

## HIGHSTED GRAMMAR SCHOOL



Highsted Road, Sittingbourne, Kent ME10 4PT

Headteacher: Anne Kelly BA MBA

Telephone: 01795 424223

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### Senior Science Technician

35 hours weekly, term time + 1 week

(Highsted Academy Trust pay band 5:

£17,828 - £19,608 pro rata)

We are seeking a flexible and highly motivated Senior Science Technician to lead our technician team at this outstanding girls grammar school. The successful candidate's duties will include preparation and maintenance of equipment, stock control, ordering procedures and assisting pupils and staff in the classroom.

With a strong interest in science, you will have high standards and a methodical and organised approach. Knowledge of current health and safety legislation and the possession of related qualifications would be an advantage; as would experience of leading and managing educational support staff.

Experience of working with young people would be an advantage but specific training will be given to the successful candidate.

**Further information and an application form are available on our website or from Linda Sayers at the school. Closing date for applications: noon Wednesday 3<sup>rd</sup> January 2018.**

*Highsted Grammar School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. This post is subject to an enhanced DBS check.*

*Highsted Grammar School is an Equal Opportunities Employer.*





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### GENERAL INFORMATION

#### Summer 2017 school performance:

#### GCSE results achieved by pupils at the end of key stage four

	2017	2016
Percentage A*/A grades	47.7	45.5%
Percentage of pupils gaining at least five A* - C grades, including English and maths	97.2%	97.2%
Percentage of pupils gaining at least two A* - C grades, science	99.2%	97.2%
Percentage of pupils gaining at least one A* - C grades, MFL	84.9%	86.2%

Pupils	% achieving 5+ A*-C, including Maths & Eng.	% achieving English Baccalaureate*	% achieving 2+ Science A*-C	% achieving history or geography A*-C	% achieving 1+ MFL A*-C
<b>Highsted 2017</b>	<b>97.2</b>	<b>84.0</b>	<b>99.2</b>	<b>97.5</b>	<b>84.9</b>
England 2014	53.4	22.9	47.5	43.8	36.1
Kent 2014	58.1	26.8	47.9	42.2	35.9

\* **English Baccalaureate** consists of A\*-C grades at full GCSE in English, mathematics, two science subjects, a foreign language and history or geography.

#### A/AS-level results achieved by students at the end of Year 13

	2017	2016
Percentage pass rate	<b>100%</b>	100%
Percentage A*-B grades	<b>60%</b>	69%

*'Highsted Grammar School is an outstanding school. It knows its strengths and areas requiring improvement very well.'*

*'The school is ambitious for its students and is very effectively focusing the staff team and the girls themselves on raising their expectations and achievements.'*

*'The school effectively enables girls to make excellent progress. They achieve the highest academic standards.'*

*'The curriculum gives girls an outstanding range of experiences and there is excellent involvement in extra-curricular activities.'*

*'There is a strong mutual respect between staff and girls. Initiative is encouraged and girls say that they get on very well together, help one another and enjoy school.'*

(Ofsted Inspection report 2009)

Highsted Grammar School is a small girls' grammar school (around 829 on roll, including 193 in Sixth Form) situated in the North Kent town of Sittingbourne. As an outstanding school, we were one of the first to convert to academy status in the autumn term 2010.

Excellent road and rail connections give easy access to London, Canterbury, Ashford and the Continent. Sailing and swimming facilities in the area are good and there are plenty of community activities (for example, orchestral, choral, theatrical clubs, etc.) available. Theatres in Canterbury and Maidstone, as well as those in London, provide entertainment. A well-equipped sports complex in the town has excellent facilities both for the serious sportsman and woman and for family recreational use. House prices are relatively low for the South East and opportunities for further professional development are excellent.

