



# Recruitment Pack

**Senior Science Technician**

QE School, Crediton

Closing Date: 9am Monday 6 November

**Ted**  
**Wragg** TRUST

# Ted Wragg Trust



An ambitious and inclusive Trust of schools strengthening our communities through excellent education.



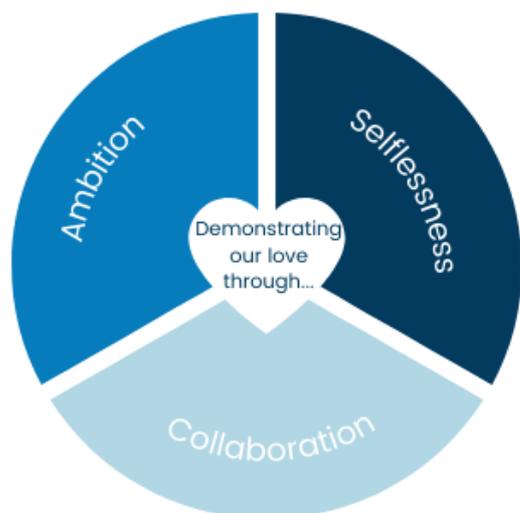
**Welcome from the Ted Wragg Trust  
CEO, Moira Marder**



On behalf of the Ted Wragg Trust, I would like to thank you for your interest in working with us. The Ted Wragg Trust (TWT) is an **ambitious** and **inclusive** Trust of schools **strengthening our communities** through **excellent education**. Our values driven, rapidly growing 2-18 Trust has the highest expectations for every child, every day, with social justice at our core.

This is a hugely exciting time for us as a growing Trust who work closely with other local schools and Trusts across Devon.

## Our Values



### Selflessness

- put **children** at the heart of all we do
- prioritise others and build **healthy teams**
- **be brave**

### Ambition

- **work hard**
- **strive** to be even better
- be the **best** we can

### Collaboration

- build **trust**
- build strong **relationships**
- be **stronger together**

## How will we succeed?



# Queen Elizabeth's School

## Letter from the Headteacher

Dear Applicant

Thank you for your interest in this post at Queen Elizabeth's School. The school currently has 1250 students on roll of whom 130 are in the Sixth Form. The majority of our students are drawn from our partner primary schools across mid Devon and the greater Exeter area.

Founded in the 16th century, the school is set in the market town of Crediton, just 7 miles from Exeter. We are an ambitious school dedicated to providing an excellent education that develops knowledge, character, contribution and wisdom. Our Year 7 and 8 students are taught on our Barnfield campus and Years 9-13 at Western Road.

At Queen Elizabeth's our coaching programme supports all colleagues to continuously improve their classroom and leadership practice. We were delighted to be judged as Good in the most recent Ofsted report in May 2022, which recognised our high-quality curriculum and continued improvement in achieving positive outcomes for all students. Through high quality teaching and a broad range of extra-curricular activities we aim to instil our students with the values of respect, reflection and resilience.

The enclosed recruitment pack outlines the key duties and accountabilities of the post. The successful applicant will:

- have a clear, well communicated understanding of the most effective teaching and learning techniques that lead to strong student progress
- possess the skills and determination to make a positive difference to the lives of our students
- be relentless in encouraging all students to build their knowledge and actively contribute to school life within our community so that they develop a sense of pride and belonging

If you have any questions, please contact Anna Field on 01363 773822 or [anna.field@qe.devon.sch.uk](mailto:anna.field@qe.devon.sch.uk)

Yours sincerely

**Paula Smith - Headteacher**



# Key Details

**Job Title:** Senior Science Technician

**Location:** QE

**Salary:** Grade E £25,878 FTE, £23,137 pro-rata salary  
1500 hours per annum over 39 weeks

**Closing Date:** 9am Monday 6 November

**Interviews:** TBC

**Required From:** January 2024

If you share our mission to have the best outcomes in the country by 2027, we would love to hear from you.



## How to apply

If you would like an informal conversation about this role please contact Anna Field, [anna.field@qe.devon.sch.uk](mailto:anna.field@qe.devon.sch.uk)

Please use the application form available on the Trust website and email it to: [anna.field@qe.devon.sch.uk](mailto:anna.field@qe.devon.sch.uk)



# Queen Elizabeth's School

## Job Description

As the leader of the science technician team to enhance the quality of science teaching by ensuring the efficient operation of prep rooms and associated laboratories. Providing technical advice and assistance to support students and science teaching staff with the planning, organisation and delivery of the National Curriculum and 'A' levels. To ensure a safe working environment and an efficient service is provided to support the Science curriculum. Queen Elizabeth's is a large School based across two campuses, the post holder will work flexibly across both sites.

