



HABERDASHERS' ASKE'S FEDERATION



Haberdashers' Aske's Hatcham College Science Technician RECRUITMENT PACK

A MULTI-ACADEMY
TRUST

www.haaf.org.uk



About us

A Message from the Chief Executive

A very warm welcome to Haberdashers' Aske's Federation. We are a growing Multi-Academy Trust of three secondary schools and five primary schools organised as three all-through 3-18 academies and a primary free school:

Haberdashers' Aske's Crayford Academy

Haberdashers' Aske's Knights Academy

Haberdashers' Aske's Hatcham College

Hatcham Temple Grove Free School

Our schools are in the London Boroughs of Lewisham and Bexley and educate over 5,000 children and young people in south-east London. We are opening a new secondary school in the London Borough of Southwark in September 2019. All our schools have a single vision and ethos and are committed to valuing tradition, as well as progress, and promoting excellence in every area of school life, and to ensuring every student in our care fulfils their potential. We have a strong ethos based on mutual respect and responsible behaviour.

Our Principal Sponsors, the Worshipful Company of Haberdashers, take a keen interest in the welfare and progress of our students and are extremely generous with their support and expertise.

Being Part of a Multi Academy Trust

Our Federation brings together primary and secondary schools in an innovative and ambitious way. United by a single Trust Board, Chief Executive, Finance Director and Director of Performance, our three all-through school clusters are autonomous schools with their own Principals and senior leadership teams.

At the same time, links develop at every level and in every area of school life. There are excellent opportunities for sharing resources, learning from each other and student and teacher exchange. To work effectively as a group at this scale, we depend upon effective communication within and between our schools and externally. Improving the effectiveness of our internal and external communications is a key priority of our five-year strategy. This role, reporting to the Director of Performance and the Director of External Affairs, is critical to the success of that goal.

The focus of our strategy is on using communication as a means to delivering our overall aims, which are set out on the next page. For that reason this post brings together responsibilities for communication with overall responsibility for ensuring compliance with our full range internal policies and procedures and statutory requirements.

In both aspects of this role you will need to work with and through others across the organisation. By harnessing the power of key staff and senior leaders in all our schools you will play a key role in helping us achieve our ambitious goals.



Statement of values, aims and ethos

The Haberdashers' Aske's Federation is a Federation of three all-through clusters of primary and secondary schools each at the heart of their community. They share a vision for the education of children and young people built from our values of aspiration and achievement, personal responsibility, self-discipline and mutual respect. We are forward looking and value innovation within the context of our long tradition of providing excellent education. Based upon these values we aim to ensure all the children and young people who come to our schools:

- Are happy and safe at school and are able to learn successfully within a supportive environment
- Are able to achieve their full potential personally, academically and socially
- Develop and grow as independent, resourceful and resilient individuals
- Are equipped with the skills, qualifications and love of learning they will need to be successful in the world they will join as adults

We will achieve these aims by providing a safe environment where all children and young people can succeed through:

- Provision of a curriculum that is stretching, relevant and provides each student with the opportunity to excel
- High expectations of every member of our community
- Excellent teaching, leading to the highest standards of academic excellence
- The best standards of behaviour based upon our values of mutual respect, self-discipline and self-confidence
- A respect for tradition that embraces innovation and challenge

Our Five-Year Strategy

Our five-year strategy for 2018-2023 sets ambitious goals for our Multi-Academy Trust. We want children in our schools to make rapid progress at all stages of their education (primary, secondary and sixth form) compared to their peers in other schools and as a result achieve excellent outcomes in their qualifications. To achieve this our strategy has six priorities:

- To fully align the curriculum and its assessment across our Federation from Year 1 to Year 11
- To establish our Atlas Teaching School as the provider of school improvement services within the Federation and as the provider of first choice in the local area beyond the Federation
- To create a sector leading Analysis and Insight service within the Federation
- To ensure our sixth forms are highly effective and financially viable
- To ensure our communication systems are efficient, reliable and effective
- To ensure our multi-academy trust has the structure to ensure high standards are sustainably delivered



Role Description

Science Technician

Start date:	September 2019
Salary:	£18,170- £19,513 Band 3 Point 9 to Point 12 Support Pay Scale 44 weeks per year (depending on experience) + 17.9% pension (LGPS)
Length of post:	Permanent
Location:	South London
Accountable to:	Head of Science

Summary of the overall purpose of the job

Supporting the practical and technical aspects of the Science Curriculum.

To work as part of a three person team of technicians in order to support and develop the practical element of learning. You will be responsible for preparing class practicals and demonstrations for up to 13 teachers across nine different labs over two sites. You will also be responsible for updating the prep room and actively acquiring new resources in order to support the progression of Biology, Chemistry and Physics within our thriving department.



Detailed Responsibilities

A. Laboratory Servicing

- Preparation of teaching materials including (apparatus, equipment, chemicals and specimens) as requested by teaching staff for practical work. These resources should be prepared and laid out in appropriate labs in a timely manner and cleared away efficiently and as immediate as possible after use.
- Set up demonstration experiments and ensure that they work satisfactorily.
- Clean dirty apparatus (glassware) after use
- Use aseptic techniques to: prepare sterile agar plates, culture media, and safely dispose of microbial cultures after use.
- Set up data loggers and other computer-aided experimental equipment in order to facilitate practical work.
- Actively look for and trial new experiments in biology and assist teachers in devising practical work, particularly for the new specification A/S level 2015 and GCSE course 2016
- Assist in the preparation for school open evenings, including sixth form open evenings.
- Assist in the preparation of school and external practical examinations.

B Maintenance

- Maintain and service equipment in labs and prep rooms.
- Liaise with senior technician, and subject leader, in order to arrange repairs and replacement of equipment and furnishings.
- Maintain the prep room in an organised and tidy manner.
- Modify or construct equipment as required by the subject leader and other members of the science team.

