

INVICTUS

Education Trust

CANDIDATE INFORMATION PACK



Learn with **us**, Work with **us**, Belong with **us**!

Job Description

JOB TITLE:	SCIENCE TECHNICIAN
DEPARTMENT:	Science
GRADE:	Grade 3
REPORTING TO:	Head of Science
RESPONSIBLE FOR:	In line with organisation structure
LIASING WITH:	CEO, Headteachers, Senior Leadership Team, Governors, teaching and professional services staff, outside agencies, and the Trust's central team

Main Purpose

- To work under the direction and instruction of senior science technician to provide general technical support to the science department.
- To support the use and maintenance of practical resources and facilities and to provide assistance in meeting the practical needs of the science curriculum.

Main Duties

General Duties

- To undertake work/care/support programmes, to enable access to learning and to assist a teacher in the management of students and the classroom.
- To support teaching staff in the development and education of students including the provision of specialist skills as appropriate.

To support the department in the:

- Provision of support services to the teaching staff in organising requirements for their work.
- Preparation of materials to exact specification from stock as directed and clearing away equipment.
- Assistance to teaching staff with the support of the senior science technician in the practical demonstration in lessons.



Mission

'Excellence every day,
unlimited ambition and
transforming lives'



Vision

'To create a community of inclusive schools where
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Values

- Respect
- Resilience
- Relationships

- Oversight of specialised teaching areas, stores and/or preparations rooms and arrangement for maintenance and repair services to equipment and working surfaces.
- Maintenance of safety standard in the department.
- Set up and try out of experiments before lessons, assessments and examinations to ensure that experiments work.
- Maintaining of stock and breakage records, catalogues and user manual. Assisting in the annual audit of stock.
- Ordering, receiving and accounting for the new stock and equipment.
- Development of resources.
- Operation of audio-visual equipment and arrangement for appropriate maintenance and servicing of equipment.
- Collecting of materials from school grounds and local suppliers. Preparing and making teaching aids as required.

Health and Safety

- Dealing with emergencies in the classes, breakages and spillages of chemicals.
- Have knowledge of hazardous and non-hazardous waste in accordance with established guidelines taking care of plants and any animals within the area.
- Maintaining and cleaning any scientific apparatus on an annual basis, in line with guidance.
- Checking materials and equipment before and after use by class for quality and damage.
- The safe storage of chemicals and apparatus in accordance with safety procedures.

Staffing and Resources

- Positively engage in appraisal reviews as directed by Head of Department for Science.
- Contribute to appraisal reviews as directed by Head of Department for Science.
- Line-manage staff as indicated by the School structure.
- As directed by the Line Manager, respond to developments and initiatives at national, regional and local levels.
- Contribute to the recruitment and induction of new staff.
- Promote teamwork and effective working practices.

Other Professional Requirements

- Establish and maintain regular communication in the Trust.
- Communicate with parents/carers and outside agencies where appropriate.
- Attend professional meetings as required.



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- Be responsible for personal professional development and to keep up to date with educational initiatives that impact on the Trust and specifically in relation to Teaching and Learning.
- Attend Governance meetings as and when required.
- Actively engage in the Trust's appraisal process.
- Take part in the Trust's staff development programme.
- Attend and contribute to meetings.
- Work as a part of a team and positively contribute to effective working relationships.
- Take part in Trust events as directed by the CEO.
- Undertake the professional duties of a teacher and leader as set out in the school teachers pay and conditions document.
- Be a role model of the Teachers' Standards.

Other Specific Duties

- Play a full part in the life of the Trust community, to support its vision, mission and values
- Be an ambassador of the Invictus ethos and to encourage and ensure staff and students follow this example
- Be courteous to colleagues and be welcoming to visitors
- Comply with the Trust's Health and Safety Policy and undertake risk assessments as appropriate

Whilst every effort has been made to outline the main duties and responsibilities of the post, each individual task may not be identified. Employees will be expected to carry out any reasonable request to undertake work of a similar level that is not specified in this job description. This job description is current at the date shown but following consultation may be changed to reflect or anticipate changes in the job which are commensurate with the job title and salary.

Support For The Trust

- To take a full part in promoting the good name of the Trust and contributing positively to the overall ethos/work/aims of the Trust
- Be aware of and comply with policies and procedures relating to child protection, health and safety, security confidentiality and data protection
- Comply with the Trust's dress code
- Attend and participate in meetings as required
- Participate in training, other learning activities and appraisal as required
- Recognise own strengths and areas of expertise and use those to advise and support others
- It is the responsibility of all adults employed by Invictus Education Trust to safeguard and promote the welfare of children and young people. This responsibility extends to a duty of care for those adults employed, commissioned or contracted to work with children or young people.



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Safeguarding Requirements

We are deeply committed to safeguarding and promoting the welfare of Children and expect all Staff and Volunteers to share this commitment. All necessary Safeguarding checks will be undertaken which must have satisfactory outcomes, otherwise the conditional job offer may be withdrawn. Details of the checks that will be undertaken can be found at: [Keeping Children Safe in Education, 2024](#)

This role has been assessed as working in regulated activity and is subject to an Enhanced DBS plus Children's Barred List Check.

It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.

This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). This means that certain convictions and cautions are considered 'protected' and do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website:

<https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>.

Positions at the school are exempt under the Rehabilitation of Offenders Act 1974 and as such appointment to a post will be conditional upon the receipt of a satisfactory response to a check of police records via the Disclosure and Barring Service (DBS). DBS Filtering guidance can be found on the GOV.UK website.

<https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide>



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Person Specification

ESSENTIAL		DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> - Minimum of 3 GCSE's Grade C or above or the equivalent. Must include Maths, English & Science A level / BTEC level 3 qualification in Science 	
EXPERIENCE	<ul style="list-style-type: none"> - Working in a laboratory environment - Working in a school - Experience of working with young people 	
SKILLS AND KNOWLEDGE	<ul style="list-style-type: none"> - Good oral, written communication and numeracy skills - Good IT skills (excel, word, outlook, google) - Ability to work on own initiative - Ability to prioritise and organise own time 	
PERSONAL QUALITIES	<ul style="list-style-type: none"> - Willingness to learn, good organisational skills, ability to maintain confidentiality - High standards of professionalism - Ability to establish and maintain appropriate relationships with young people - Responsible & conscientious approach to Health & Safety 	
FLEXIBILITY	To work flexibly to meet the needs of the Trust and its educational establishments. Can be required to work in any location within the Trust	

This job description/person specification may be amended at any time in consultation with the postholder.



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