



**The Howard  
School**

# Candidate Briefing Pack Science Technician





# Welcome to The Howard Academy Trust

Thank you for showing an interest in working for The Howard Academy Trust. As a Trust, we currently comprise of Medway secondary and primary schools. We have future growth plans extending into North Kent and have been selected by the DfE and Kent County Council to open a new secondary presumption free school in Margate in September 2023.

Our overarching aim and vision is for our member schools to deliver an outstanding education for children and young people. We endeavour to ensure that all our students have access to the highest standards of teaching, resources and opportunities. The Trust's role is to oversee the leadership and vision of member schools and to develop effective and supportive partnerships between them. We have a firm belief within the Trust that every child should have access to at least a good education.

We are proud that every academy inspected since joining our Trust has remained as a Good school. Temple Mill Primary School joined the Trust as a sponsored academy in December 2015 and has moved from Special Measures to a Good school. Our schools serve their own community and each has a unique identity. Being part of this Multi Academy Trust has already provided member schools with practical benefits. We want communities to be proud of their local THAT school and we are determined to make it the first choice for all families.

As Chief Executive, I am enormously proud of our schools and of the leaders, governors, teachers and support staff who every day ensure our pupils enjoy and make good progress in their learning.

*Owen McColgan*  
**Chief Executive**  
The Howard Academy Trust





## Vision and Values

We aim to create a close knit family of Good and Outstanding schools through partnership, challenge, accountability and support within a cooperative framework.

We are committed to enhancing the life chances of young people by improving their educational achievement.

Schools within the Trust will retain their unique and individual character.

We strive for excellence and aim to bring about transformational change where necessary in schools.

We are truly inclusive and aim to establish the highest expectations for young people and all those who work with them.

As a Trust we have five fundamental tenets:

- Our moral purpose is to make a positive difference to the lives of young people.
- We strive to create a culture of dignity, respect and trust in all our academies.
- There is no ceiling to achievement for young people.
- All staff have the right to exceptional professional development.
- All young people have the right to attend at least a Good school.

## Our Family of Schools



**The Howard School**  
1,500 Pupils on Roll  
Rated Good by Ofsted  
Located in Rainham, Kent



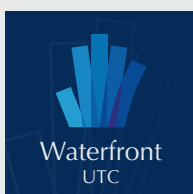
**Temple Mill Primary School**  
210 Pupils on Roll  
Rated Good by Ofsted  
Located in Strood, Kent



**Deanwood Primary School**  
210 Pupils on Roll  
Rated Good by Ofsted  
Located in Rainham, Kent



**Thames View Primary School**  
420 Pupils on Roll  
Rated Good by Ofsted  
Located in Rainham, Kent



**Waterfront UTC**  
170 Pupils on Roll  
Located in Gillingham, Kent



**Miers Court Primary School**  
420 Pupils on Roll  
Rated Good by Ofsted  
Located in Rainham, Kent

Further information about our academies can be found at [www.thatrust.org.uk](http://www.thatrust.org.uk)





# Working for The Howard Academy Trust

The Howard Academy Trust value employees that work for our organisation. The following benefits are available to employees within our academies.

## Financial

- Salary
- LGPS Pension
- Sick Pay

## Family Friendly

- Maternity, paternity and adoption leave
- Parental and dependent care leave
- Flexible working



