



Woodrush High School

An Academy for Students Aged 11-18

Science Technician Applicant information pack



Advertisement

Science Technician

25 hours per week

Term time plus 5 training days

Scale 2 point 10 to 13 (£9022.83 to £9530.23 pa)

To start September 2017

Woodrush High School, an Academy for Students aged 11 – 18 is an Ofsted Outstanding School. This is an exciting time for the Academy as it continues to grow and develop.

The successful applicant will provide support to the Science department in the preparation and Cleaning/Clearing of lesson materials and undertake administration tasks as required.

We are looking for a person who has:

- Science Technician experience within a school.
- Knowledge of H&S experience within a Lab/prep room
- The desire to complete or is working towards a Science Technician qualification
- Excellent communication, presentation and interpersonal skills
- The ability to work well as a team
- A belief that all students have the ability to achieve and be successful

We can offer you:

- The benefit of being part of our Teaching School
- Supportive Induction programme
- Excellent opportunities for further development
- On site gym and membership at reduced rates

To find out what we can offer you working at Woodrush and for more information on our school please download our application pack from our website. Details can also be found on how to apply.

Alternatively please contact Mrs Robinson Headteachers PA on 01564 823777 or email her at nrobinson@woodrushhigh.worcs.sch.uk to have a pack emailed or posted out to you

Closing date first post 26th June 2017 interviews to take place shortly thereafter.

Woodrush High School is committed to safeguarding and promoting the welfare of children and young people and as such expects all staff and volunteers to share this commitment. Posts are subject to an enhanced disclosure through the Disclosure and Barring Service. CVs will not be accepted in place of an application form.

Information for Job Applicants

Dear Applicant,

Thank you for your interest in our vacancy

Woodrush High School is an extremely popular and oversubscribed Academy. We are an Outstanding school, a Teaching school and a recognised National Support school. We have a 'family' ethos and a strong commitment to building professional relationships, with staff and students alike. Our students are enthusiastic, keen to learn and range in age from 11 to 18 years old.

Our position at the heart of our local community is strong -Woodrush is thriving and amongst the top performing schools academically in our local area. We are proud of our local and national reputation; our 'Outstanding' OFSTED grade puts us in the top 10% of schools nationally. We place our emphasis on ensuring all of our students achieve the qualifications and equally importantly, the life skills to be successful in the world in which we live. We are a community school and value the contribution all of our students make to the life and success of our organisation.



We are justifiably proud of our school and our students' achievements. Their behaviour is excellent and they enjoy the learning experiences that they have. We are committed to ensuring that all our students receive the excellent education that they deserve. We have a hardworking and well-qualified staff who are dedicated to delivering an ever-changing curriculum in a vibrant and exciting way. The curriculum we offer is broad, balanced and inspires students to learn. The range of subjects and courses on offer help students acquire knowledge, understanding and skills in all aspects of their education, including the humanities, languages, mathematical, scientific, technical, social, physical and artistic learning.

Our young people are focussed, determined, motivated and encouraged to do their best in everything they do. Whilst our focus is on a strong academic performance, as a school we value highly our work with extra-curricular activities and opportunities are wide and varied. Students are able to take part in a range of experiences from the Duke of Edinburgh Award to work in the arts, music and sport to name but a few, along with many other opportunities for trips and visits locally and abroad. Our encouragement of our extra-curricular opportunities is as strong as the focus on all of our students' progress in the classroom with clear benefits to their chances in life.

It continues to be a fantastic time to join our team. I wish you every success in your application and, along with my colleagues, look forward to meeting the successful short-listed candidates.

Kind Regards

A handwritten signature in black ink, appearing to read 'N. Rancins'.