The school itself is a high-performing girls' school, where pastoral care and enrichment feature as highly as academic success. Having featured three times in Her Majesty's Chief Inspector's list of outstanding schools, we are proud to play a leading role in the education of young people in our area. The pupils are exceptional in every way – they are enthusiastic, personable, caring, and show considerable initiative – and we enjoy the strong support of parents. Likewise, the staff team – teaching, support and administrative – is talented, dedicated, hard-working and committed to the continuing success of the school. The governing body represents a group of capable, multi-skilled individuals, wholly supportive of the work we do.

The main block of the school was opened in 1958 when the school moved from older premises and since then other buildings have been added, including a technology block, new laboratories and additional classrooms. Development of the site continues with an imaginative, multi-purpose teaching area – the Hi-pod; new PE and dance studio, language laboratory and media studies/photography suite.

The Learning Resource Centre was created out of the old school library and boasts a light, comfortable and airy environment with good book stock, excellent ICT facilities and a pleasant reading area. It is very popular with students and well used by all age groups. Books, newspapers and specialist magazines are catalogued alongside other media and loans are monitored through an electronic library management system. Much of the day-to-day running of the Centre is undertaken by a group of library prefects, trained and overseen by the Centre Manager.

Highsted is a school of opportunity for staff as well as pupils, winning the School Achievement Award in two out of the three years that the scheme ran. We contribute extensively to initial teacher training, with many PGCE and GTP trainees successfully completing their programme in the school each year and in recent years, no less than six members of the leadership team have been promoted to headship posts.

Pupils are granted places at the school on the basis of success in the Kent selection tests, broadly speaking they represent the top 25% of the ability range. The economic and social characteristics of the locality are not the most affluent in Kent, so opportunities for value-added are high and the school is able to make a real impact within the community. At Sixth Form level we work in partnership with two other local schools, Borden Grammar (boys) and Fulston Manor (mixed). Through this arrangement, we focus mainly on A-level provision and are able to offer more than 34 different courses, including several applied A-level options. Recently, Highsted was placed 92<sup>nd</sup> in the top 100 secondary schools (The Telegraph) based on our 2015 A-level results.

The school, sponsored by Microsoft, received specialist school status through science and we are currently implementing major changes to the ICT infrastructure to make full use of these connections. Across the school we regard this not only as a strategy to develop science further and promote the role of women in this area, but also as the opportunity to enhance provision across the whole curriculum.

Music and drama within the school are exceptional, with high quality productions taking place every term. There is a strong choral tradition and the school's Special Choir has recorded a CD of its Christmas repertoire. Sporting activity also features highly in the work that we do, and the pupils enjoy both local and national recognition in areas as diverse as cricket, judo and life-saving. Other extra-curricular activities are wide-ranging and responsive to student need. A very strong School Council has been an established part of Highsted for more than 50 years.

The school has enjoyed a long-standing partnership with Gymnasium Fridericianum, Erlangen in Bavaria and this has led to regular exchange visits for more than 25 years. From our advantageous geographical position, we are also able to undertake day trips to Europe and each year there are study visits to France, Belgium and Italy, organised by different subject areas. For the first time in 2005, a group of Year 12 students spent three weeks in quality work experience placements in Brussels and this has now become a regular part of the summer term enrichment programme, supported by substantial grants from the EU. In 2008, the school established a new partnership with the Lycée Prieur in Auxonne, Burgundy. Last year more than 35 students from Years 9, 10 and 12 participated in our European programmes.

From this brief description, potential candidates will realise that this grammar school offers far more than a purely academic focus. This does not come about by accident. It is entirely dependent on the determination and commitment of the whole school community, alongside effective delegation of tasks. If you have the potential to contribute to an exceptional school and would like to be part of a friendly, winning team, we would love to hear from you!

This post would suit a creative and ambitious professional who can work well as part of a team, is keen to contribute ideas and take on new initiatives and has high expectations of the students. It provides an opportunity to work with able and well-motivated students within a successful department and with friendly colleagues. Flexibility and a personal desire to broaden professional experience would be an advantage.

