



## **Job Application Pack**

Job Title:

**Science Technician**

Salary:

**Scale 3, (£19,312-£19,698 pro rata)  
Full Time (Term Time plus 2 weeks)**

Contract  
Details:

**Permanent**

Closing Date:

**Monday 19<sup>th</sup> April at 9am.**



## Letter from the Head of School

Dear Candidate

Thank you for expressing an interest in a vacancy here at Meden School, on behalf of the whole community I extend you a very warm welcome.

As Head of School my priorities are: excellent examination outcomes, impeccable behaviour, great teaching and the widest possible range of extra-curricular experiences for all students. With a clear focus and lots of hard work, these things are all achievable and will deliver what I think most parents want – happy children who leave school well-equipped to cope with the world outside and with a range of options open to them.

There has never been a more exciting time to be a part of Meden staff. We are currently setting out a new vision and mission for the school as we aim to move from Good to Outstanding. The educational landscape is changing beyond recognition and this provides us with new challenges. These challenges can be met, and staff and students alike, can thrive if we hold at the core of our work the belief that every child can succeed. Everything we do is in service of the children who have trusted their future's to us. This is a big responsibility and one that I know we all take very seriously. I am absolutely certain that standards at Meden can be driven ever higher through high expectations, excellent teaching and a pastoral system that provides our students with the support and challenge they need.

I want all staff to enjoy coming to work, to feel fulfilled, challenged as a professional and supported as a member of staff. Only in these conditions can any of us thrive. Our investment in staff is outstanding. Whatever the post, there is a clear professional development route map and we actively encourage leadership and risk taking at all levels.

I look forward to welcoming you into our school community.

**Jim Smith**  
**Head of School**



## Letter from the CEO

Dear Candidate,

I am delighted to be able to introduce you to Meden School and the tremendous opportunities this school offers the young people of Warsop.

Working in partnership with the local governing body, we have raised aspirations and improved outcomes for the students we serve.

Critical to this, is the appointment of dynamic and innovative staff who can bring energy and initiative to the work of the school.

This is a tremendous opportunity to make a difference to the lives of young people, and will suit an ambitious professional looking to make their mark.

Thank you for showing an interest in working at Meden School, and we look forward to receiving your application.

**Ash Rahman**

CEO of the Nova Education Trust



## **Application Details**

Thank you for your interest in the Science Technician vacancy at Meden School. Further details of this post, the school and the Trust are included in this pack and details of how to apply can be found below.

## **How to Apply**

Should you wish to apply for the post, please complete an online application form, which should include a covering letter addressed to Mr Smith. This should clearly demonstrate your suitability for this role.

The online application form for this role is located on the current vacancies page of the school website [www.medenschool.co.uk](http://www.medenschool.co.uk). Wherever possible, please provide email addresses for your referees.

## **Closing Date**

Please ensure your application arrives as soon as possible, the closing date is Monday 19 April 2021.

## **Interview:**

Interviews for the role will be held on a date to be confirmed. If you have not heard from us within 2 weeks of the closing date, please assume that unfortunately, on this occasion, your application has not been successful.

## **Safeguarding**

Meden School is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.



## **Job Description – Science Technician**

Reports to: Head of Department

### **Key purpose of the job**

To assist curriculum leaders and teachers to deliver successful practical lessons.

### **Key responsibilities**

- Preparing equipment and material for KS3, KS4 and KS5 biology, chemistry and physics lessons including stock and standard solutions, specimens and set up apparatus required for class demonstrations and practical work.
- Deliver equipment and chemicals to laboratories in a safe manner. Heavy items to be split when possible, seeking assistance from others when required and transported using appropriate aids.
- Set up demonstration practicals for teaching staff
- Check and return of equipment and chemicals to store after lessons.
- Assisting pupils and teaching staff and student teachers with classroom practicals and demonstrations.
- Advising teaching staff and student teachers on performing demonstrations, conducting practicals and the safe use of chemicals used within said lessons.
- Maintenance of a safe working environment, including the cleaning of laboratory sinks and surfaces.
- To support the senior science technician in ensuring the availability of materials, apparatus and equipment for demonstration lessons and student practical work.
- Repair and maintenance of science equipment and reporting equipment for repair if outside the capabilities of the technician.
- Construction and/or modification of science teaching aids and testing new experiments.
- Operating an efficient system for stocking, storing, transporting and distributing all items in department.
- Maintaining a good stock of necessary materials and operating and administering stock control and ordering procedures, preparation of requisitions, checking deliveries etc.
- Being responsible to the Head of department and senior technician for the maintenance and upkeep of the preparation rooms and advising on any improvements which can be made in this respect.
- Monitoring of store and chemical temperature levels.
- The safe treatment and disposal of used materials including biological, chemical wastes and hazardous substances.
- Taking responsible care for health and safety of self and of others that may be affected by your activities and having a good understanding of CLEAPPS and COSHH.



- Making petty cash purchases.
- Cleaning of apparatus used by teaching staff or pupils if it is difficult or dangerous.
- Sterilisation of equipment and apparatus which may require use of pressurized equipment.
- To liaise with the Head of Science regarding curriculum planning, new practical ideas and support required for teaching staff.
- To maintain an up-to-date technical knowledge, participate in the school's appraisal system and other procedures to identify development needs.
- To work actively to secure continuing professional growth through participating in the schools training programme and other course/development projects as required.
- To attend department, staff and other briefings as required.
- To undertake work-shadowing or other developmental opportunities as required.
- To undertake other duties as may reasonably be required by the Head of School.