Ms N. Rancins BSc PGCE NPQH
Headteacher



About Our School

Woodrush High School is an 'outstanding' mixed, comprehensive school of approximately 1000 students aged 11 to 18, including a sixth form of nearly 120 students. There are 70 teaching staff and approximately 60 support staff. The school is situated in a pleasant semi-rural residential area a mile to the south of the Birmingham City boundary. It is a six form entry school and is heavily oversubscribed, with applications coming from parents of students residing in Birmingham, Worcestershire and Solihull. Applications for admission in 2016 totalled 386 for 180 available places. The school, which was opened in 1957, enjoys an excellent reputation locally and commands much loyalty from families who have lived in the area for some time. Woodrush was designated a Teaching School by the National College for Teaching and Leadership in 2014.

Our examination results at GCSE are significantly above national averages and our students have an excellent record for achieving employment and admission to higher and further education.

Achievements in other fields are equally valued and there is a strong tradition of extra-curricular activities within school. Woodrush has teams in many sports, including: rugby, football, netball, hockey, cricket, tennis, basketball, athletics, rounders and cross-country running. There are residential outdoor pursuit weeks, visits to France and Spain, skiing trips, residential field courses, and visits to theatres. There are drama and musical productions and a high participation rate in the Duke of Edinburgh Scheme.



Students follow a broad and balanced curriculum leading to a full range of qualifications. At KS4 students follow a flexible curriculum depending on needs and ability. At Sixth Form level the school offers a range of AS and A level courses alongside an increasing suite of vocational subjects such as BTEC's. All students follow our 'ASPIRE' programme which aids the personal development of students and prepares them for life after Woodrush. The Special Educational Needs department is particularly strong, and offers considerable support to a number of students throughout the school. Students with physical disabilities are completely integrated within the curriculum of the school.

The accommodation of the school includes an assembly hall, kitchen and dining area, and two and three storey classroom blocks- much of which has undergone considerable refurbishment. There is specialist accommodation for Science, Technology, Art, Drama, Business Studies, and ICT, and more recently building programmes have provided high quality accommodation for Sports at the school and for community, Teaching school, Library, and Sixth Form area. Our sports facilities, including all weather floodlit artificial pitch, are open to the public as an evening and weekend sports centre.



We have four Houses at Woodrush High School (Brindley, Cadbury, Eliot and Lanchester). Students join a mixed ability tutor group on entry to the school and remain in that group until the end of Year 11. We have an agreed Code of Conduct and students are expected to and do behave well. Parents are very supportive and the school has an excellent reputation for creating high standards achievement and behaviour. Our school uniform, which is traditional in design, with a blazer, is worn by all students up to Year 11 and is strictly enforced. Students are encouraged to achieve the highest possible standards of which they are capable.

Woodrush prides itself on fostering a strong sense of community life and developing good habits of hard work and self-discipline. We aim to provide young people with an orderly, structured and supportive environment in which they can grow to maturity.

Why work at Woodrush High School?

We place learning and progress at the heart of everything that we do and regularly celebrate at all levels the excellent achievements of our students. We have a 'can do' attitude where we feel that nothing is impossible to achieve in order to improve our students chances in life.

Our success is based on the quality of the staff we have, in whatever role they play in school. We aim to continually improve and strive to excel in everything that we do. At Woodrush we work towards creating caring and positive relationships with staff and with our students. We are a community, where students and staff are happy to work together.

Our Staff Enjoy:

- Being part of a successful Outstanding school
- A fully supportive New Staff induction process
- The school's supportive network of colleagues
- Excellent opportunities for further development
- Local Government Pension Scheme
- On site gym with membership at reduced rates
- On site café and library



Job Description

Job Title:	Science Technician
Contract:	Permanent, Term time only plus training days.
Scale:	Scale 2 (10 to 13)
Hours:	25 hours per week over 5 days per week (hours to be agreed)
Responsible to:	Lead Science Technician/Head of Science Faculty

Job Purpose

To provide full technician support to teaching staff, particularly in the preparation and cleaning/clearing of lesson materials and to undertake administrative tasks when requested.

