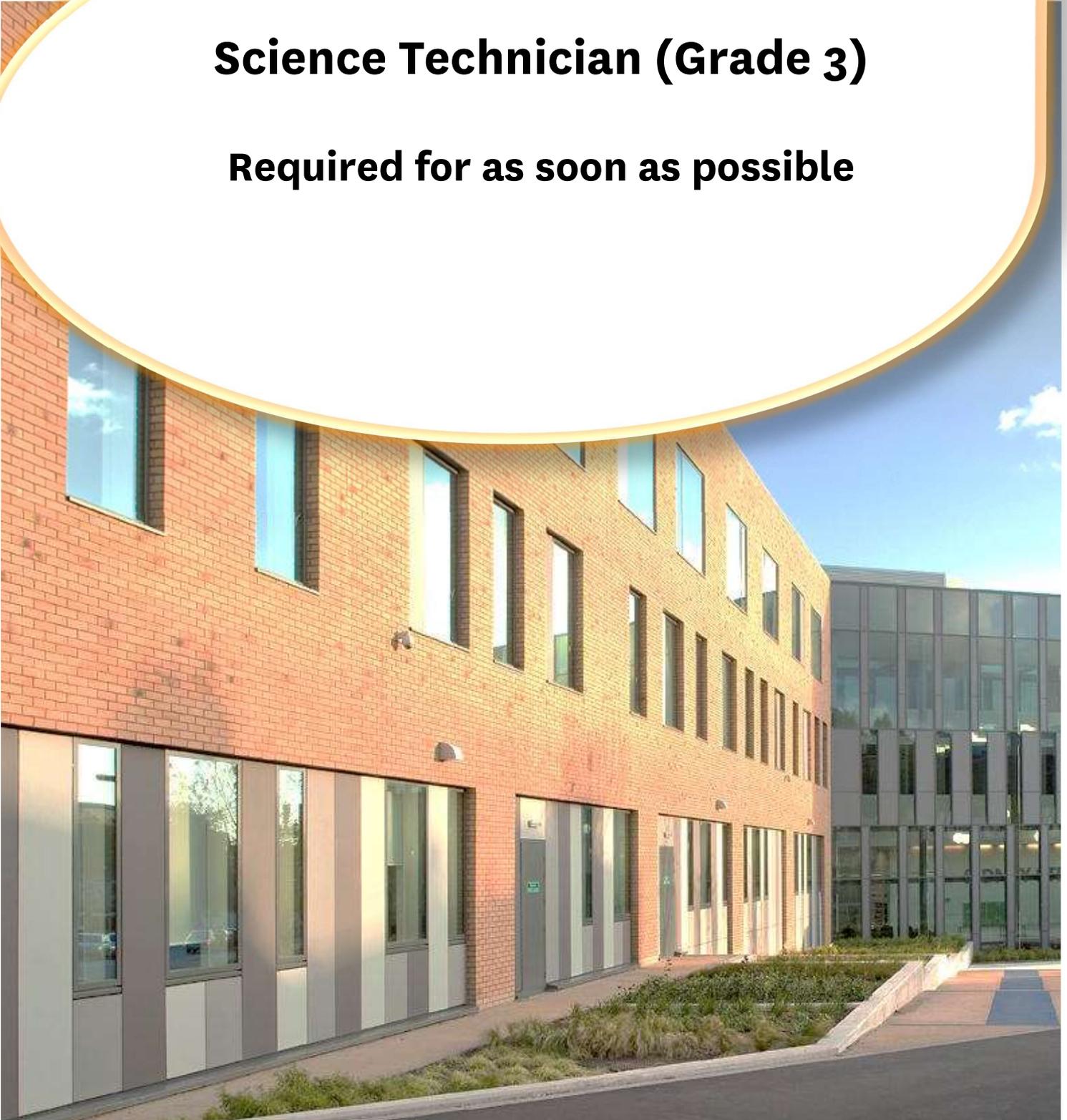


## **Science Technician (Grade 3)**

**Required for as soon as possible**



Sidney Stringer Academy Multi Academy Trust consists of five schools led by Sidney Stringer Academy. The schools are Radford Primary Academy, Ernesford Grange Community Academy, Riverbank Academy (Special School), Sidney Stringer Academy and Sidney Stringer Primary Free School.

