science Technician – (37 hours per week, term time only)

Salary: Grade 5 (Actual salary £19,584 - £20,244)

To start: As soon as possible after appointment

What makes Ridgewood School special?

At Ridgewood School we are extremely proud of our school and the high quality of education that we provide, including our popular and highly successful Sixth Form. Our school motto, 'Prepare for the road ahead,' represents our belief in preparing our students for their future, not only in terms of academic achievement, but also in terms of the training, enrichment and experiences which will enable them to become model citizens and responsible members of the community. Our school values: Respect-Responsibility-Resilience, underpin what we do every day and contribute to our ethos in everything we undertake as a school community. Having achieved an Ofsted 'Good' rating in all categories in our most recent Ofsted (December 2022), we are committed to this trajectory of success for our students as we aspire to move from 'Good to Great.' As part of this journey, in July 2023, we joined Leger Education Trust and look forward to collaborating with other schools within the trust to develop both our students and staff and be the very best that we can be.

We are looking to appoint a friendly and adaptable Science Technician who will support the Science Department under the day-to-day supervision of the Senior Science Technician. This will enable the Senior Science Technician to ensure that all practical work can at all times proceed efficiently and safely.

Why is the role of Science Technician right for you?

We are committed to offering the staff who work at Ridgewood every opportunity to become the best they can be. Our training packages, for staff at all stages of their careers, are second to none. As well as our whole school and departmental training, we also offer a personalised coaching programme, NPQs and bespoke CPD, relevant to the person's role. In 2023, we received the Teacher Development Trust Silver Award, demonstrating our commitment and passion to providing excellent CPD for all teaching and associate staff.

If you are seeking a dynamic, innovative and caring school, dedicated to the development of staff and our students' success, Ridgewood is the school for you.

Candidates are required to possess 5 GCSEs including Maths and English – Grade C or above (or equivalent).

You can apply for this role by following the link below

<https://mynewterm.com/jobs/137603/EDV-2024-RS-48817>

We strongly encourage visits from potential candidates – please contact the school to arrange this.

The closing date for this post is 9am Friday 8 March 2024. Interviews will take place soon after.

Ridgewood School reserve the right to close this advert prior to the closing date above.


The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check. The school operates a no smoking policy.

Ridgewood School
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SCHOOL



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 www.ridgewoodschool.co.uk