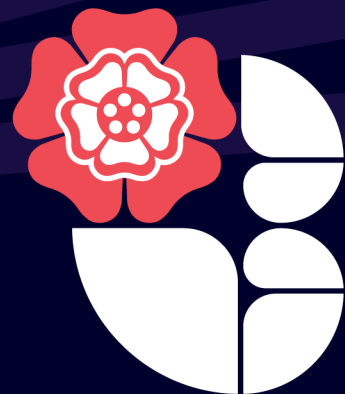


Secondary Recruitment Pack

Wrenn School
Science Technician



**WRENN
SCHOOL**
*Creative
Education
Trust*

Dear Colleague

Thank you for your interest in the role of **Science Technician** at Wrenn School.



I am delighted that you have shown an interest in applying for this key post at our Ofsted rated GOOD school and SCHOOL OF THE YEAR 2020/2021 (Northampton Education Awards). We believe that our students should receive an excellent education with opportunities to succeed beyond their potential, encouraging them to become confident, independent young adults, balanced by compassion and respect for others.

“We are looking for an ambitious, experienced, committed and energetic Science Technician”

Wrenn School joined Creative Education Trust in November 2018. Our network consists of eleven secondary and six primary academies in the Midlands and Norfolk plus a central team. Wrenn School has the ambition, the expertise and the determination to ensure that our outcomes will continue to improve alongside developing the character education of our students. To do this, it is vital that we attract the right calibre of professional to work alongside our dedicated team of staff.

Every member of staff receives an Individual Professional Development Programme. We empower staff to take ownership of their career progression and we invest significantly in training, outreach work, nationally recognised leadership qualifications and research projects linked to the needs of our students and the school. Your wellbeing and professional development in order to enhance your career is a priority for us. We offer a mentoring programme, career stage interviews, flexible benefits, staff rewards and support for family events. We continually monitor and pursue opportunities to manage workload effectively and promote a working environment that is supportive, enjoyable and positive for all.

We are looking for a colleague who shares the clear vision that the child is at the heart of everything we do. One who can enjoy positive, professional relationships with young people and who demonstrates high levels of resilience and emotional intelligence.

Every child is entitled to an outstanding education where they have excellent opportunities to achieve beyond their potential. Our ethos of Ambition, Excellence and Care for all is underpinned by our Proud to be Wrenn values. We strive to develop the aspirations and values of every student and member of staff.

You will be able to find a wealth of information about Wrenn School on our website www.wrennschool.org.uk which will help with your decision.

Yours faithfully

Marianne Blake
Principal

You can find out more at:

www.creativeeducationtrust.org.uk

ABOUT CREATIVE EDUCATION TRUST



Creative Education Trust inspires and enables young people to build successful lives on foundations of learning, resilience and employability. We believe that a rewarding educational experience and the highest possible qualifications are the best way to ensure social mobility for young people.

Creative Education Trust is a growing multi-academy trust educating over 13,000 children in England. It was established in 2010 to work in England's post-industrial cities and coastal towns: areas of economic disadvantage and with a history of academic underachievement. We transform these schools by integrating a knowledge-rich curriculum with skills and creativity.

Creative Education Trust defines creativity as the ability to find connections between the things we know and turn these connections into new ideas and action. The academic arts and the sciences, practical subjects and life skills all need this creativity, and creativity is valued highly by employers. Our staff and expert advisers use imaginative methods for linking knowledge across subject boundaries, fostering personal development and resilience and developing practical skills that prepare students for their transition to adult life and employment.

Our aims for our students are to:

- ★ Raise their attainment in exams and tests through outstanding teaching
- ★ Make them intellectually curious with a sense of confidence
- ★ Increase their participation in HE, FE and apprenticeships
- ★ Ensure they have employable skills and attitudes
- ★ Create rounded individuals through a wide choice of co-curricular activities



We are achieving our aims through:

- ★ Educational rigour
- ★ Organisational effectiveness
- ★ Financial efficiency
- ★ Partnership & recognition of local identity
- ★ Respect for autonomous leadership
- ★ Quality not quantity
- ★ Promoting practical creativity

You can find out more at:

www.creativeeducationtrust.org.uk

ABOUT WRENN SCHOOL



We are a mixed secondary school, catering for children between the ages of 11 and 18 years and located in Wellingborough, Northamptonshire.

Since November 2018 we have been part of the Creative Education Trust. This has enabled the school to rigorously pursue rapid improvement for the children we teach.

The school boasts many facilities and we strive to provide an inclusive and expansive education for all of the children in our care.