Key Responsibilities

- To ensure the efficient preparation and organisation of equipment for lessons as required.
- To clean equipment and laboratories after each lesson and any chemical spillage when they occur.
- The preparation and delivery of apparatus requested by the Science teaching staff and setting it out if necessary in the required room.
- Clearing away when the apparatus is finished with and washing up.
- Storing chemical stocks in an orderly and safe manner.
- Maintaining apparatus in a usable state and undertaking minor repairs where feasible.
- Making up standard laboratory solutions within Health and Safety guidelines.
- Assisting teaching staff and Students in practical work when required.
- Undertaking regular stock checks as directed by the Lead Science Technician.
- Working in co-operation with other technicians and teachers to ensure the smooth and safe running of all aspects of the department.
- To ensure safe storage and use of laboratory equipment.
- Assist Teachers and supply teachers in the setting up of equipment.
- To assist in preparing lesson materials in other departments from time to time.
- To liaise with other departments/schools re use of additional/specialist equipment.
- To refer stock requirements to the Lead Science Technician.
- To undertake routine photocopying as required.
- To liaise with caretaking staff regarding any gas/fume problems that may occur.
- To assist in ensuring the safe conduct of pupils in the department.

Health and Safety

- Under guidance, become familiar with the Health and Safety implications of all laboratory techniques and chemicals used
- Carry out Risk assessments for technical activities as directed by the Lead Science Technician
- To ensure the application of Health and Safety procedures and to raise awareness of H&S issues specifically in relation to laboratories
- To undertake health and safety duties commensurate with the post

Other Duties:

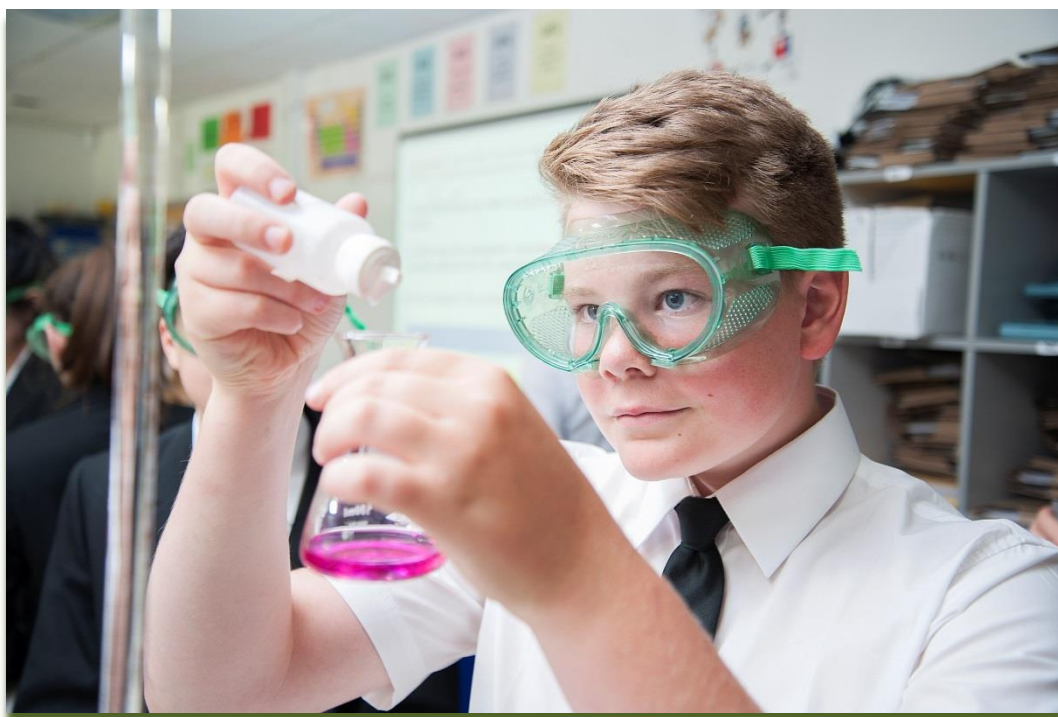
- Support with paperwork including photocopying teaching materials and examination papers as requested
- Attend trips and visits where required
- To maintain personal and professional development to meet the changing demands of the job, Keep up to date with current procedures and practices, participate in appropriate training activities, including attendance to specified teacher training days
- To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.

