Uppingham Community College - Senior Science Technician

Vacancy: Senior Science Technician

Recruitment Pack

Welcome from the Principal

Thank you for your interest in the Senior Science Technician vacancy at Uppingham Community College. This is a fantastic opportunity to join a successful, happy and aspirational school. At UCC we have an exceptionally talented group of professionals who work in a positive, collegiate manner to provide our students with an inspirational learning experience.

Our key values as a school community are Respect, Honesty and Kindness. Everything we do is based upon these simple core principles. We are committed to the highest standards of education and have invested in staff, facilities and resources to ensure all of our students acquire the knowledge and skills required to succeed in an ever-changing world.

We are very committed to developing our staff. I firmly believe that in order for our young people to flourish we must invest in the development of our staff so they can thrive professionally and provide an excellent education for our students. We are determined to provide a working environment for our staff in which workload is manageable, job satisfaction is high and where we are focussed on the aspects of school life that make the biggest difference in the lives of our young people.

We have excellent staff attendance and retention levels. Consequently, our staff turnover is very low and recruitment opportunities are quite rare. Therefore, this is an exciting opportunity to join a fantastic school, work within a great team and teach a superb group of young people. Uppingham Community College is a wonderful place to learn and to work! I look forward to receiving your application.

Ben Solly

Principal

Job Purpose

To lead the Science Technicians to provide technical support to the Science Department. To provide assistance and advice in meeting the practical needs of the science curriculum, and support students within lessons as needed.

To provide assistance and advice in meeting the practical needs of the science curriculum, including liaising with teaching staff and support staff outside the department.

The characteristics we are looking for

Personal characteristics:

The role of any adult working in a school can be instrumental one in the lives of young people.

School staff at UCC must be role models to students and colleagues, and consistently embody the College values of Kindness, Respect and Honesty, alongside the following key personal characteristics:

- Integrity
- Positivity
- Self-awareness
- Empathy
- Resilience

Specific Responsibilities for this post

Specific responsibilities for this post:

- Co-ordinating the use of, and development of, practical resources and facilities, including the provision of guidance and support in meeting the practical requirements of the science curriculum, including liaising with other areas of the school (including SEN, Exams, Finance, HR, IT, DT, PE) and outside organisations (STEM, IOP, Suppliers and Reps).

- To have overall responsibility for the promotion and observance of a healthy & safe working environment for the technical support team by:

- actively leading and coordinating the assessment, monitoring and review of both health & safety procedures and information resources;

- keeping up-to-date with current procedures and practices through continuing professional development;

- the provision of technical advice on health & safety issues to teachers and technical support staff;

- the safe treatment and disposal of used materials, including hazardous substances and responding to actual or potential hazards;

- the healthy & safe storage and accessibility of equipment and materials.

- To ensure that the technical team is resourced, organised and developed to meet the performance standards required by the department.

- To take a lead role in the design, development and maintenance of specialist resources and/or long-term projects and offer professional guidance, assistance and support to pupils & teachers on the practical aspects of the curriculum.

- To undertake the lead role within the science department on both routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment to the required standard.

- To be responsible for setting up and monitoring systems used in the management and control of practical resources including:

- leading on stock control, compiling orders, liaising or negotiating with suppliers and maintaining appropriate records;

- monitoring, controlling and keeping financial records of the departmental expenditure in accordance with the school's policy;

- ensuring the availability of suitable materials and equipment and suggesting alternatives for suitability and economy.

Generic Responsibilities for this post

UCC staff expectations:

- Consistently demonstrate the UCC core values Respect, Honesty and Kindness.

- Demonstrate a positive, 'can-do' attitude.

- Through your work in the department and the wider school, contribute towards establishing the conditions in which everyone at UCC can thrive.

- Take professional pride in performing all aspects of your role to a consistently high standard.

- Follow all UCC policies accurately.

- Keep ICT skills updated to ensure effective use of technology.

- Demonstrate commitment to own professional development.

- Undertake and participate in training, coaching and general guidance with/for other staff.

- The post holder may be required to perform any other reasonable tasks commensurate with the grade of the post.

- The Principal may allocate additional responsibilities to this job description, in consultation with the post holder and in line with the UCC Workload and Wellbeing Charter.

Safeguarding:

To uphold the College's Staff Code of Conduct and policies in respect of child protection and safeguarding matters;

Collaborating with colleagues:

- Promote a creative and collaborative working environment

- Create, maintain and enhance effective relationships

- Ensure a working environment which pays due regard to health and safety requirements

Line management

- Principal/Governing body in all matters;
- Head of Science

Salary and Contract information

Salary

Scale 5.12-17

£21,040 - £23,060 - Depending on experience

Daily hours

Monday to Friday - hours to be discussed.

Full time

37 hours per week. TERM TIME ONLY (39 weeks per year - term time plus 5 days)

The College is committed to safeguarding and promoting the welfare of children and all posts are subject to DBS checks. In the interests of safer recruitment, the Trust may carry out online searches on shortlisted applicants in compliance with the guidance set out in Keeping Children Safe in Education (KCSIE). Any relevant information found with regards to a candidate's suitability to work with children will be discussed at interview.

Benefits of working at UCC

When you join Team UCC you are becoming part of a community that values people. We have a strong team ethic and a friendly, supportive working environment.

We offer benefits such as:

- A culture based on our core values of Kindness, Respect and Honesty

- High quality training and career development opportunities

- 'Personal Improvement Planning' instead of 'Performance Management'

- On Site Parking

- Employee Assistance Programme which provides a range of support including counselling and legal advice.

- Free annual flu jabs

- Excellent Local Government Pension Scheme

How to apply

If you would like to be considered to join Team UCC we will need:

- An application form;

- A letter of application, to the Principal Ben Solly, in which you should identify how your skills and experiences will enable you to succeed at UCC.

Email applications to: Jane Kendrick via hr@ucc.rutland.sch.uk

Further details about Uppingham Community College can be found on our website: Support Staff Opportunities - Uppingham Community College (uppinghamcollege.org.uk)

For any further questions please contact: Jane Kendrick (HR & Payroll Officer) kendrick_j@ucc.rutland.sch.uk or 01572 823631

Closing Date for applications: 9am Friday October 6th 2023

Watch our recruitment video by clicking here.