Anne Kelly (May 2017)

**HIGHSTED GRAMMAR SCHOOL: JOB PROFILE**  
**RESPONSIBILITIES FOR EDUCATIONAL SUPPORT STAFF**

**Job title:** Senior Science Technician

**Reports to:** Deputy Headteacher

**Postholder's name:**

**Date:** January 2018

**Grade:** Highsted Academy Trust Band 5

**Hours:** 35 hours a week, term time (including staff development days), plus 5 days

***Purpose of job***

*Co-ordinate the use and maintenance of practical resources and facilities and provide assistance and advise in the practical needs of the science curriculum. Give advice to teachers, students and other technicians and support staff. Supervise the technicians within the science faculty.*

*Teamwork, efficiency, flexibility, good time management and an ability to use IT are all essential qualities for the post of Senior Science Technician.*

*Hours of work: 8.30 am – 4.30 pm.*

***Dimensions***

***1. Line management responsibilities:***

Responsible for directing the work of other science technicians under the line management of Subject Leaders.

No budget: Responsible for ordering equipment and arranging for repairs and keeping appropriate financial records but not directly responsible for the budget.

***2. Statistical information relating to the scope of the job.***

School roll: 827

Agreed by: .....

Approved by:.....

Date:.....

### ***Principal accountabilities:***

- Supervise and direct the learning activities of groups of students to ensure their safety and contribute to their educational development. Contribute to the students' assessment, and feedback to the class teacher in order for them to record the students' academic progress.
- Organise and supervise the work of other technicians in the department under the guidance of the subject leaders/line manager and be the first point of contact in the absence of any technician.
- Responsible, under the supervision of the Subject Leaders, for the ordering of materials and equipment which is necessary specifically for the teaching of pupils in science in line with current schemes of work. The role will also involve the maintenance and management of the Science Eco-pod and organisation of maintenance outside of term time.
- Preparing and laying out of apparatus and materials necessary for the delivery of science, within the school. Maintenance and storage of such apparatus and materials. This may include the construction and repair of laboratory apparatus and planning and developing experiments under the direction of the Subject Leaders.
- Responsibility, to direct other science laboratory technicians, for the general maintenance and operational efficiency of each laboratory or teaching space, including the care and maintenance of services, apparatus, stores, preparation areas and work surfaces, reporting the need for repairs and notifying the Subject Leaders and Deputy Headteacher.
- To ensure all technicians' work is of the required standard and all policies and procedures adhered to.
- Requisitioning apparatus and materials to the standard appropriate to the courses delivered; receipt, recording and storage of apparatus and materials including materials requiring special care e.g. toxic, corrosive, inflammable materials, radioactive substances, all in line with faculty health and safety policies. To attend training where appropriate to facilitate control and safe management of specific materials previously detailed.
- Day to day management, communication, liaison and co-operation with all members of the science technician team in order to contribute to the continual improvement of science teaching at the school. In particular, to co-ordinate the provision of apparatus for biology teaching and cross-discipline science teaching with the rest of the technician team.
- Maintain up-to-date records of stocks and accurate financial records to ensure schools financial procedures are adhered to and expenditure is kept within the budget. Create and regularly review an electronic asset register of all stock and equipment.
- Maintaining preparation rooms, stores and the taking of all necessary precautions to avoid danger to persons or property and to wear a laboratory coat in accordance with the policy of the department and school.
- The maintenance and replenishment of resource banks, books and other resources, used in the teaching of science.
- Assistance in science department administration as necessary, including book collection and display work.
- Assistance in inputting data onto the science database.
- The setting up and first line maintenance of ICT equipment used within the laboratories.
- Such other reasonable duties including reprographics as requested by the Subject Leaders or the Deputy Headteacher in line with the general scope of the post.
- Ordering, stocking and distributing stationery.
- Portable appliance testing where appropriate.
- Health and safety record maintenance.
- To cover for other technicians in cases of absence.
- To assess, maintain and replenish the school science laboratories and equipment during the school term and during the school holidays as necessary.
- In line with school policy, contribute fully to maintenance of the whole school ethos by undertaking a degree of responsibility for the behaviour of pupils around the site.
- Assist in the invigilation of examinations and the occasional supervision of groups of pupils, as requested by the Headteacher.
- All staff have a responsibility for promoting and safeguarding the welfare of children and young people for which they are responsible for or come into contact with.
- Implementation and dissemination of all appropriate Health and Safety legislation and guidance with respect to science education, including C.O.S.H.H.

