



Ark Greenwich Free School

Science Technician

Reporting to:	Head of Science
Location:	Ark Greenwich Free School
Contract:	Permanent
Working Pattern:	Full Time
Start date:	December 2021
Salary:	Ark Support Staff Inner London Payscale Band 5, £23,427 to £27,021

Applications close:	27th September 2021
Shortlist confirmed:	28th September 2021
Interviews:	1st October 2021

This is a rare and exciting opportunity to work at one of the highest performing schools in the country (Evening Standard). If you are committed to making a lasting difference to the school community and want to work in a seriously ambitious, respectful and high performing school, this is the job for you. Click [here](#) to view our school video.

Ark Greenwich Free School (AGFS)

AGFS is a new, ambitious school model based on what we know excellent schools do. We have created a highly respectful and disciplined environment where our staff and scholars can fulfil their potential. Our aim is to consistently be amongst the highest performing schools in the country. Our 2020 Ofsted report said that, 'this school could now be judged as Outstanding'.

Joining the school team is a superb opportunity for an ambitious and motivated person who wants to make a lasting difference to the communities they serve. AGFS exists to empower young people, regardless of socio-economic background, to grow and be successful. This is a driven and forward-thinking school that encourages innovation and values its staff. We are proud of our courteous and purposeful community and of the outstanding academic outcomes achieved by our scholars. Expectations for all members of our community are unashamedly sky high. We work tirelessly to impact the lives of the young people we serve.

How is AGFS different?

- We are part of the Ark family of schools and benefit accordingly from outstanding networking opportunities and first-class CPD.
- Staff wellbeing is one of our main priorities. We provide breakfast for staff each morning and have a 6pm/weekend work-related communication curfew to ensure our staff can maintain a work/life balance. We do not do knee jerk reactions, fads

or last-minute deadlines. Our systems and processes for communication, marking and feedback and assessment are streamlined and the approaches we take are research led and based on the needs of our local context.

- This is a small school model (600 scholars aged 11-16) because we believe that our close-knit community provides the optimum conditions for success.
- Behaviour for learning is exceptional so our teachers can focus their time on the things that matter – planning and delivering brilliant lessons for our scholars. We have applied to become a national behaviour hub school.
- **This is a strict no excuses, no mobile phone school. That means scholars are not permitted to bring phones onto the premises.**
- Our curriculum is traditional and academic, and we do not take shortcuts to boost our position in school league tables – we do not, for example, offer vocational courses or equivalencies such as BTECs or Vcerts.
- We put high-quality teaching at the heart of what we do. We are committed to providing staff with at least 1 hour of high-quality training each week. We run coaching for staff who want to see rapid progress in their discipline. Live coaching and current best practice in the field of education is central to our approach.
- We don't grade individual lessons or ask for lesson plans.
- Our scholars enjoy a compulsory co-curricular program on a Wednesday afternoon which includes a strong focus on community volunteering, and we facilitate 12 drop-down days per academic year ensuring scholars benefit from a range of life-enriching experiences.

If you are ready to add further value to our school and to become part of an organisation at the forefront of best practice in the field, then this could be the job for you. **Alignment with the school's vision, values and approach to education is essential.**

The Role and the Department

Ark Greenwich Free School would like to appoint a proactive and highly organised Science Technician who will predominantly provide laboratory support to staff and scholars and contribute towards an exciting, growing science department. Additionally, this post provides an opportunity to develop your career enhancing your skills across departments. We are proud to be at the cutting edge of international educational developments with a dedicated team of professional staff who are passionate about providing outstanding education and pastoral care for all students.

You will support class teachers in science lessons from year 7-11. Other responsibilities will include preparing practical equipment, apparatus and resources, monitoring standards and practices within the lab. You may also contribute in helping the head of science with administrative jobs. There will also be opportunities to grow your skills through supporting our creative departments and school wide activities. This means that we are looking for a flexible and highly organized individual with a background in science

and an interest in education across a range of subject areas. Previous experience within a school laboratory or similar environment would be advantageous.

About Ark Schools

Ark is a network of high-achieving, non-selective schools and one of the country's top-performing academy groups. We run 38 academies in London, Birmingham, Hastings, London and Portsmouth educating more than 26,000 scholars. 83% of Ark schools are now rated as good or outstanding by Ofsted.

Our aim is to create outstanding schools that give every scholar, regardless of their background, the opportunity to go to university or pursue the career of their choice.

To find out more about Ark Greenwich, please visit our website via www.arkgreenwichfreeschool.org

Ark is committed to safeguarding children; successful candidates will be subject to an enhanced Disclosure and Barring Service check.