Contacts:

In all contacts the postholder will be required to present a good image of the School as well as maintaining constructive relationships.

Notes:

- The Governing Body reserves the right to alter the content of this Job Description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.
- The duties described in this Job Description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the Academies Equal Opportunities Policy.



Person Specification

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Experience	<p>Science Technician Experience</p> <p>Experience of working within a school environment</p> <p>Experience of working with young people</p> <p>Ability to setup, maintain and repair the range of science equipment in schools</p>	<p>Experience of dealing with H&S within a Science Lab/Prep room</p>	<p>Application form</p> <p>Interview</p> <p>References</p>
Education and Training	<p>GCSE Maths , English and Science grade C or above</p> <p>Working towards a relevant Science Technician qualification</p>	<p>Evidence of further personal and professional training development and how this has been applied. Health and Safety (general level CLEAPSS)</p> <p>First aid</p>	<p>Certificates</p>
Knowledge and Understanding	<p>Understanding of Microsoft Office software</p> <p>Knowledge of completing routine maintenance of equipment</p> <p>Understanding of Safety procedures in laboratory / Prep room environment</p> <p>Understanding of safe storage of chemicals and equipment</p> <p>Understanding of Laboratory procedures</p> <p>How to cultivate positive and effective relationships to encourage the best possible outcomes</p> <p>Good numeracy/literacy skills</p>	<p>Knowledge of Safeguarding practice</p> <p>Knowledge and understanding of school policies.</p> <p>Knowledge of the Science Curriculum</p> <p>Knowledge of COSHH and CLEAPPS</p>	<p>Application form</p> <p>Interview</p> <p>References</p>
Skills, Abilities and Attributes	<p>Ability to prepare, set up equipment and materials for lessons</p> <p>Excellent communication, presentation and interpersonal skills.</p> <p>Excellent personal organisation and self motivation.</p> <p>Excellent knowledge, expertise and enthusiasm.</p> <p>Ability to work to, prioritise, multi task and work to deadlines.</p> <p>Expectations of high standards</p>	<p>Sensitivity in collaborative work with colleagues within and outside Woodrush.</p> <p>Ability to understand the curriculum needs of students to provide relevant support to enable achievement</p>	<p>Application form</p> <p>Interview</p> <p>References</p> <p>Assessment tests</p>
Other Factors	<p>A degree of flexibility in working hours</p> <p>High standards of personal appearance.</p> <p>Sense of humour.</p> <p>A proven record of good attendance and punctuality</p>	<p>.</p>	<p>Interview</p>

How to apply:

If you would like to join our outstanding team and apply for this post, please **complete the application form in full**.

Please note that incomplete applications may result in possible rejection from the shortlisting process.

Section One: Personal Details

Please ensure that all details are completed including your date of birth. This is to ensure that appropriate identity checks can be made. Ensure your NI number, email address and contact numbers are also included. For Teaching staff please make sure you include your Teachers number.

Section Two: Education, Training & Qualifications

Please complete this fully and ensure that you have proof available of your qualifications. If you are not in possession of this proof, please be aware that we will require your permission to contact the relevant awarding bodies prior to a firm offer of appointment, should you be successful.

Section Three: Employment/Work Experience

Please ensure that this section is completed fully. If you have gaps in your employment please indicate the reasons for this. This may be explored further in an interview.

Section Four: Supporting Statement

Please use this opportunity to show your suitability for this post as outlined in the person specification. Your letter of application, which should be no more than two sides of A4 should:

- show your suitability for this post as outlined in the person specification
- give an outline of the impact you have had in your current role on students outcomes
- tell us why you want to join us at Woodrush
- outline how you will improve levels of achievement further for our students at Woodrush High School.

Section Five: Convictions/Disqualifications

Please be aware that this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared.

Section Six: References

Please provide two referees and their details. A telephone number or e mail address often makes this process easier and would be much appreciated. The references MUST include your current or most recent employer and will ask about your suitability to work with children. Open references or testimonials will not be considered. Please be aware that we may approach previous employers to verify particular experience or qualifications.