### ***Necessary experience:***

- Good level of general education including science subjects at GCSE or above, together with good numeracy and literacy skills.
- Thorough understanding of Health and Safety procedures especially as they relate to work in a laboratory.

- Undertake First Aid training and maintain certification.
- Knowledge of appropriate use of laboratory equipment (including handling chemicals safely) and ability to communicate and demonstrate this knowledge effectively to staff and students.
- Use of basic technology (computer, DVD, photocopier etc.)
- Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality.
- Understanding of school's financial procedures.
- Keep up-to-date with current procedures and practices through continuing professional development undertaking training as required.
- Previous supervisory experience.
- A sound background in a scientific environment.

***Scope for impact:***

The post holder provides advice and assistance in meeting the practical needs of the science curriculum and contributes to students' educational development.

The post holder is responsible for all equipment and chemical needs to ensure that they are appropriate and fit for use in the various lessons.

The post holder contributes to the training and development of technicians and other staff within the school in relation to delivering an appropriate and successful science curriculum.

**Confidentiality**

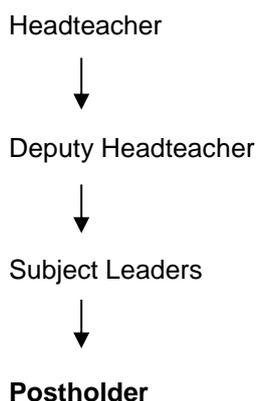
**All personal information regarding pupils, parents, employees at the school to which the Senior Science Technician may have access in the course of his/her work are to be regarded as strictly confidential in all respects even within the working environment. Disregard of confidentiality will be grounds for disciplinary procedure.**

To fulfil as an employee, legal obligations under Health and Safety requirements; namely those of personal safe practice and the promotion of Health and Safety procedures generally.

***Job context:***

The post holder must work on their own initiative and as part of a team seeking advice and guidance from the classroom teacher/Subject Leader/Deputy Headteacher.

***Organisational structure:***



## Person Specification: Senior Science Technician

### **Knowledge & Skill**

	Essential	Desirable
Good level of competence in basic Excel, and Word	✓	
Good level of competence in MS Outlook	✓	
Excellent communication and listening skills	✓	
Ability to prioritise own workload to maximise efficiency	✓	
Able to show intuition and initiative	✓	
Excellent organisational skills	✓	

### **Qualifications & Experience**

	Essential	Desirable
<b>Qualifications:</b>		
At least NVQ 3 or A-level education	✓	
Minimum GCSE (or equivalent) including Science, English and Maths	✓	
<b>Experience:</b>		
A sound background in a scientific environment	✓	
Ability to lead a team of other technicians	✓	

### **Personal Qualities**

	Essential	Desirable
Calm and professional disposition	✓	
Self-motivated and enthusiastic	✓	
Ability to work under pressure and meet targets and deadlines	✓	
Able to work in an environment that often demands high levels of concentration, while coping with frequent interruptions	✓	
Able to respond effectively to changing priorities	✓	
Able to work effectively with minimal management guidance / supervision	✓	
Willingness to accept responsibility	✓	
Logical and systematic in work processes	✓	
Excellent organisational skills	✓	
Ability to keep accurate records	✓	
Good working knowledge of COSHH and CLEAPS in order to maintain compliance with health and safety regulations at the Academy.	✓	
Ability to use science software and data logging equipment		✓