### **General**

- Operate at all times within the stated policies and practices of the school.
- Establish effective working relationships and set a good example through their presentation and personal and professional conduct.
- Contribute to the corporate life of the school through effective participation in meetings and management systems necessary to coordinate the management of the school.

### **Health & Safety**

- Comply with all statutory requirements in relation to Health & Safety and be aware of the schools Health & Safety Policy.
- Be aware of the responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions.
- To support the department head with ensuring that all COSHH, ACOP, HACCP, risk management, health and safety policies and procedures and other relevant legislation are met.



## Person Specification: Science Technician

Factor	Essential	Desirable
<b>Qualifications</b>	5+ A*-C including English, Maths and Science A levels, ideally including a Science subject, or equivalent.	A degree in a science related subject
<b>Experience</b>	Significant practical experience of working in a laboratory environment and/or experience of working as a Science Technician in a school	Experience of acting as lead technician in a school environment  Experience of setting up a prep room
<b>Skills and Knowledge</b>	Effective time management skills Ability to prioritise workload and work towards deadlines Adaptable approach to work and confidence to respond and deal with unanticipated problems Ability to work effectively as part of a team and a willingness to support others Capability to work independently and use own initiative as and when required High level of attention to detail Good knowledge of practical science	Knowledge of CLEAPPS and COSHH Knowledge of the science curriculum (Key stage 3-5) Ability to provide in-class support
<b>Personal Qualities</b>	Outstanding communication skills Approachable Ability to establish good working relationships with teaching staff and pupils. Reliable A commitment to safeguarding and promoting the welfare of young people	



## Overview of the Trust

The Nova Education Trust is a dynamic and growing Multi Academy Trust Group based in the East Midlands. Our Trust Group is committed to providing high quality education to all of our students, regardless of their backgrounds.

With a range of schools in the trust serving a variety of different communities, opportunities for career progression and wider professional experiences are extensive. We have outstanding CPD provision across our schools, supported by our Teaching School Alliance, which links 23 schools together, sharing effective practice and developing new models for staff development. We also have a unique programme designed to provide middle and senior leaders with all the skills required to develop their careers.

As an employer we offer an enhanced benefit package to all staff that includes help with healthcare and a fully-funded MA programme for all teaching staff. We can also offer help with relocation in certain circumstances. The Trust also has a policy of wider engagement for main-scale, middle and senior staff. In recent years, employees have visited schools in America, Canada, Finland, Singapore and South Africa as part of their professional development.

## Overview of the School

Meden School is situated in Market Warsop, Nottinghamshire. The school delivers an 11-18 curriculum and has around 900 pupils on roll.

In November 2017 Ofsted rated the school as 'good' and we now seek to consolidate this position and to work towards 'outstanding'.

Since the Trust began working at Meden School, results have significantly improved and the school achieved its "Best Ever" GCSE results in summer 2019. Meden School is now well placed to begin the next phase of its journey to becoming an outstanding school.

## Achievement

Meden School's primary focus over the last four years has been to raise achievement and aspiration.

There has been consistent improvement in the English and Maths headline figure and the Progress 8 figure is also positive. Nevertheless we believe that our students can be even more successful and are determined to ensure that every child is successful.



## **Staffing and Leadership**

Meden School has a young staff profile and all appointments have been made with a clear focus on raising achievement.

The Senior Leadership Team is experienced and pro-active. The team has been critical in raising achievement and developing an ethos of aspiration amongst students and staff.

The school day begins at 8.30am, lessons are 50 minutes long with a morning break and a 35 minute lunch at 12.20pm. The school day ends with a 50 minute Study Period 4 days a week (3.30pm) and at 2.35pm on a Friday.

## **Pastoral Structure**

Meden School moved to a year based pastoral system in September 2017. The benefits of focused year based system, is proving to be a big success here at Meden School.

## **Location and Site**

Market Warsop is a small town on the outskirts of Mansfield, Nottinghamshire. Situated on the north Nottinghamshire coal field, Market Warsop has reinvented itself as a commuter suburb since the local mine closed.

Meden School is situated on a large site at the edge of Market Warsop. The school benefits from extensive buildings and grounds, and a programme of renovation has resulted in significant improvements to the building stock and teaching areas. The school has access to excellent sporting facilities.

## **Governance**

Meden School has an active and engaged group of Governors who's strong loyalty to the school and a good understanding of the local community have helped to shape and support the work of Meden School in raising achievement and aspirations. The Torch Academy Gateway Trust Directors continue to take a strong interest in Meden School, providing support and advice as necessary.

## **Extra Curricular**

Meden School runs a wide range of extra-curricular courses, trips and enrichment activities.



## **Securing Success**

Our vision is to build capacity for sustained improvement. There are a number of short-term strategies that can be initially used to enhance outcomes but it is our view that these need to be supplemented by a process that configures a school for long term improvement.

This work is centred on transforming a school using our 'Pillars of Success' improvement model. Transformation is achieved through the combination of a number of changes and improvements to each of these pillars within a school:

- Leadership
- CPD
- Curriculum
- Learning Organisation
- Care, Support, Guidance
- Performance Management
- Tracking and Intervention

## **Safeguarding and Child Protection**

The Trust and all its schools are committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. All new staff within the Trust will be subject to an enhanced DBS check.

Each school in the Trust has a designated member of the leadership team who is responsible for referring and monitoring any suspected case of abuse. All members of staff will receive training in line with our child protection policy.