

**APPLICATION PACK**

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| **Vacancy Details** |
| Post: | Science Technician |
| Grade | Grade 4 £18,933-£19,698 pro rata |
| Terms: | Term time only + 1 week  |
| Hours: | 37 hours per week, 8am to 4pm – 3.30pm finish on Friday |
| Start Date: | 1st November 2021 |
| Closing Date for applications: | Monday 20th September 2021 |
| Interview Date: | Thursday 23rd September 2021 |
| Contact Details: | 01772 646101m.hall@lostockhallacademy.org |

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**Lostock Hall Academy Vision**

LHA will be the local secondary provider of choice. We will equip all our learners with the knowledge, skills, values and behaviours to achieve their full potential in a safe, stimulating and supportive environment. Educating the future, Academy students will be proud to achieve a successful transition into work or training in all walks of adult life.

**Academy Key Priorities**

* To provide a **safe** **and secure** learning environment for all students, staff and community members
* To ensure the highest standards of **leadership and management** through governance and the provision of development opportunities for staff at all levels
* To raise aspirations, ensure enjoyment and independence in **learning** for all students through consistently good and outstanding **teaching** in an inclusive and dynamic environment
* To work collaboratively with parents to ensure all students **achieve** expected and more than expected levels of progress through personalised learning, pastoral and health programmes
* To continually develop, teach and review a high quality and engaging **curriculum**
* To maintain high levels of **punctuality** and **attendance** of students ensuring high excellence for all.
* To ensure a positive image based on the strengths of the Academy is shared across the community to increase student **recruitment**
* To further develop links with our local **community**.

Dear Applicant

The school is situated in a very pleasant area of South Ribble close to the motorway networks including the M6, M61, M65 and M55. The immediate area is semi-rural and lies between Leyland to the south and Preston to the north. We became an outstanding school converter academy in August 2011 having previously been a Specialist Visual Arts College with a second specialism in Maths and Computing.

Lostock Hall Academy is first and foremost a happy school. Students enjoy lessons and the relationships between staff and students are excellent, this has been frequently noted by visitors and is mentioned as a strength of the school in the recent Ofsted report. Students behave well and have a good attitude to learning in the classroom.

We offer a broad and balanced curriculum with a wide range of extra-curricular activities in many subject areas. There are also several residential visits to the UK and abroad to further extend the learning opportunities for our students.

For the successful candidate a commitment to raising standards and a passion for developing young adults is essential. Encompassing this is a commitment to all learners, excellence for all and a firm belief that a good school can and does make a significant difference to learners’ life chances and levels of attainment.

The important role played by support staff at the school is widely acknowledged and you will be well supported as a member of the school community.

Your application should consist of a completed academy application form, which includes a statement in which you should outline your experience to date, the reasons for your interest in the post and your suitability for it taking account of the person specification. Applications, including the names and email addresses of two referees should be returned to m.hall@lostockhallacademy.org at the school.

Please do not hesitate to contact me personally should you wish further details or would like to visit the school.

Thank you once again for your interest in the post and I look forward to receiving your application.

Yours sincerely



Mrs G F Gorman

**Principal**

**VACANCY DETAILS**

**SCIENCE TECHNICIAN**

Grade 4 £18,933 - £19698 pro rota

Term time only + 1 week

37 hours per week

8am to 4pm – 3.30pm finish on Friday

Are you passionate about ensuring every child reaches their potential whatever their personal circumstances? Are you looking to use your skills and knowledge to really make a difference to disadvantaged pupils? Would you like to work in a school where behaviour is good? Well don’t just take our word for it, listen to what Ofsted had to say in our recent inspection:

*“The students in this school are a delight to teach. They are responsive, respectful and reliable. They are excellent ambassadors for their school. “*

Do you have the energy and commitment to help young people overcome obstacles to learning? Would you like to work in a supportive environment with a community ethos? If so, then our pupils would like to meet you and we would like you to join our team.

Lostock Hall Academy is an 11-16 secondary school with 660 pupils, situated in a very pleasant area of South Ribble only 2 minutes from excellent motorway networks. We are currently embarking upon an exciting journey where our focus is to inspire our young people and to raise aspirations and achievement.