Our on-site facilities include:

- Sports fields including 5-a-side football pitches;
- Multi-Use Games Area marked up for netball and football;
- Multi-use Floodlit Astro Turf
- Performance hall with sound system and projector;
- Lecture Hall complete with tiered seating;
- Wrenn Double Decker Science Bus
- Dedicated Sixth Form Hub
- Use of visualizers in selected classrooms
- Bespoke music centre
- Specialised creative subject learning building
- Learning Resource Centre for text-based resources



Summary of Wrenn School's Progress Scores in 2019:

- Progress 8 score: **+0.03**
- Attainment 8 score: **40.1**
- Pupils entering EBacc: **33.9%**
- Staying in Education or entering employment: **95% (2017 Leavers)**

To see full details of the school performance data please visit:

<https://www.compare-school-performance.service.gov.uk/school/139961/wrenn-school>

SUPPORT FOR OUR STAFF

We are committed to providing our academy leaders with the highest quality support and challenge to ensure that their schools excel and give our students the education they deserve.

Our Principals and Headteachers have a good deal of autonomy as school leaders within a framework developed collaboratively with our Director of Education and our Director of Standards and Primary Education.

Each of the Creative Education Trust's schools benefits from a comprehensive programme of support and challenge, including working with former HMIs.

Creative Education Trust places a strong emphasis on CPD for teachers and for senior and middle leaders. We run a regular programme of training events to improve teaching performance and also provide focused **management** development and one-to-one coaching opportunities. We have an active cross-trust group on the Teaching Leaders programme and use Future Leaders and Teach First extensively.

We believe it is very important that each of our academies plans in such a way that financial and human resources are deployed to support their educational strategies fully. This is supported by our experienced Head Office team, who are available to advise on financial planning, audit, HR, legal and property matters either directly or by referral to our professional advisors.

Each of our Headteacher is a member of the Headteachers' Forum that meets regularly to help Creative Education Trust develop its ethos and strategy, and to share their professional expertise. As the network of Creative Education Trust schools grows, this forum has increasing value as a means of professional development and problem solving.

There are also a number of cross-group, phase leader and year-specific forums.



You can find out more at:
www.creativeeducationtrust.org.uk

SCIENCE TECHNICIAN JOB DESCRIPTION AND PERSON SPECIFICATION

LOCATION

Wrenn School, Wellingborough, Northamptonshire

SALARY

NJC Scale 3 Fixed, Points 5 to 6 dependent on experience

15 hours per week

40 weeks per year (term time plus two weeks) – salary pro-rata

THE ROLE

We are looking to appoint for a new member of staff to join our Science Technician team as soon as possible. The post will be 15 hours per week.

The successful applicant will be working across both

sites (London Road and Doddington Road).

REPORTING LINES

The post will report to the Lead Science Technician.

MAINTAIN THE DELIVERY OF TECHNICAL SERVICES TO THE SCIENCE DEPARTMENT

- Support and maintain system for notification of requests for practical equipment and materials.
- Prepare, assemble, set up and test materials, components, apparatus, tools and equipment for practical classes, examinations and assessments.
- Assist with practical demonstrations when required.
- Retrieve, clear away and store equipment and materials after use.
- Modify and/or construct simple apparatus using basic workshop skills.
- Provide technical advice and assistance to teachers, technicians and pupils, including assistance in practical classes where appropriate.
- Set up resources for new lessons and the preparation of equipment for 'themed' days.
- General maintenance, including cleaning and simple repairs of apparatus and equipment. Reporting or arranging repair of more complex faults and keeping appropriate records.
- Lock up stores and secure equipment when not in use.

You can find out more at:

www.creativeeducationtrust.org.uk

- Maintaining stock levels within the department, carrying out stock checks and reporting any shortages. Assist in re-ordering if required. Make local purchases.
- Maintenance of chemical and equipment inventories.
- Under the control of the Lead Technician, co-ordinate the use of practical resources & facilities. Provide assistance & advice in meeting the practical needs of the science curriculum, including liaising with staff outside of the faculty
- To support the Lead Technician in ensuring the availability of suitable materials & equipment, helping to compile orders and liaising with suppliers. This includes sourcing, costing and suggesting economic alternatives to maintain stock levels. Maintenance of stock levels of consumables and inventories of equipment.
- Ensure correct use and simple maintenance of audio-visual aids specific to the Science Department.
- Liaise with reprographics department to ensure all reprographics requests are fulfilled when required.
- Filing of paperwork as required.