### **Team Leadership**

- To provide line management within the Science Technician team.
- To allocate work effectively, setting clear objectives and providing encouragement and motivation.
- To monitor the quality and safety of service provided, including conducting performance reviews.
- To ensure effective performance and development of team members through ongoing support, training and challenge.

### **Senior Technician duties**

- To arrange training for technicians and teaching staff, in the development of new techniques or the use of new equipment and apparatus.
- To meet regularly with the Science LATL and senior science staff to discuss matters involving the Technician Team.
- To control ordering and checking the arrival of new apparatus, equipment and chemicals under the direction of the Science LATL.
- To support the Science LATL to manage Learning Area costs within the budget allocated.
- To maintain stocks of Teachers' Guides, instruction booklets, equipment lists, catalogues, etc.
- To attend Health & Safety Meetings and LA meetings when appropriate to ensure any CLEAPPS advice is being followed within the department.
- To write and update H&S risk assessments and monitor compliance with them.
- To ensure service contracts and equipment repairs are maintained as well as keeping records of any licences/permits held in school.
- To ensure the department Health & Safety Audit and Radiation procedure is up-to-date and available for external inspections.

### **Lesson Preparation**

- To prepare, set up and clear away science laboratory equipment and chemicals for laboratory lessons.
- To support teachers in the promotion and observance of a healthy and safe working environment.
- To support teachers in ensuring the safe and effective operation and use of equipment, materials and resources.
- To provide technical advice and support in the classroom e.g. with demonstrations, practical activities and resources.

### **Assigned Laboratories**

- To maintain laboratories in a clean and tidy condition in compliance with Health and Safety regulations.
- To ensure that laboratories are fully stocked with the necessary apparatus and resources.
- To undertake minor repairs and maintenance on science equipment, reporting damage to the appropriate person.
- To check First Aid boxes, fire extinguishers and safety equipment regularly.

### **Preparation Rooms**

- To maintain in a clean and tidy condition complying with Health & Safety regulations.
- To store all equipment, books and worksheets in a safe and orderly manner.
- To ensure that all chemicals, and materials, are stored adequately and safely.

### **Care of Apparatus and Maintaining Stock**

- To keep all apparatus and stock in a clean and useable condition
- To perform basic maintenance and repairs.
- To construct items of equipment
- To make up solutions



# Queen Elizabeth's School

- Order equipment/chemicals
- To stock-take/purchase items locally, for both campuses
- To maintain a computer based inventory and ensure it is updated annually
- To collect samples from 'the field'
- To maintain a stock of viable plants for use in lessons
- To maintain stocks of worksheets, test papers, books, etc and replenish
- To monitor the safe operation and maintenance of equipment reporting faulty equipment immediately.
- To undertake PAT Testing and minor repair of electrical equipment.

## **Other Responsibilities**

- To risk assess and comply with existing risk assessments to ensure all tasks are undertaken safely. To be aware of and regularly update knowledge of CLEAPPS guidance.
- To trial new experiments.
- To support and supervise individual or groups of students, for example students taking module tests, lunchtime detentions or a whole class.
- To support the general operation and administration of the Science department and co-curricular activities.
- To liaise with colleagues across the school including Reception/ Administration/Maintenance Teams.
- To resolve any cover/supply staff problems and setting cover lessons for absent Science teachers.
- To support Student Teachers.
- To manage the teams workload flexibly when colleagues are absent.
- To ensure that Science staff are aware of and comply with Health & Safety requirements, CLEAPPS and other relevant regulations.
- To dispose safely of waste and deal safely with spillages / breakages.
- To ensure that all administrative duties, checks and documentation are completed to the required level of accuracy including photocopying, filing and returns.
- To make an active contribution to safety, including any on-going risk assessment and the diligent use of accident, incident and near miss reporting.
- To keep well informed of the current developments in the science curriculum.

## **Development**

- To undertake training and attend meetings as required.
- Typical working pattern
- Typically, 7am-3.00pm Monday to Friday during term time with a 30 minute unpaid break. Attendance at meetings or events after the end of the school day may be required occasionally and will be managed within the annual hours of the contract.
- The working pattern is subject to change and you will be required to work flexibly with colleagues to ensure the operational needs of the school are met.