Further details of the post and application procedure are available on the academy’s website ([www.lostockhallacademy.org](http://www.lostockhallacademy.org)) or from Michelle Hall, Personnel Manager (01772 646101 / m.hall@lostockhallacademy.org). Applications will only be accepted using the Academy’s application form, which includes a supporting statement no longer than 2 sides of A4 and details of referees.

**The closing date for applications is Monday 12th July 2021 and interviews will be held Thursday 15th July 2021.**

*Lostock Hall Academy is an Equal Opportunities Employer and is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointment is subject to a successful DBS Enhanced Check and other relevant employment checks.*

LOSTOCK HALL ACADEMY TRUST, COMPANY NUMBER 07657427, AN EXEMPT CHARITABLE COMPANY REGISTERED WITH THE DfE

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| **Post title: Science Technician** |
| **Team:** STEM Faculty | **Line Manager:** | Curriculum Lead for Science |
| **Grade:** 4 - £18,933 - £19,698 | **Staff responsibility:** | N/A |
| **Contracted Hours:** 37hours per week TTO + 1 week | **Hours worked** (in agreement with Line Manager) | 8.00–4.00 Mon - Thur8.00–3.30 Friday½hr unpaid lunch 1.15-1.45 - to be flexible with the needs of the academy |
| **Job Purpose:**Under the overall control of the Curriculum Lead for Science, to co-ordinate the use of practical resources and facilities, and provide assistance and advice in meeting the practical needs of the Science curriculum, including liaising with teaching staff and support staff both inside and outside of the department. |
| **Accountabilities/Responsibilities – appropriate for this post:** |
| Your main responsibilities within this role will be:1. To assist curriculum leaders and teachers to deliver successful practical lessons in accordance with agreed work programmes to KS3 & KS4 students
2. Demonstrate and assist in the safe and effective use of equipment/materials
3. To maintain all the necessary equipment and consumable resources to deliver practical lessons, assessments and experiments as required by the subject lead, in a safe environment
4. Clean and undertake routine maintenance of equipment as needed to ensure it is clean and in good working order
5. To support the subject lead to ensure that all COSHH, LEV, risk management, health and safety policies and procedures and other relevant legislation are met and CLEAPPS the schools’ advisory service is consulted as part of this
6. Use skills/training/experience to support students and act as a role model, supporting self-esteem and independence
7. Actively encouraging students to broaden their knowledge and experience in the subject by organising and leading on extra-curricular clubs and supporting catch up sessions
8. Promoting and ensuring health and safety and good behaviour of students at all times

Key ResponsibilitiesTo co-ordinate the use of practical resources and facilities and to provide assistance and advice in meeting the practical needs of the department curriculum. This is likely to include:* Preparation of resources and assembling apparatus/equipment
* Giving technical advice to teachers, ECTs and students
* Assisting and/or supporting practical classes as required by teachers
* Assisting in the development of lesson plans and schemes of work (with regards to practicality and costings), worksheets
* Carrying out risk assessments in all work areas and for technician activities

To ensure the maintenance of a healthy and safe working environment through:* Actively contributing to the assessment, monitoring and review of both health and safety procedures and information resources
* Keeping up to date with current procedures and practices through continued professional development
* The provision of technical advice and support on health and safety issues to teaching and support staff
* The safe treatment and disposal of used materials including hazardous substances/chemicals and responding to actual or potential hazards
* The safe storage and accessibility of equipment and materials
* Ensuring all statutory testing is carried out in a timely manner and recorded, working with the facilities team

To ensure the availability of suitable materials and equipment through:* Compiling orders, liaising and negotiating with suppliers where necessary and maintaining appropriate records. This will include sourcing, costing and suggesting economic alternatives to maintain stock levels
* Monitoring and controlling the financial records of the department expenditure in accordance with the department budget and school policy
* Ensuring the availability of appropriate materials/equipment and suggesting cost effective and suitable alternatives
* Checking stock and keeping stock records and undertaking audits as required

