

Senior Science Technician – Part Time Recruitment Pack



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Welcome from our CEO, Mark Woods



Thank you for your interest in joining the Meridian Trust family.

The success and growth of our Trust has been based on remaining focused on some critical principles:

- Every child is known, equally valued and supported to achieve their potential in all our academies. Every community we serve benefits from the facilities and services we provide.
- Our staff benefit from strong networks, excellent career opportunities and a human approach where they are equally valued and supported.

- We ensure that well-run schools retain and develop their distinct contextual identity, while sharing and contributing to our common values, practices, curriculum approaches and operational systems

Since 2011, thanks to the fantastic work of our staff, our Trust has grown from 1 to 28 academies whilst retaining our focus on working within an area that enables easy movement between our schools. From first developing an application in 2007 to open schools in the new town of Northstowe, we have been committed to the vision of being an all-through and all-inclusive Trust. Our Trust currently consists of 14 primary schools, 12 secondary schools and 2 special schools. We are also currently developing 3 free school projects within our region.

Meridian also plays a key role in the wider development of education in the region. We are the home to the Cambridge and Peterborough Teaching School Hub and operate a vibrant Initial Teaching Training provider that trains upwards of 100 teachers annually. In addition, our commitment to the local community as an extension of our village college ethos means that we host a range of activity in our schools, including providing leisure and educational opportunities.

If being part of a dynamic, compassionate and dedicated group who believe we can really improve young people's life chances and opportunities by working together appeals to you, we very much look forward to receiving your application.



A Brief History

Meridian Trust, formerly known as Cambridge Meridian Academies Trust (CMAT), is a values-led Trust and has risen to be one of the highest performing academy groups in the country. Our Trust was first formed as an educational trust to create a federation of schools in 2006 with a desire to provide high quality and dynamic education for everyone, right in the heart of our community. Through various government policies, our commitment to collaboration has remained consistent.

Meridian Trust was formed in 2011 to deliver more widely on that clear vision to provide high quality and dynamic education for all at the heart of the communities we serve. Our steady growth since then reflects our commitment to the communities we serve and our track record of success. The period since 2018 has seen an increase in speed of growth as many long term projects matured and our relationship with Sharnbrook Academy Federation emerged.

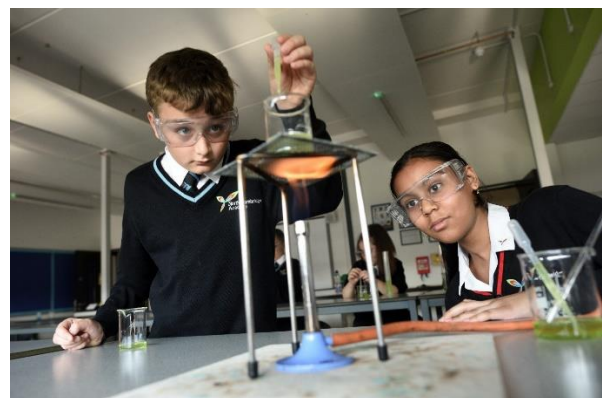
We are currently a family of 28 academies (including 14 primary, 2 special and 12 secondary schools). The secondary schools include a University Technology College, an Upper School, four 11-16 schools and six 11-18 schools. We also have 2 new secondary free schools in development. All within 20 miles of Cambridge and Peterborough and the main communication routes between. We merged with Cambridge Primary Education Trust to become the Meridian Trust in April 2022. In addition to operating schools, we are the home of the Cambridgeshire and Peterborough Teaching School Hub, and train more than 150 new teachers each year through Meridian Trust ITT. We retain a strong commitment to growing and

supporting staff throughout their training and career development. We have a proven track record of school improvement and transforming the lives of children and young people over the last 10 years.

Students thrive in Meridian Trust academies as a result of the implementation of our values, our successful and proven systems and our commitment to valuing people. We are among the highest performing multi-academy trusts in the country for student progress. Our academies are well-run and our staff benefit from excellent access to professional development.

Our commitment to the education system goes beyond just our own academies. We operate 'The Cambridge Partnership', one of the largest initial teacher training providers in the country which has recently merged with the SAF ITT, and 'Leadership East' these further strengthen our capacity and commitment to professional development. We also provide support through various SLAs to a number of other trusts and academies.

As a strong, regional multi-academy trust we currently operate schools across Bedfordshire, Cambridgeshire, Lincolnshire, Peterborough, and Northamptonshire. We are proud to have strong partnerships within all these communities.