*Hear from staff across the Trust*

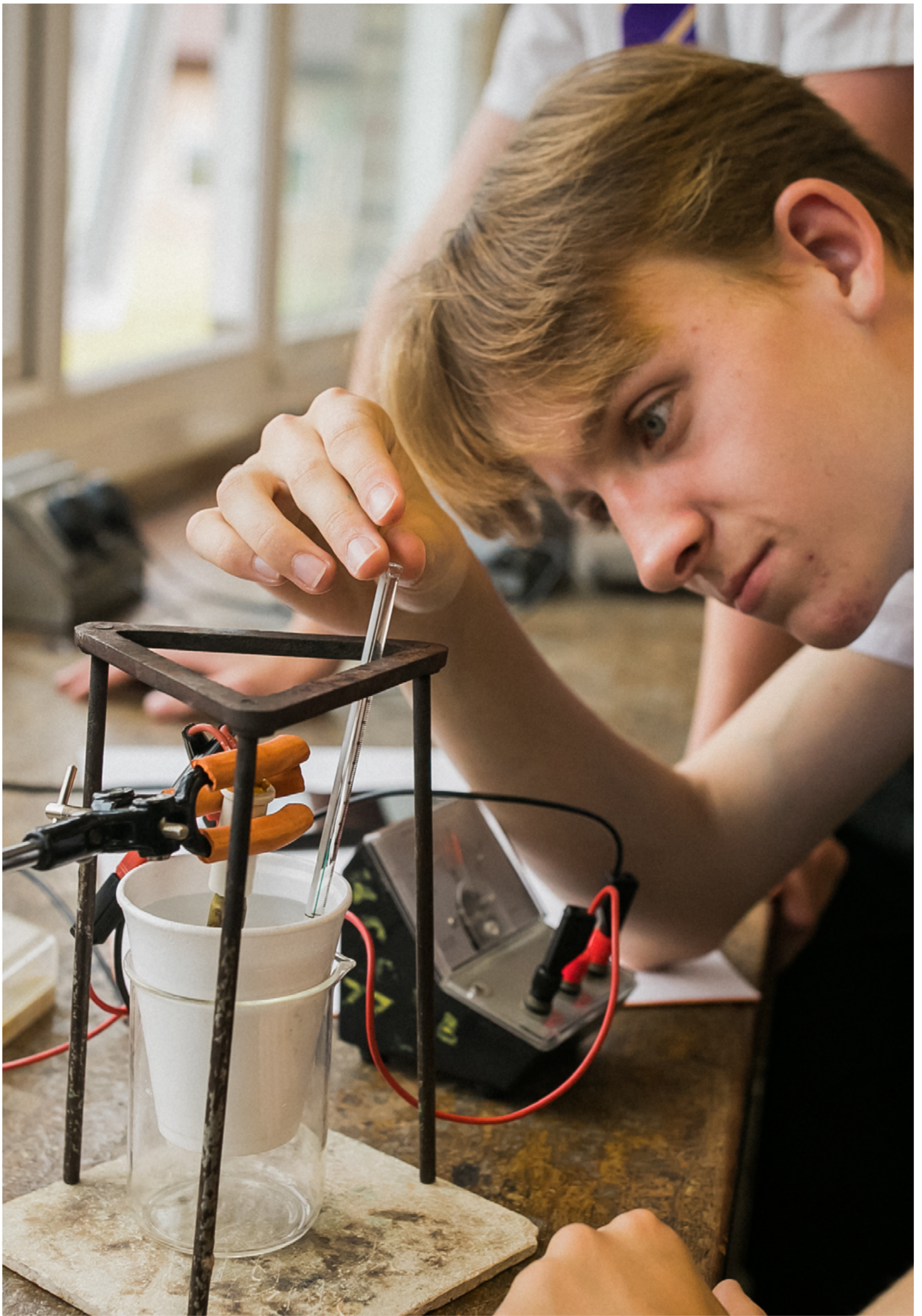
## Employee Benefits - Permanent Contracted Employees & Fixed Term

- Employee Assistance Programme
- Flu Jabs
- Discounted Gym Membership

## Professional Development

- Access to Middle and Senior Leadership Courses
- Role specific training courses for Associate Staff
- Career stage CPD





# Welcome to The Howard School

Thank you for your interest in the post of Science Technician at The Howard School. I am determined to recruit a talented individual who shares our vision of providing a first-class education to all our students. You will show the drive, tenacity and ability to realise this ambition and demonstrate a commitment to your own education and yours and others' professional development.

Our local and national reputation as a school where results challenge the stereotypical view of underachievement in young men continues to grow, as does the perception that we hold to traditional values in standards of behaviour and uniform. We are an innovative and creative school, responding to the ever-changing needs of our students and the demands from higher education and employers. To further this, a number of exciting changes are planned for the near future to support our drive towards excellence.

I am determined to ensure The Howard is the best school in Medway and beyond in which to teach, work and develop. Our success has been built on the commitment, professionalism and aspirations of our staff. It is a place where people want to work as there are opportunities for progression. I hope my resolve to take the school to the next level is evident and, while I recognise that this is by no means easy, that this is the very least we should be doing for our community. The successful candidate will be someone who is genuinely up for the challenge. In return, we can promise an investment in you and your future, offering a competitive remuneration package, providing first class professional development and career opportunities.

