

**KENTON SCHOOLS ACADEMY
TRUST**



Appointment of Science Technician

**37 hrs per week, Term Time plus 5 Training Days and 5
Additional Days, Grade N4,
Actual Salary: £16,935 to £17,970 pa, Permanent**

Candidate Information Pack



Drayton Road, Newcastle upon Tyne, NE3 3RU. Tel: 0191 214 2200

Introduction from the Principal

Dear Applicant

Thank you for your interest in the above post.

Kenton School is a vibrant and inclusive secondary school at the heart of the community in which we serve. With just over 1800 students, we are amongst the largest schools in the North East. At Kenton we are passionate about providing the very best education possible for young people in our city, our region and nationally and our strong and committed team share our vision of ensuring all our students not only reach their potential but that they are confident, happy and resilient students who treat each other with compassion and respect.

We are seeking a technician to work in our science department, supporting the team in the setting up and dismantling of equipment, ordering stocks and supplies and maintaining our databases.

Working as part of a team of three in a large Science department, this is an ideal opportunity either for candidates with previous experience as a technician either in a school or industry, or those with a relevant science qualification or interest in Science who wish to start a career in this area.

If you have the commitment, skills and attributes to succeed in this role, we want to hear from you. In return we offer fantastic developmental possibilities due to our size, facilities and a forward thinking management and staff working together to offer the best available chances for our students.

We look forward to receiving your application.

Yours sincerely

A handwritten signature in dark ink that reads "S Holmes-Carne". The signature is written in a cursive, flowing style.

Sarah Holmes-Carne
Principal

Science Technician

Job Description

Payscale:	N4
Responsible to:	Senior Science Technician
Responsible for:	N/A
Job Purpose:	To provide technical support to the Science Department and wider school as required.

Main Responsibilities:

The following list is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

General

- 1 Teaching Aids and Resource Materials, to include:
 - (a) preparation and setting out of equipment, materials and other resources for practical lessons in an orderly and presentable manner, in accordance with Department/School risk assessments;
 - (b) preparation of specific resources from a number of components for practical use;
 - (c) checking items for class use in order to ensure that they are functional and sufficient in quantity;
 - (d) checking that the above items are returned for each class;
 - (e) constructing simple equipment/apparatus;
 - (f) care and appropriate handling of resources.
- 2 Care, Maintenance and Repair of Equipment, to include:
 - (a) visual checking and routine cleaning/care of equipment;
 - (b) returning equipment to storage as soon as practicable;
 - (c) undertake safety checks (e.g. portable appliance electrical testing) and keeping of appropriate records;
 - (d) undertaking simple repairs;
 - (e) advising line manager if more substantial repair or maintenance has to be carried out.
- 3 Control, Storage and Disposal of Materials, to include:
 - (a) maintaining stock levels and advising line manager of items and quantities required;
 - (b) ensuring safe and secure storage of materials;
 - (c) safe disposal of waste materials.
- 4 Care and Maintenance of Teaching Environment, to include:
 - (a) general tidying of equipment, materials and other resources within all teaching and preparatory rooms;

(b) keeping cupboards stocked, tidy and labelled.

- 5 Display and Demonstration Work, to include:
 - (a) setting up equipment/apparatus and materials for demonstrations as requested;
 - (b) checking that the above is functioning correctly.
- 6 Liaison with Teaching Staff, to include:
 - (a) advice to teachers on the safe and effective use of equipment/apparatus and materials;
 - (b) advice on the availability of equipment, materials and other resources;
 - (c) notify line manager of any ways in which efficiency and safety could be improved;
 - (d) to work as a member of a Technical Team with regard to the educational aims of the department and school.
8. Assist in maintaining a healthy, safe and secure environment and act in accordance with the School's policies and procedures.
9. Contribute to the development and application of priorities, policies and activities in order to enable the achievement of whole school aims.
10. Promote the safeguarding and welfare of children and young persons the postholder is responsible for, or comes into contact with. Be aware of school policies and other guidance on the safeguarding and promotion of wellbeing of children and young people. Take appropriate action where required.
11. Promote and implement policies and practices that encourage mutual tolerance and respect for diversity in all aspects of employment and service delivery.

Science Technician

Person Specification

Part A: Application Stage

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

Essential

1	Ability to work on own initiative and respond effectively and professionally to difficult situations.
2	Effective organisational and prioritisation skills.
3	Flexible approach to work with the ability to work effectively as part of a team.
4	Effective written communication skills.

Desirable

6	Level 2 qualification (GCSE 4 or above (formerly A*-C or equivalent) in a Science subject.
7	Previous experience working as a laboratory technician either in a school or other setting, or be able to offer evidence of ability to undertake duties as outlined within the job description.
8	Knowledge of health and safety legislation including COSHH and regulations in relation to the safe handling and storage of chemicals and usage of hazardous equipment.
9	Effective ICT skills.
10	Experience working in a school or educational setting.