Trust Vision, Mission and Values

Our values and who we are:

Meridian Trust is a successful multi-academy trust founded on its commitment to people and communities.

Our proven approach over more than a decade has elevated us to a respected and admired academy trust, a national leader in education and a source of great pride to the communities we serve.

Every child is known, equally valued and supported to achieve their potential in all our academies. Every community we serve benefits from the facilities and services we provide.

Our staff benefit from strong networks, excellent career opportunities and a human approach where they are equally valued and supported.

We ensure that well-run schools retain and develop their distinct contextual identity, while sharing and contributing to Meridian Trust values, practices, curriculum approaches and operational systems.

Our Vision:

High-quality educational provision for all at the heart of local communities.

Our Mission:

To deliver, promote and inspire high quality educational provision in schools at the heart of their local communities so that:

- Young people become successful learners and confident, empowered individuals;

- Young people are encouraged to think for themselves and act for others, equipping them with the values, attributes, knowledge and skills to make a rewarding contribution to society;
- Every school is a hub for community activities, a centre for extended services and a source of immense pride for students, their families, and other local stakeholders;
- Our staff benefit from strong networks, excellent career opportunities and a human approach where they are equally valued and supported;
- Well-run schools retain and develop their distinct contextual identity while sharing and contributing to the Meridian Trust values, practices, curriculum approaches and operational systems.

The enactment of our values for staff:



Valuing People

Engaged, developed, supported, and consulted.



High Quality Learning Environment

Experts who strive for continual development. Collaborative networks, trusted to deliver.



Pursuit of Excellence

Set ambitious goals and model what success looks like. Eager to improve.



Extending the Boundaries of Learning

Make connections, provide opportunities. Generous and sharing of knowledge and expertise.



Achievement for all

Are accountable for the outcomes we contribute towards and strive for the very best.



Valuing People



High Quality Learning Environment



Pursuit of Excellence



Extending the Boundaries of Learning



Achievement for all

Why work for us

Meridian Trust aims to be the employer of choice for the communities we serve. Since 2010 we have nurtured and developed the careers of many people. You can read about some of those journeys in the 'Meridian Trust People' section of this website. We are committed to making a difference to young people's lives and the communities we serve. Help us make our mission a reality.

Benefits:

Working with us brings with it a range of attractive benefits, including;

- Generous employer contributions to Local Government or Teacher Pension Scheme
- Free on-site parking
- Eyecare vouchers
- Access to a free Employee Assistance Programme, offering mental health and wellbeing support to staff
- Cycle to work scheme
- Reduced staff membership to the facilities at Academy Leisure, Sawtry
- Free tea and coffee making facilities
- Generous sick pay and annual leave



How to apply

To apply please complete the online form on the TES. Your supporting statement should address and evidence the selection criteria detailed in the Person Specification.

Closing Date:

9am 29th April 2024

Interviews:

To take place shortly after

Applying:

For any questions about the application process please contact:

Catherine Sutton

csutton@elycollege.co.uk

Meridian Trust is committed to safeguarding and promoting the welfare of children. All appointments will be subject to satisfactory pre-employment checks including enhanced DBS disclosure.

We are committed to diversity & inclusion and equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, race, religion or belief and marriage and civil partnerships.

Meridian Trust is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced disclosure and barring service check. We expect all adults who work for the Trust to share our commitment to safeguarding and the health and wellbeing of our students.

Job Description and Person Specification

Job Title:	Senior Technician
JD Reference:	STD ED 35
School/Academy:	Ely College
Weeks:	40 Weeks
Hours of work:	30 Hours
Salary:	Grade 6
Responsible to:	Curriculum Lead for Subject

Role:	To support the curriculum area with all practical lessons.
Purpose of job:	To ensure the provision of timely and effective technician support to all teachers in the department. To ensure the provision of appropriate resources to support the department in the delivery of their lessons by liaison with appropriate groups.

Responsibilities and Accountabilities:

- Direct, supervise, support and organise the team to ensure the prompt servicing of all practical classrooms and practical teaching areas according to the needs and priorities of the Curriculum Leader and Teachers
- Co-ordinate the allocation and programming of the work(s) to support the team to ensure that the needs and priorities of the department/school are met
- Advise the Curriculum Leader on practical improvements to enhance the use and servicing of department areas, to support the delivery of the curriculum
- Maintain accurate records and maintenance plans to ensure the department is safe, compliant and functioning efficiently
- Under the Curriculum Leader, to co-ordinate the use of practical resources and facilities and provide assistance and advice in the practical needs of the subject curriculum, including liaising with teaching staff and support staff outside the department.
- Ensure and promote the maintenance of a healthy and safe working environment through:
 - Actively contributing to the assessment, monitoring and review of both health and safety procedures and practices through continuing professional development
 - The provision of technical advice and support on health and safety issues to teaching and technical staff.
 - The safe treatment and disposal of used materials including hazardous substances and responding to actual or potential hazards.
 - The safe storage and accessibility of equipment and materials.