I look forward to receiving your application.

*Ms Reid,*  
**Executive Headteacher**







The Howard School was established in 1975 by amalgamating Rainham Boys Secondary School and Gillingham Boys Grammar School to form a bi-lateral school. A bi-lateral school is one where admission to the grammar school section can be by 11 plus selection and admission to the high school section is non-selective.

The school was named after Dorothy Howard who played a major part in the local community.

Since opening there have been seven Principals:

- John Hicks: 1975 to 1987
- Alan Jarrett: 1987 to 1997
- Maurice Barry: 1997 to 2001
- David Smith: 2002 to 2007
- The Honourable Paul Morris: 2007 to 2015
- Terry Millar: 2016 to 2019
- Cathy Reid: 2019 to Present



*Hear from our current staff*

The Howard School became a Grant Maintained School in 1994 when we left the control of Kent County Council. Following a change of Central Government, we became a Foundation School in 1998. Although a Foundation School we worked very closely with the local authority. The school became a Specialist Sports College with ICT as the second strand in 2007. In October 2014, the school became an Academy and the core of The Howard Academy Trust.

We are a high achieving successful 11 to 18 school. Since 2008, The Howard School has been and remains one of the highest achieving non-selective schools in Medway, Kent and the South-East of England. We believe The Howard School is one of the highest achieving boys' non-selective schools in the country



# Job Description

<b>Position:</b>	Science Technician
<b>Location:</b>	The Howard School
<b>Function/Department:</b>	Science Department
<b>Grade/Salary:</b>	NJC D2 Points 4-11 (£15,831.00 - £18,184.00)
<b>Responsible to:</b>	Senior Science Technician

## Core Purpose and Scope

The holder of this post is expected to carry out the professional duties of a Science Technician as described below, as circumstances may require and in accordance with the Trust's policies under the direction of the Senior Science Technician. The post-holder is required to fully support the vision, ethos and policies of the Trust.

## THAT Vision & Values

As a Trust we have five fundamental tenets:

- Our moral purpose is to make a positive difference to the lives of young people
- We strive to create a culture of dignity, respect and trust in all our academies
- There is no ceiling to achievement for young people
- All staff have the right to exceptional professional development
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## Values and Behaviour

Support Staff play a vital role in assisting teaching staff to make the education of their students their first concern, and are accountable for achieving the highest possible standards in work and conduct. All members of staff must act with honesty and integrity; have strong knowledge within their field, keep their knowledge and skills up-to-date and are self-critical; forge positive professional relationships; and work with parents in the best interests of the students in the school.

## Personal and Professional Conduct

The post holder should conduct themselves professionally at all times, treating pupils and staff with mutual respect, regardless of personal beliefs, in accordance with Trust ethos, policies and practices.

## **Key Responsibilities**

To provide technical support services to Science, including the preparation of materials, setting up of equipment for class practical sessions and maintaining equipment for use.

- Organising the preparation and construction of materials and equipment for use in lessons to maximise pupils' learning experience
- Work as support to teachers in lessons as appropriate
- Undertake structured and agreed learning activities/teaching programmes
- To carry out checks in classrooms prior to lessons to ensure the learning environment is safe for pupils and staff
- To undertake trials runs of experiments before they are carried out in the classroom
- Organise the use of display space within the department and throughout the Academy as directed by the Head of Department and Senior Simon Technician.

## **Administration**

- Keep a check on department stock levels and supporting the Head of Science and Senior Science Technician to administer the ordering, issue and distribution of stock
- To maintain hazard cards for all chemicals ensuring they are stored and handled safely
- Carry out routine administrative tasks for the Head of Science and Senior Science Technician eg. Photocopying, filing, collecting post, typing etc.

## **Resources**

- Operate relevant equipment/ICT packages (e.g. MS Office, internet, intranet, Management Information System, Email)
- Maintain and repair and apparatus/equipment used by the department and report other damage/needs
- Construct items within the department to improve effectiveness use of space and/or delivery of the curriculum
- Maintain tidy and organised work spaces and storage areas
- Maintenance of specialist apparatus/equipment, check apparatus/equipment and ensure health and safety guidelines are adhered to
- To store and dispose of chemicals and waste materials in accordance with CLEAPSS recommendations
- Provide advice and guidance to staff, students, parents/carers and others.