To ensure that both routine and non-routine checking, cleaning, maintenance, servicing, calibration, testing and repairing of equipment is carried out to the required safety standards:* Collecting, checking and returning equipment and materials to the correct stores
* General laboratory/classroom clearing and cleaning of bench surfaces, classroom space and fixed equipment
* Cleaning and repair of equipment

Note: This is not a complete list of all tasks which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade.**Individuals in this role may also:*** To fully participate in the Academy’s appraisal scheme and CPD programme where appropriate;
* The duties may be varied by the Principal and/or Governing Body to meet changed circumstances in a manner compatible with the post held.
* The academy expects flexibility within the duties and responsibilities specified above. This means that the postholder may be expected to carry out work that it not specified in the job profile but which is within the remit of the duties and responsibilities.
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**PERSON SPECIFICATION**

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| **Job title:** Science Technician | **Grade: 4** |
| **Establishment:** Lostock Hall Academy |
| **Requirements****(based on the job description)** | **Essential (E)****or****desirable (D)** | **To be identified by: application form (AF),****interview (I),****letter (L),** **references (R)** |
| **Qualifications:*** Full driving licence
* Minimum of A level in a science subject
* Degree in science related field
 | EED | AF |
| **Experience** * Preparation of relevant chemicals/solutions for use in experimental work
* The ability to maintain & calibrate technical equipment
 | EE | AF, LAF, I, L |
| **Knowledge, skills and abilities** * Ability to work as part of a team
* Good oral communication skills
* Flexible attitude to work
* Ability to work in an organised and methodical way
* Numeracy & literacy skills (relevant scientific skills for post)
* Attention to detail skills
* Basic DIY skills
* Ability to use relevant scientific equipment
* Knowledge of procedures to prepare molar concentrations of solutions and use of relevant equipment
* Awareness of Health & Safety issues particularly in relation to chemicals used in Science.
* Awareness of CoSHH
* Good interpersonal skills
* Commitment to undertaking relevant training and development
* Plan and organise workload to meet deadlines
* Carefully use very expensive equipment;
* Instruct, and check the work of, others;
* Provide information, advice and guidance on use of scientific equipment.
* Previous relevant experience or the ability to demonstrate the competence to carry out of the job.
* Possession of, or the ability to demonstrate the capability to gain, relevant qualifications, licences or equivalent where applicable.
 | EEEEEEEEEEEEEEEEEEEEE | I, LI, LI, L, RI, LI, L, RILLIIIIIIIIIII |
| **Other** (including special requirements) 1. Commitment to safeguarding and protecting the welfare of children and young people 2. Commitment to equality and diversity 3. Commitment to health and safety 4. Commitment to sustaining regular attendance at work  | EEEE | IIII |

**NOTE TO APPLICANTS**

**DISCLOSURE AND BARRING SERVICE**

You will be aware that the post you are applying for involves you working with either children or vulnerable adults, it is therefore a post covered by the Rehabilitation of offenders (Exceptions) Act 1975 and is a post regulated by the Disclosure and Barring Service.

If you are successful, you will be required to apply to the Disclosure and Barring Service for an enhanced check, to confirm any records held prior to any final appointment decision being made by the Academy. You will be provided with details of how the check is applied for should an offer of employment be made to you.

The Disclosure and Barring Service will undertake a check which will include:

* Details of convictions, including those ‘spent’ under the Act stated above.
* Cautions, etc whether included on List 99, Protection of Children Act list. Protection of Vulnerable Adults list.
* Where appropriate, information from local Police records, including any relevant non conviction information.

NB. A conviction is not necessarily a bar to recruitment, unless the Academy considers that the conviction renders you unsuitable for appointment. In making this decision, consideration will be given to the nature of the offence, how long ago it occurred and what age you where when it was committed and any other factors which may be relevant.

It is an offence for an individual who has been disqualified from working with children to knowingly apply for, offer to do, or accept or do any work in a regulated position. An individual is disqualified from working with children if he/she is included under Section 142 of the Education Act 2002 (formerly known as List 99) or POCA/POVA list of disqualified from working with children or vulnerable adults as part of a sentence.