## **Other Duties**

- To maintain a First Aid at Work qualification and provide First Aid.
- To support the achievement of the school's objectives by working proactively with colleagues on activities outside direct area of responsibility as required.
- To report any potential Health and Safety issues promptly.
- To follow the school's ICT policy for safe use of ICT.
- To be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children and to report any concerns in accordance with the school's safeguarding policies
- To comply with legislation, policies and procedures relating to confidentiality and data protection, reporting any concerns to the appropriate person.
- To work in compliance with the Codes of Conduct, Regulations and policies of the school and its commitment to equal opportunities.
- To comply with the school's Health & Safety policy, procedures and statutory requirements.



# Person Specification

Qualifications and Experience	Essential/Desirable
5 GCSEs at C or above including a minimum of GCSE grade C in English, Maths and a Science	Essential
Educated to A level/level 3 or above in at least one science subject.	Essential
Degree level qualification in a subject area complimentary to the role	Desirable
Current First Aid qualification (or the commitment to obtain and maintain one)	Essential
Line management	Desirable
Experience in a similar role in an educational setting	Desirable
Working in a relevant discipline within a laboratory or similar environment handling hazardous materials and complying with health & safety requirements.	Essential
Working within a busy environment, meeting tight and demanding deadlines.	Essential
Working with KS3/4/5 Science curriculum	Desirable
Completing, monitoring and working to complex risk assessments	Desirable
Maintaining laboratory, technical and electrical equipment including PAT testing	Desirable
Working with great attention to detail and mindful of risk and safe working practices	Essential
General administration	Desirable
Using a range of ICT packages	Essential
Experience in a similar role in an educational setting	Essential
Working in a relevant discipline within a laboratory or similar environment handling hazardous materials and complying with health & safety requirements.	Essential
Knowledge of Health and Safety legislation relevant to the role	Essential
Ability to manage and lead a team, providing direction and support, and to develop and motivate staff	Essential
Ability to work without close supervision using initiative and judgement to solve issues and potentially complex problems with flexibility and timeliness	Essential
Excellent planning and organisation skills. Able to prioritise and organise own day-to-day work in accordance with deadlines and agreed objectives.	Essential
Recognition of the importance of personal responsibility for health and safety	Essential
Passionate belief in the potential of all young people	Essential
Good interpersonal skills including a professional and approachable style, the confidence to deal with complex situations appropriately & sensitive and diplomatic approach when dealing with a wide range of different people	Essential

The Ted Wragg Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check, and where applicable, a prohibition from teaching check will be completed for all applicants.



# Growing great people

Our aim is to be the greatest place to work in the South West. We know that to succeed in our mission we must invest in and grow great people. Our comprehensive suite of development opportunities are available for everyone whether you are just starting in your career or an experienced leader, there will be a development pathway to suit you.

Tim Rutherford – Deputy CEO

We know to be the greatest place to work we must welcome great people, retain great people and develop great people.

Click on the areas below to find out about our comprehensive benefits and development opportunities.



In our Trust, we are committed to nurturing a workplace where our employees feel that they belong. We believe that the culture of our trust thrives when individual differences are embraced so that everyone feels comfortable and confident in being who they are. This is supported through ensuring inclusivity in culture and equity in opportunities. We are committed to high quality and reflective employment practice so that we attract, retain and grow employees from diverse backgrounds and communities.

# Our Journey



Professor Ted Wragg, in whose memory the Ted Wragg Trust is named, was passionate about how education can transform young people's futures.



## Our Partnerships:

Our ongoing partnerships with the following organisations creates opportunities in our Trust to access development and wider networks with some of the best schools, Trusts and leaders across the country.



**Dixons Academies Trust** – A well-established multi-academy trust of 15 schools serving the communities of West Yorkshire and the North West whose mission is to lead educational improvement in the region through high performing academies which value diversity and maximise student achievement.



**Cabot Learning Federation** – A multi-academy trust of over twenty academies serving communities in the South West of England. Valuing collaboration and ambition, the Trust works to accelerate school improvement and embed excellence in their academies.



**Reach Academy Feltham** – Reach believe in the power of all through, cradle to career, education, focusing on providing seamless transition from their nursery through to their Sixth Form.



# Recruitment Pack

Thank you for your interest!

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