## **Management**

- This post does not have any management responsibilities.

## **Additional Duties**

- All staff, with the support, of the academy's designated DSL, have a responsibility for providing and safeguarding the welfare of the children and young people.

- To be familiar with and support any health and safety procedures and ensure all duties and responsibilities are discharged in accordance with the academy's health and safety at work policy.

This job description does not form part of the Contract of Employment and is not necessarily a comprehensive description of the duties required but outlines the main responsibilities of the post. It will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the Academy at the reasonable discretion of the line manager.

An enhanced DBS check will be required for this post. The job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title. The successful candidate must have a commitment to safeguarding and promoting the welfare of children and young people.



# Person Specification

**Post:** Science Technician

Please refer to these requirements when completing the application. The person specification is related to the requirements of the post as determined by the job description.

Essential	Desirable
<b>Qualifications &amp; Training</b>	
<ul style="list-style-type: none"> <li>Maths &amp; English GCSE or equivalent Grade C and above</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of ongoing Professional Development</li> <li>First Aid Training</li> <li>Degree or equivalent</li> </ul>
<b>Experience</b>	
<ul style="list-style-type: none"> <li>Experience of the role of a Science Technician</li> <li>Ability to carry out risk assessments in relation to laboratory work</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working within the academy or education sector</li> </ul>
<b>Knowledge and Skills</b>	
<ul style="list-style-type: none"> <li>Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation</li> <li>Knowledge of COSHH in relation to the safe handling and storage of chemicals</li> <li>Detailed knowledge of safe working practices in relation to the handling and usage of hazardous equipment and tools</li> <li>High degree of accuracy</li> <li>Ability to manage time effectively to complete tasks to a high level</li> <li>Ability to work both alone and within a team to achieve specified standards</li> <li>Be flexible to changing demands of the post</li> <li>To undertake any training relevant to the role</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of Child Development and learning processes</li> <li>Knowledge of child protection and safeguarding policies</li> <li>Sound understanding of equal opportunity issues within the workplace and the importance of culture and ethos and how this impacts on morale, high expectation and high standards</li> </ul>
<b>Personal Qualities</b>	
<ul style="list-style-type: none"> <li>Excellent communication including verbal and written skills</li> <li>Competent with IT and other software packages</li> </ul>	

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| <ul style="list-style-type: none"><li>• Good organisational skills</li><li>• Ability to create a happy, challenging and effective learning environment</li><li>• A solution-focused mindset and determined “no-excuses” approach to raising standards</li><li>• A personable nature to build effective relationships</li><li>• Ability and keenness to promote the Trust’s positive culture and ethos</li><li>• A high level of integrity, confidentiality and discretion.</li><li>• Ability to develop good personal relationships within a team, making an effective contribution to high morale</li></ul> |  |
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# Application Process

## Application Process

We will review applications as they are received and contact those shortlisted for interview. Early applications are encouraged as we will close the recruitment process once a suitable candidate is appointed.

To apply please send the completed application pack to [hr@thatrust.org.uk](mailto:hr@thatrust.org.uk).

## Important Information for Applicants

<b>Closing Date:</b>	Wednesday 29 September 2021
<b>Interviews:</b>	TBC

## Person Specification

This specification sets out the criteria which will be used to shortlist candidates for interview and during the interview process. After the closing date for this post a panel will conduct the shortlisting process. You will be selected for interview based entirely on the contents of your application form, it is therefore important that you fully read the Job Description and Person Specification prior to completing your form. After the shortlisting process has been completed candidates who have been selected for interview will be informed, and provided with full details of the interview programme. If you have not heard from us within 10 working days of the closing date for this post, you have, on this occasion, unfortunately been unsuccessful.

We hope you find the information in this pack useful. Should you have any further queries or concerns, please do not hesitate to contact Sharon Teachen, HR Manager, on 01634 265771 or email [hr@thatrust.org.uk](mailto:hr@thatrust.org.uk).