All of the schools in the trust are working together with the ambition of becoming outstanding.

As the Trust develops we are exploring the opportunities of creating shared posts and services across the schools so that we can benefit from economies of scale.



## **Science Department**

The successful candidate will join a fast-improving department. Science is a popular subject, with many students choosing to study separate Science GCSEs. At KS5 A-Levels in Biology, Chemistry & Physics are offered, along with a range of BTEC Applied Science qualifications at level 2 and 3.

You will join a large and effective Science department and will become part of the Science technician team.

There are excellent facilities - there are eight purpose built laboratories and all classrooms have projectors and whiteboards and some are interactive. In addition to this, a separate STEM centre is being developed that will provide further laboratories and classrooms for Science teaching and learning.

## Why work at Sidney Stringer Academy:

- 100% attendance - 1 day off following year
- Staff Development- new leadership challenge programme and the opportunity to be involved in additional career-development programmes
- Excellent professional development opportunities across a wide range of areas, delivered by experienced specialists and practitioners



- Free tea and coffee
- Social committee with subsidised events
- Cycle Scheme
- Free parking
- Free Flu jabs
- Long service awards
- Dynamic and exciting environment
- Strong community links
- Supportive team and atmosphere



## **JOB DESCRIPTION – Science Technician**

Sidney Stringer Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment.

<b>Responsible to:</b>	Assistant Head Teacher responsible for Science Senior Science Technician
<b>Grade:</b>	3
<b>Hours:</b>	22 hours (Mon and Tues 7.45-3.45 and Weds 8.00-3.30) Term time only

### **Job Purpose**

To undertake general, technical and administrative support to the Science faculty and related areas, supervised and instructed as required by the Senior Laboratory Technician or Head of Department.

### **Description of duties and responsibilities:**

- Preparation and setting up of class experiments, demonstrations and equipment, including new technology applications.
- Clearing and putting away equipment from experiments and demonstrations.
- Preparation of specimens and solutions for use during classes, and maintenance of teaching aids/worksheets. To include photocopying and basic word processing when required.
- General maintenance of the laboratories and ancillary rooms in a clean and tidy condition, including responsibility for ensuring that the laboratories are left in a suitable state to facilitate general cleaning by the cleaning team.
- Assisting in the classroom with students and/or demonstrations, and assistance with development work as required.
- Undertake simple repairs and maintenance of equipment.
- Processing of orders for supplies, maintaining stock records, and general clerical tasks such as filing, issuing and maintenance of books.
- Where appropriate, shopping for items for experiments, such as foodstuffs.
- Care of any laboratory plants/animals/insects/reptiles.
- Assisting with the safe handling, storage and transportation of chemicals in accordance with Health and Safety procedures and guidelines.
- Taking part in training as required, including health and safety issues and first aid training.

- Acting as a support tutor for one of our house tutor groups.

AND such other duties as are within the scope of the spirit of the job purpose, the title of the post, and its grading.

#### **Other Duties**

- To undertake such other duties, training and/or hours of work as may well be reasonably required and which are consistent with the role.
- To participate in performance management arrangements.
- To adhere to published school policies and procedures.
- To attend regular meetings with line manager.

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing paragraphs.

#### **Safeguarding**

Teachers are accountable for the way in which they exercise authority, manage risk, use resources and protect students from discrimination and avoidable harm. All staff, whether paid or voluntary, have a duty to keep young people safe and to protect them from physical harm. When an individual accepts a role that involves working with children and young people they need to understand and acknowledge that the responsibilities and trust are inherent in that role.

- The jobholder is expected to observe their obligations in accordance with the Academy's Child Protection Procedure, and to report any concerns that they may have regarding a child or young person's welfare to the appropriate person. A copy of the Academy's Child Protection Procedure can be obtained from the jobholder's line manager.
- ***The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***

#### **Rehabilitation of Offenders Act 1974**

This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions cautions and reprimands being considered. Any convictions cautions or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the Principal by the jobholder. Failure by the jobholder to do so, or the obtaining by the jobholder of a relevant conviction caution or reprimand, may be managed in accordance with the Academy's Disciplinary Procedure.