Science Technician: Job description

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Reports to:	Head of Science
Start date:	December 2021
Salary:	Ark Support Staff Inner London Payscale Band 5, £23,427 to £27,021
Disclosure level:	Enhanced

The Role

- Support the Head of Science with the maintenance of equipment and preparation of materials, including practical equipment for lessons.
- Support class teachers in science lessons from year 7-11.
- Supporting the Head of Science with administration jobs, for example, formatting data tracking sheets, data entry, exam formatting and photocopying
- Support within other areas of the curriculum as required, for example: leading enrichment, supporting extracurricular activities
- Leading the health and safety training of the department and ensuring the department adhere to these rules (keeping the department's COVID risk assessment up to date and checking teacher risk assessments for practicals)

Key Responsibilities

- Preparing apparatus, materials and solutions (both hazardous and non-hazardous) and setting up/checking/issuing equipment and apparatus for use in practical classes. Setting up demonstrations. Retrieving and clearing away chemicals, apparatus, etc.
- Disposal of hazardous and non-hazardous waste laboratory materials, as directed by the Head of Science, in accordance with established guidelines.
- Assisting in the preparation and setting up of apparatus, materials and equipment for use in practical assessments/examinations.
- Assisting some teachers (as directed by the Head of Science) in the delivery of practicals in lessons
- General maintenance (including cleaning) of apparatus and equipment and basic maintenance of general laboratory services and facilities. Reporting faults to Head of Science and/or Site Agents as appropriate.
- Participating in the organisation and safe storage of equipment, materials and apparatus, as required.
- Maintaining stock levels of basic laboratory consumables, chemicals and reagents, notifying the Head of Science of shortages. Participating in stock checks.
- Supporting the Head of Science with administration jobs, for example, formatting data tracking sheets, data entry, exam formatting and photocopying
- Leading on health and safety training for the department
- Ensuring the health and safety policy for the dept is kept up to date including the departments COVID risk assessment
- Ensuring mid year staff starters are trained on health and safety
- Checking teacher risk assessments using CLEAPPS guidance
- Lead on enrichment activities
- Support the school in wider school events

Other

- Actively promote the safety and welfare of our children and young people.
- Ensure compliance with Ark's data protection rules and procedures.
- Liaise with colleagues and external contacts at all levels of seniority with confidence, tact and diplomacy.
- Work with Ark Central and other academies in the Ark network, to establish good practice throughout the network, offering support where required.

Professional Development

- Take responsibility for your own professional development and demonstrate a commitment to continuous professional development by undertaking, and seeking out, opportunities to build your capabilities.
- Ensure you understand your professional responsibilities in relation to school policies and practices.
- Evaluate your own practice critically and use this to improve your effectiveness.
- Engage, positively, with the AGFS performance-management system.

Non-Subject Responsibilities

- Demonstrate consistently high expectations of all pupils and a commitment to raising their achievement and social and emotional well-being. Promote the positive values, attitudes and behaviour expected from all pupils by treating them with respect and consideration.
- Develop strong and positive relationships with pupils.
- Implement all school policies, including the school's behaviour policy.
- Always model the ethos and vision of the school.
- Communicate promptly and sensitively with parents, carers and other relevant bodies where necessary.
- Establish and maintain effective working relationships with colleagues including support staff.
- Be familiar with and comply with the School's Health and Safety policies.
- Be responsible for the health & safety of pupils when they are authorised to be on school premises and when engaged in authorised activities elsewhere.
- Any other duties as required by the Headteacher commensurate with the post.

Notes

All new staff will be subject to a probation period of six months (which may, in certain circumstances, be extended by up to 10 weeks). The probation period is a trial period, to enable the assessment of an employee's suitability for the job for which he or she has been employed. It provides the school with the opportunity to monitor and review the performance of new staff in relation to various areas, and also in terms of their commitment to safeguarding and relationships with scholars.

No job description can be fully comprehensive, and from time to time the successful candidate may have to undertake other professional duties as directed by the Headteacher/Senior Leadership Team.

Science Technician: Person Specification

Qualifications

- Right to work in the UK
- A Level in science
- Qualified to degree level (*desirable*)
- NVQ/SVQ in lab and associated technical activities (*desirable*)
- CLEAPPS qualification (*desirable*)

Knowledge, Skills and Experience

- Proven commitment to continued professional development and a readiness to reflect and self-evaluate to change, improve and develop
- Confident preparing practical activities including chemical solutions
- Flexible to assist with events outside of the normal school day
- Experience of the role of Science Technician or similar
- Experience of science lab management or the role of curriculum support
- Good literacy and numeracy skills
- Good interpersonal and listening skills; a high degree of emotional intelligence; and an effective oral and written communicator with children, staff and parents
- The ability to develop positive relationships with all young people
- Well-developed planning & organising skills including time management, prioritisation, delegation and administration
- Sound judgement and problem solving skills
- Effective in meeting and prioritising competing deadlines
- Competent user of ICT
- Experience of having worked successfully in at least one school in an urban, multi-cultural setting, teaching pupils from backgrounds of socio-economic disadvantage (*desirable*)

Behaviours

- Aligned with the school culture
- Willing to be fully engaged in the whole life of the school
- Committed to team work and working collaboratively with colleagues
- Committed to assisting with events outside of the classroom
- Willing to learn and adapt to new skills
- Excellent organisation and time-management skills
- Passion, resilience, maturity and optimism to lead through day-to-day challenges
- Confidence and self-motivation to work well and be decisive under pressure
- A high level of honesty and integrity
- Personal stamina & energy including a good record of attendance and health
- A firm and constant belief in the unlimited potential of every pupil and a commitment to inclusive educational provision

Other

- Commitment to equality of opportunity and the safeguarding and welfare of all students
- Willingness to undertake training
- This post is subject to an enhanced DBS check

Ark is committed to safeguarding and promoting the welfare of children and young people in our academies. In order to meet this responsibility, we follow a rigorous selection process. This process is outlined [here](#), but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.