- Maintain a relevant and up-to-date knowledge of technologies, tools and practices within the field. Where appropriate attend training and/or gain certification to meet the changing needs of the department.
- Have a working understanding of appropriate 'Technicians Guide' documents.
- Be aware of, promote and comply with all department/school/county instructions and procedures relating to Health and Safety at work, and to recognise the main responsibilities required under the 'Health and Safety at Work Act 1974' and associated legislation.
- Contribute to the design, development and maintenance of specialist resources and/or long-term projects and offer professional guidance, assistance and support to students and teachers on the practical aspects of the curriculum.
- Ensure the availability of suitable materials and equipment, helping to compile orders and liaising or negotiating with suppliers and finance departments. This will include sourcing, costing and suggesting economic alternatives to maintain stock levels. Keeping up to date records of stock.
- Work alongside teachers during lessons to aid the progress of students.
- With the support of the teachers, carry out class demonstrated on skills and processes.
- Ensure that both the routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment are carried out to the required standard by supporting other department technicians.
- Support the department with the coordination of specialist subject events including the Values and Experiences days, Industry lunches, pamper days, visiting designers/speakers, trips and workshops.
- Participating in any training as and when required.

Support to the School/Academy/Place of work:

- Participate in staff events by arrangement.
- Attend Staff Meetings.
- Contribute and participate in Trust events and activities where possible.
- Develop and maintain effective working relationships with other staff and parents/carers.
- Adhere to the Trust values.
- Follow school policies, practices and procedures.
- Hours authorised by the school in excess of full-time hours will be paid at the overtime rate.

Data security:

- Act in accordance with legal provisions regulating confidentiality and security of data and information in accordance with GDPR regulations.



Health and Safety:

- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the Trust on all issues to do with Health, Safety & Welfare.
- Contribute to the maintenance of a safe and healthy environment.

Continuing Professional Development:

- In conjunction with the line manager, take responsibility for personal professional development, keeping up to date with research and developments related to school/academy/place of work efficiency, which may lead to improvements in the day-to-day running of the Trust.
- Undertake any necessary and identified professional development taking full advantage of any relevant training and development available, particularly when related to the use of ICT, for data management and record keeping.
- Maintain a professional portfolio of evidence to support the Performance Management process – evaluating and improving own practice.

Child Protection and Safeguarding

- The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder also has an implicit duty to promote the welfare of all children and young people.
- Inform the Child Protection Officer of any issues relating to the safety and well-being of students.

The post holder will undertake any other duties commensurate with the grade of the post, in consultation with line manager.

This job description is subject to review and may be changed following consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

All staff will be subject to an enhanced check with the Disclosure & Barring Service.

Updated: January 2022



Person Specification: Senior Technician	Assessment Key: A = Application Form I = Interview
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Education and Qualification	Essential	Desirable	Assessment
Good educational background with GCSE or equivalent in the English Language	✓		A/I
Experience	Essential	Desirable	Assessment
Experience of subject background	✓		A/I
Experience of working in the education sector		✓	A/I
Experience of working with young people		✓	A/I
Experience of working as part of a team	✓		A/I
Knowledge, Skills and Abilities	Essential	Desirable	Assessment
Knowledge of using different IT software such as Microsoft Office, Email. With training, use the school management information system	✓		A/I
The interpersonal skills to communicate effectively and professionally with staff, students, parents, and other outside agencies (by phone and in person)	✓		A/I
Ability to establish good working relationships with colleagues	✓		A/I
Ability to work as an individual, as well as part of a team	✓		A/I
Ability to work using own initiative	✓		A/I
Ability to always remain calm and professional	✓		A/I
Personal Qualities	Essential	Desirable	Assessment
Highly motivated and enthusiastic	✓		A/I
Committed and reliable	✓		A/I
High professional standards	✓		A/I

Excellent timekeeping	✓		A/I
Child Protection	Essential	Desirable	Assessment
Support the Academy policies on safeguarding and child protection	✓		A/I
Other	Essential	Desirable	Assessment
Flexibility of working hours	✓		A/I



Valuing People



High Quality Learning Environment



Pursuit of Excellence



Extending the Boundaries of Learning



Achievement for all