C Stock Keeping and Administration

- Operate an efficient system for stocking, storing, transporting and distributing practicals and equipment within the department.
- Maintain stocks of consumable items and record stock control and deliveries as directed by the senior technician.
- Obtain quotations for from suitable suppliers of equipment and materials.
- Work with the other technicians in order to ensure the preparation of requisitions on a weekly basis.
- Maintain and manage various filing systems within the department.
- Maintain laboratory documents and safety manuals and ensure that they are up to date.

D Safety

- Arrange for the safe storage of equipment and chemicals within the prep room.
- Ensure that chemicals, biological material and microbes are labelled according to specific safety requirements.
- Dispose of chemical, radioactive, microbial and biological waste safely.
- Advise any cleaning staff of how they need to handle and hazardous waste material including radioactive materials
- Inspect maintain and assist in the correct use of safety equipment in labs.

General responsibilities and objectives

- Undertake other duties and responsibilities of an equivalent nature, as may be determined by your line manager from time to time.
- Work with biology, Chemistry and Physics specialists in order to develop an up to date range of practicals for the new specifications at A-level and GCSE required practicals.
- Take reasonable care of the health and safety of self, other persons and resources whilst at work.
- To support the school in meeting its obligations under the Health and Safety at Work Act
- To be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children
- To promote the principle of equal opportunities in the College
- To promote a single College ethos
- To promote the College's commitment to the continued professional development of all staff
- To undertake any duties as may reasonably be required by the CEO or Principal
- To work within the College framework with regard to Health and Safety
- To be aware of and assume the appropriate level of College's safeguarding policies.

This job description reflects the core activities of the role and as the Federation and the post-holder develop there will inevitably be changes in the emphasis of duties. It is expected that the post-holder recognise this and adopt a flexible approach to work and be willing to participate in training. If changes to the job become significant, the job description should be reviewed formally by the post-holder and line manager.

Date JD was agreed: April 2019

Person Specification

Criteria	Essential	Desirable	HOW IDENTIFIED AND ASSESSED AP Application AS Assessment I Interview P Presentation R References
Education/qualification and training			
Evidence of continuous professional development	✓		
A levels or other Vocational qualification equivalents (NVQ3 LATA)		✓	
Degree in science or equivalent		✓	
Knowledge and Experience			
Detailed knowledge of Health & Safety legislation as it relates to the work of a school	✓		
Detailed knowledge of COSHH and ESCC regulations in relation to the safe handling and storage of chemicals	✓		
Detailed knowledge of safe working practices in relation to the handling and usage of hazardous equipment and tools	✓		
A sound knowledge of National Curriculum requirements	✓		
Previous experience of working as a Science technician within a maintained school.		✓	
Skills and Ability			
Ability to offer professional guidance and assistance to students and teachers on the practical aspects of the curriculum	✓		
Ability to effectively direct the work of a team	✓		
Ability to identify work priorities and manage own workload and that of others	✓		
Ability to oversee the induction and training of new technical staff	✓		
Ability to monitor, control and keep financial records according to the requirements of the school	✓		
Ability to maintain accurate work records and inventories	✓		
Ability to carry out risk assessments in relation to laboratory work	✓		

Criteria	Essential	Desirable	HOW IDENTIFIED AND ASSESSED AP Application AS Assessment I Interview P Presentation R References
Ability to prepare equipment and materials for lessons, as requested by the teaching staff	✓		
Ability to design, develop and maintain specialist resources	✓		
Ability to demonstrate developed interpersonal and communication skills	✓		
Ability to establish positive relationships with pupils, including those with special educational needs	✓		
Personal characteristics/other requirements			
Highly organised	✓		
A passionate belief in the schools and department vision statement	✓		
Highest levels of professional and personal integrity	✓		
A strong commitment to the personal, spiritual, social and health development of young people.	✓		
Personal resilience, persistence and perseverance.	✓		
Commitment to undertaking training where required.	✓		



Recruitment Process

Key dates

The selection process will take place according to the timetable below.

Application closing date 14th August 2019

Shortlisting Applications will be reviewed as they are received until the post is filled

Format of Applications

Applications must be made via the TES jobs online form or by using the application form which can be downloaded from the vacancies page of our web site <https://www.haaf.org.uk/vacancies>

Further information

If you would like more information about the post or our organisation, please email hatchamhr@haaf.org.uk to request a confidential conversation.



Other Recruitment Information

References

The Federation will obtain references from your referees. In order to prevent a delay please ensure that the reference section of the application form is accurate and completed in full.

Right to work in the UK

Section 8 of the Asylum and Immigration Act 2006 makes it a criminal offence for an employer to take on a new employee whose immigration status prevents him/her from taking up employment. If you are invited to attend an interview you will be asked to produce original and up to date documentary evidence of your right to work in the UK.

Data Protection

Any data about you will be held securely with access restricted to those involved in dealing with your application in the selection process. By signing and submitting your application form you are giving consent to the processing of your data.

Criminal Convictions

All education establishments in the UK are exempted from the Rehabilitation of Offenders Act 1974. In practice this means that all applicants must inform on all spent and un-spent convictions on their application form and when completing a Disclosure and Barring form. Failure to provide this information may result in dismissal. List 99 is also obtained on anyone who will be working or coming into contact with children; and must be received by the Academy before employment can commence.

Equality and Diversity

We recognise the benefits of a diverse workforce such as ideas and talent. We are committed to eradicating discrimination in the workplace; and becoming an employer of choice.

Special Requirements

If you require reasonable adjustments prior to your interview, these can be arranged by emailing hatchamhr@haaf.org.uk and where practical we will support your request.



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