



Academy Science Technician
INFORMATION PACK FOR CANDIDATES



Dear Applicant

Thank you for your enquiry regarding the position of **Academy Science Technician** at Oasis Academy John Williams.

I hope you find the information pack helpful. If you feel that that this is a post for which you would like to apply, please complete the Application Form – (CVs are not accepted) and return it to Claire Warren, HR Officer, by either of the following ways:

Email: hr@oasisjohnwilliams.org

Post: Oasis Academy John Williams
Petherton Road
Hengrove
Bristol
BS14 9BU

The closing deadline for applications is no later than **9.00am on Monday 25 September 2017**.

Please ensure you provide the name, address and status of two referees, one of whom should be your current direct Manager. Candidates should be aware we will seek references on shortlisted candidates for Academy based positions and may approach previous employers for information to verify particular experience or qualifications before interview.

Interviews will be held week commencing **w/c 25 September 2017**. If you have not been invited to attend by **Wednesday 27 September 2017**, you should assume that your application has not been successful. Unfortunately, we will not be able to provide feedback on your application at this stage.

If you would like to know more about us before you apply please see our website www.oasisacademyjohnwilliams.org, or if you are not clear about any aspect of the application procedure, do not hesitate to contact us for clarification.

I wish you well and thank you once again for your interest in what we think will be a challenging and rewarding post.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Claire Warren', is located below the 'Yours sincerely' text.

Claire Warren
HR Officer



Explanatory Notes

Applications will only be accepted from candidates completing the enclosed Application Form. Please complete ALL Sections of the Application Form which are relevant to you as clearly and fully as possible. CVs will not be accepted in place of a completed Application Form.

Safeguarding Children & Young People

We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks

1. Candidates should be aware that all posts in Oasis Community Learning involve some degree of responsibility for safeguarding children and young people, although the extent of that responsibility will vary depending on the nature of the post. Please see the job description enclosed in this Application Pack for further details.
2. Accordingly this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as "spent" must be declared.
3. If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including those related to children or young people (whether the disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any investigation or disciplinary proceedings. If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.
4. Where neither your current or previous employment has involved working with children, your current employer will be asked about your suitability to work with children, although it may where appropriate be answered not applicable if your duties have not brought you into contact with children or young people.

Interview Process

After the closing date, short listing will be conducted by a Panel, who will match your skills/ experience against the criteria in the Person Specification. You will be selected for interview entirely on the contents of your application form, so please read the Job Description and Person Specification carefully before you complete your form.

All candidates invited to interview must bring the following documents:

- Documentary evidence of right to work in the UK
- Documentary evidence of identity that will satisfy DBS requirements such as a current driving licence including a photograph and/or a passport and/or a full birth certificate
- Documentary proof of current name and address (i.e. utility bill, financial statement etc.)
- Where appropriate any documentation evidencing a change of name
- Documents confirming any educational or professional qualifications that are necessary or relevant for the post.

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.

We will seek references on shortlisted candidates for Academy based positions and may approach previous employers for information to verify particular experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.

For Academy based positions, in addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- 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
- Attitudes to use of authority and maintaining discipline

Conditional Offer: Pre-Employment Checks

Any offer to a successful candidate will be conditional upon: -

- Verification of right to work in the UK
- Receipt of at least two satisfactory references (if these have not already been received)
- Verification of identity and qualifications
- Vetting and Barring Check
- Satisfactory DBS Disclosure
- Verification of professional status such as QTS Status, NPQH (where required)
- Satisfactory completion of a Health Assessment
- Satisfactory completion of the probationary period
- Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as may be required in accordance with statutory guidance

For teaching posts

- Verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999)
- Verification of medical fitness in accordance with DfES Circular 4/99 Physical and Mental Fitness to Teach of Teachers and Entrants to Initial Teacher Training

You should be aware that provision of false information is an offence and could result in your application being rejected or summary dismissal if you have been selected, as well as possible referral to the police and/or other relevant investigating bodies.

Academy Science Technician Job Description

Post:	Academy Science Technician	Salary:	FIXED TERM 1 YEAR BG7 SCP 18-21 (£18070-£20138) Actual Salary - £12459.00 – £13884.85
Location:	Oasis Academy John Williams	Working Pattern:	30 Hours Term time only Days to be agreed
Disclosure Level:	Enhanced		

Job Purpose:

To support the teaching and learning within Science, where much of student and staff activity is of a practical nature and utilises an array of technical equipment and prepared materials, by providing effective and efficient technical assistance.

Responsible to:

- The Principal
- The Vice Principal – Educational Outcomes and Head of Department/Faculty for the curriculum area delivered
- The Vice Principal – Personal Development, Behaviour and Welfare

Specific Responsibilities

- Prepare and set up equipment and materials required for demonstrations and class practical work, including making up solutions; assembling apparatus; delivering equipment and paperwork to the laboratory; collecting, checking and returning equipment to stores.
- Taking care of laboratory equipment and apparatus including routine checks.
- Carrying out minor maintenance and making arrangements for major repair of equipment.
- Keeping work place, prep room, laboratories and storerooms tidy.
- Test and monitor stock and equipment used for teaching and learning.
- Undertake constructional work including making of ancillary equipment for teaching aids.
- To ensure all Health and Safety requirements are adhered to.
- Maintain teaching areas to current Health and Safety standards, including the checking of equipment and routine maintenance.
- Demonstrate the operation of equipment to members of staff where this requires the application of acquired skills and trialling practical activities if necessary.
- Assessing risks for technician activities.
- To clean away and wash any equipment or work areas used for demonstration purposes.
- To unpack and check receipt of any stock deliveries.
- Participate in training for the range of work undertaken within the Academy's Support Team.
- Undertake duties to support the range of work undertaken within the Academy's Support Team including the preparation and photocopying of cover work for absent teachers.
- Build good constructive relationships with students, which engender respect for the delegated authority.
- To be available to help out within the lesson carrying out demonstrations or assisting the classroom teacher whilst demonstrating.
- Keeping the work place, prep room, labs tidy and well organised to allow teaching staff to easily access the resources if required.
- Purchasing small items from local shops to support the delivery of lessons.
- Looking after and maintaining the health of department animals and plants.

- Demonstrate the operation of equipment to members of staff where this requires the application of acquired skills and trialling practical activities if necessary. Make suggestions about appropriate practical work which could be carried out to enhance the teaching and learning of science.
- Provide advice and guidance regarding safety issues to teaching staff

Safeguarding Children

Oasis Community Learning is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility.

Person Specification – Science Technician

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Appropriate academic qualification to at least GCSE grade A-C standard in English, Maths and Science 	<ul style="list-style-type: none"> • Post 16 education qualifications • Current First Aid at work qualification
Experience, Skills & Knowledge	<ul style="list-style-type: none"> • Self-motivated and committed to self-development • Experience of working effectively within a team • Interest in and knowledge of Science • Flexibility and a willingness to work across disciplines • Good interpersonal skills • Good organisation skills • Competent with the use of work, e-mail and the internet. 	<ul style="list-style-type: none"> • Evidence of independent work • Experience of effectively working with the public/students/community environment/customer focused environment • Experience as Science Technician or in a science laboratory • Knowledge of COSHH regulations • Office experience (filing, etc.)
Personal Qualities	<ul style="list-style-type: none"> • Effective team member able to work cooperatively with colleagues • Calm and adaptable with an ability to work within a flexible and busy environment and cope in an emergency • Willingness to undergo appropriate checks, including enhanced DBS checks • Motivation to work with children and young people • Ability to form and maintain appropriate relationships and personal boundaries with children and young people 	