Part B: Assessment Stage

The above criteria and the criteria below will be further explored at the assessment stage:

Essential

1	Effective oral communication skills with the ability to relate well to children and adults.
2	Ability to prepare and maintain equipment and materials for lessons.
3	Ability to identify work priorities and manage own workload within agreed parameters.
4	Ability to maintain accurate work records and databases.
5	Appropriate behaviour and attitude towards safeguarding and promoting the welfare of children and young people including: <ul style="list-style-type: none"> ▪ motivation to work with children and young people ▪ ability to form and maintain appropriate relationships and personal boundaries with children and young people ▪ emotional resilience in working with challenging behaviours • understanding of behaviour management strategies.
6	No disclosure about criminal convictions or safeguarding concern that makes applicant unsuitable for this post.

The following methods of assessment will be used:

Method		Method	
Interview	Yes	Task	Yes

Part C: Additional Requirements

The following criteria must be judged as satisfactory when pre-employment checks are completed:

1	Enhanced Certificate of Disclosure from the Disclosure and Barring Service *
2	Additional criminal record checks if applicant has lived outside the UK*
3	Children's Barred persons list check
3	Medical clearance
4	A minimum of two satisfactory references from current and previous employers (or education establishment if applicant not in employment)

*All posts involving direct contact with vulnerable children are exempt from the Rehabilitation of Offenders Act 1974. The amendments to the Exceptions Order 1975 (2013 and 2020) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website (www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974).

Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be protected/filtered, prior to the date of interview. You may be asked for further information about your criminal history during the recruitment process. If your application is unsuccessful, this self-disclosure information will be checked against the information from the Disclosure and Barring Service before your appointment is confirmed.

This post is classed as being in 'Regulated Activity' as defined in Keeping Children Safe in Education 2021, therefore in addition to the DBS check, a check of the Children's Barred List will also be conducted as part of the pre-employment screening process.

Additional Information: Main Terms and Conditions of Employment

Terms and Conditions

The conditions of service applicable to the post are those determined by the National Joint Council for Local Government Services (the National Agreement) and locally agreed terms and conditions.

Working Hours

The hours of work are 37 hours per week. Normal working hours are Monday to Thursday 8.00 am to 4.00 pm and Friday 8.00 am to 3.30 pm with a 30 minute unpaid lunch break each day. The post is term time only which equates to 38 working weeks per year. In addition, staff will be contracted to work 5 additional training days (allocated at the start of each year – one or more of which will be disaggregated into 'twilight' evening sessions) and 5 additional days during the holiday as directed by the Senior Technician.

Annual Leave Entitlement

As this is a term time only post, annual leave entitlement is incorporated into annual salary. This equates to an additional 5.6 weeks pay (24 days plus 8 public holidays pro rata to weeks worked) for staff with less than 5 years' continuous local government service, and 6.41 weeks pay (28 days plus 8 public holidays pro rata) for staff with 5 years' or more continuous local government service.

Pay and Grading

The grade of the post is N4, equivalent to local government pay spine points 5 – 8, with current corresponding full-time salary of £19,312 - £20,493 pa. The actual salary for this post, term time and including annual leave entitlement as outlined above and 5 training days is as follows:-

Less than 5 years' continuous local government service:	£16,935 - £17,790 pa
5 or more years' continuous local government service:	£17,235 - £18,290 pa

Status/Probationary Period

This is a permanent post. New entrants to Kenton Schools Academy Trust are subject to a six-month probationary period.

Safeguarding

Kenton Schools Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We are fully committed to ensuring that consistent effective safeguarding procedures are in place to support families, children and staff at school.

Equal Opportunities

The school is opposed to any form of unfair discrimination and is publicly committed to be an equal opportunity employer.

Pension Scheme

On appointment, new associate staff will be automatically joined into the Local Government Pension Scheme (unless they choose to opt out). Further information can be found at www.twpf.info.

Application Process

If you feel you have the experience, skills and attributes to succeed as part of our team, please download an application form from our website www.kenton.newcastle.sch.uk and return it to human.resources@kenton.newcastle.sch.uk or, complete the online form via www.tes.com/jobs/ selecting 'Quick Apply'.

Application forms can also be returned via post to:

Human Resources
Kenton Schools Academy Trust
Drayton Road
Newcastle upon Tyne
NE3 3RU

Selection Processes and Covid-19

The selection process will take place on-site as far as possible. Candidates invited to interview will be forwarded a copy of the risk assessment outlining health and safety precautions that will be in place. Candidates who have increased susceptibility to adverse effects of Covid-19 will be asked to contact us in order that individual risk assessments can be conducted. Alternative arrangements will be considered for candidates who fall within the 'Clinically Extremely Vulnerable' groups.

Closing date: 12.00 Noon on 27 September 2021