### **Health and Safety**

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in the Academy's Health and Safety Policy and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager and must be observed.

### **Confidentiality and Data Protection**

The jobholder is expected to comply with the provisions of the Data Protection Act 1998. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the Academy's Data Protection Policy.

### **Equality and Diversity**

Sidney Stringer Multi Academy Trust is committed to equality and values diversity. As such the Academy is committed to fulfilling its Equality Duty obligations, and expects all staff and volunteers to share this commitment. The Duty requires the Academy to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they come into contact with, with dignity and respect and are entitled to expect this in return.

### **Training and Development**

Sidney Stringer Multi Academy Trust has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development, and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

*This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.*

*This job description may subject to review and/ or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.*

***Job Description Reviewed By: C.Turpin (July 2023)***

## Person Specification

ATTRIBUTES	JOB REQUIREMENTS
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>▪ General knowledge of scientific equipment, e.g. ammeters, volt meters, chemistry equipment, etc.</li> <li>▪ Knowledge of safe working practices and an understanding of health and safety issues preferably within a school environment</li> </ul>
<b>ABILITIES</b>	<ul style="list-style-type: none"> <li>▪ Ability to construct simple items of equipment for classroom use</li> <li>▪ Ability to identify faults of an electrical and mechanical nature in equipment, and to undertake minor repairs as appropriate, e.g. soldering, glass preparation, general maintenance</li> <li>▪ Maintain appropriate working relationships with staff and students, including confidentiality, flexibility, and good communication skills</li> <li>▪ Ability to undertake further training as required, e.g. scientific terms and procedures, disposal of chemicals, first aid, etc.</li> <li>▪ Ability to prioritise own workload and to work in an organised but flexible manner</li> <li>▪ Ability to undertake general clerical tasks, e.g. filing, stocktaking, processing and checking orders</li> </ul>
<b>EDUCATIONAL ACHIEVEMENTS</b>	<ul style="list-style-type: none"> <li>▪ Minimum GCSE or equivalent in English, mathematics and a scientific subject</li> </ul>
<b>CONTRA-INDICATORS</b>	<ul style="list-style-type: none"> <li>▪ Unwilling to work in an environment of equal opportunity</li> <li>▪ Unable to comply with the City Council's No Smoking policy</li> </ul>

## **Science Technician**

Grade 3 – Salary  
22 hours per week  
(Mon and Tues 7.45-3.45 and Weds 8.00-3.30)  
*£11,620 to £12,214 actual salary*  
*Term time only*

You will be employed by the trust which consists of five schools led by Sidney Stringer Academy. The schools are Radford Primary Academy, Ernesford Grange Community Academy, Riverbank Academy (Special School), Sidney Stringer Primary School and Sidney Stringer Academy.

We are seeking to appoint an enthusiastic and suitably experienced person to join our Science department.

As a Science Technician you will offer support to the Senior Science Technician and support a large team of Science staff. This is a busy department and you will need to be able to relate well to staff and students, work on your own initiative.

If you would like further information or to discuss the post in more detail then please contact

Sakina Khan (Assistant Head responsible for Science) – [skhan2.staff@sidneystringeracademy.org.uk](mailto:skhan2.staff@sidneystringeracademy.org.uk)

Or Lynn Martin (Senior Science Technician) – [lmartin.staff@sidneystringeracademy.org.uk](mailto:lmartin.staff@sidneystringeracademy.org.uk)

### **How to apply**

For further details, an application form, and to apply, please visit our website:

**[www.sidneystringeracademy.org.uk](http://www.sidneystringeracademy.org.uk) – ‘Vacancies page’**

Please return completed application forms to: [recruitment@sidneystringeracademy.org.uk](mailto:recruitment@sidneystringeracademy.org.uk) [No hard copies to be sent in the post].

We look forward to receiving your completed application form.

**Closing date: Thursday 22nd February 2024 at noon**

**Interview date to be confirmed**

*Any offer of employment to the above post will be subject to receipt of a satisfactory disclosure from the Disclosure and Barring Service.*