COMPLIANCE WITH RELEVANT HEALTH AND SAFETY REGULATIONS (INCLUDING COSHH, HEALTH AND SAFETY AT WORK ACTS, ELECTRICITY AT WORK REGULATIONS)

- Operate system for safe storage of equipment, apparatus and materials, including chemicals in accordance with CLEAPSS
- Maintain laboratories, storage rooms and preparation rooms in a safe manner, in accordance with departmental policy. Maintaining and recording regular laboratory checks.
- Maintain and issue apparatus, equipment and tools appropriately.
- Provide occasional advice and assistance to staff on safe working practices and problems related to Health and Safety, in particular on the use of apparatus and equipment.
- Actively contribute to the assessment monitoring & review of both Health & Safety procedures and information resources. Keep up to date with current procedures & practices through continuing professional development.
- Undertake safe treatment & disposal of used materials including hazardous substances and responding to actual or potential hazards in an appropriate manner.

- Provide remedial first aid for minor laboratory injuries or until a first aider arrives.

OTHER OCCASIONAL SUPPORT TO THE SCIENCE FACULTY

- Participate in development of departmental practical and technical facilities, including assistance in planning layout of new facilities and advice on specialised furniture, fittings and services.
- Identify equipment needs in consultation with teaching staff. Participate in selection of new items. Advise on best value suppliers.

GENERAL RULES / HEALTH AND SAFETY

- Be safety conscious at all times.
- Only use agreed cleaning aids and materials
- Always use protective clothing provided
- Be cautious when using electrical machinery e.g. 'trailing leads'.
- Report all faults to supervisor/manager as soon as they are discovered.
- Always use warning signs e.g. 'wet/slippery floors' etc.

OTHER DUTIES

- Assisting in preparing the learning environment
- Promote positive student behaviour in and around the school, to ensure a constructive working environment.
- Act to ensure pupils' health and safety.
- Following school policies and procedures especially those relating to child protection and health and safety.

SCHOOL ETHOS AND COMMUNITY

- Reinforce and instil clear standards for and throughout the school.
- Promote the school's unique identity and celebrate its achievements
- Recognise, praise and celebrate the commitment and achievements of colleagues, students and other stakeholders
- To be a positive role model of the values and behaviours that underpin the school vision

SUPPORTING THE WORK OF CREATIVE EDUCATION TRUST

- Develop strong, positive relationships with Creative Education Trust colleagues; contribute to collaborative work across Creative Education Trust schools and support other staff in participating in trust-wide work and projects.
- Participate in Creative Education Trust and sector-wide activities in order to share best practice, contribute to the development of Trust strategies and policies and promote the school and Creative Education Trust in a national context.
- Undertake any other reasonable duties deemed appropriate to the role

PERSONAL QUALITIES

- Must be adaptable, flexible and change agile.
- A clear understanding and commitment to the school, Creative Education Trust and its vision.
- An ability to enthuse and engender a desire for learning and passionate commitment to excellence at all levels.
- High level interpersonal and communication skills.
- Commitment to inclusive education providing opportunity for achievement for all.
- Integrity, openness, energy and enthusiasm.

Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.

You can find out more at:

www.creativeeducationtrust.org.uk

SCIENCE TECHNICIAN PERSON SPECIFICATION

	Essential	Desirable
Qualifications	<p>Demonstrable levels of numeracy and literacy equivalent to GCSE (A*-C) or above in English, Maths and Science.</p> <p>First Aid Qualification or willingness to attend a First Aider Course</p>	
Experience	Working within a clear vision and set of values.	Previous experience working in a school environment.
Knowledge and understanding	<p>Understanding in working in a variety of situations and with both staff and students in a clear and professional manner.</p> <p>Willingness to undertake study relevant to the job role.</p> <p>Awareness of relevant legislation relating to child protection</p>	Understanding of the characteristics of working with students
Skills	<p>Excellent communicator</p> <p>A 'Can Do' attitude and hardworking</p> <p>Excellent timekeeping</p> <p>Excellent interpersonal skills with pupils, colleagues, parents and outside agencies</p> <p>Ability to give and receive effective feedback and act to improve own performance and that of others</p> <p>Ability to explain ideas clearly and succinctly</p> <p>Ability to ask for support and advice where necessary & to work to tight deadlines under pressure</p> <p>Self-motivating with a positive outlook and attention to detail</p> <p>Ability to build and work as part of an effective team</p> <p>Ability to see tasks through to a successful conclusion</p>	

You can find out more at:

www.creativeeducationtrust.org.uk

	<p>Ability to reflect on own performance and adapt working practice if and when required</p> <p>Proven ability to establish productive professional relationships with children, colleagues, and parents.</p> <p>Ability to work to clearly defined criteria</p>	
Equal opportunities	Commitment to inclusion and diversity	
Other requirements	A commitment to working to improve the life chances of all the young people in our Academy	

The Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.