Section Seven: Declaration

Please be aware that by signing the declaration you are declaring that you are not on List 99, disqualified from work with children or subject to sanctions imposed by a regulatory body e.g. the General Teaching Council (GTC) and that you either have no convictions, cautions or bind-overs, or that you have attached details of these in a sealed envelope. You are also aware that you will be subject to a DBS Disclosure appropriate to the level of the post should you be successful.

Please be aware that providing false information is an offence and could result in the application being rejected, or summary dismissal if you are appointed on the strength of this, with possible referral to the police.

Safeguarding:

Please note that Woodrush High School is committed to safeguarding and promoting the welfare of children and young people and as such expects all staff and volunteers to share this commitment

Deadline for completed applications is Monday 26 June 2017

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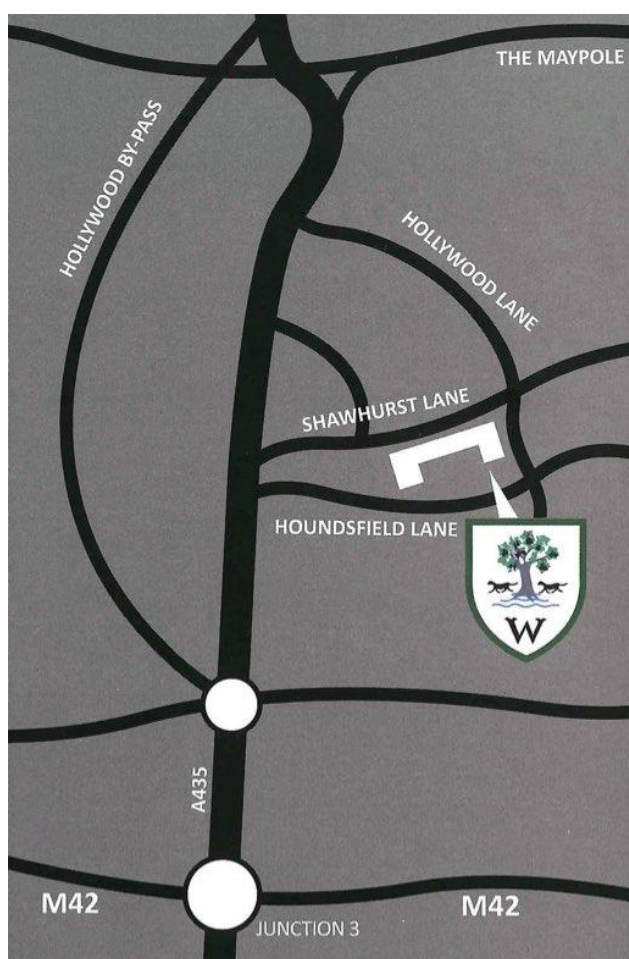
Woodrush High School

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Wythall
Worcestershire
B47 5JW

Tel: 01564 823777
Fax: 01564 820092

Email: office@woodrushhigh.worcs.sch.uk
Web: www.woodrushhigh.worcs.sch.uk



By Rail

A train from Birmingham Moor Street to Whitlocks End will take around 20 minutes. A taxi from Whitlocks End Station to Woodrush High School will cost about £5.00.

A train from Birmingham Moor Street to Wythall Station will take about 20-25 minutes. This service is less regular than the service to Whitlocks End. A taxi from Wythall Station to Woodrush High School will cost about £4.50.

A2B Taxis- 0121 733 3000

By Car

From junction 3 of the M42 take **A435** exit to **Birmingham**. At the roundabout take the third exit signposted Wythall/Hollywood. Follow this road until you pass a group of shops on the right (including Spar). Turn right onto Shawhurst Lane. Woodrush High School is on the right. (Postcode for Sat Nav. is B47 5JW)

There is limited parking at the front of school or alternatively please use the Sports centre Carpark situated to the left of the school main gates.

Please press the buzzer for Woodrush and the Receptionist will answer. Please park and come to the main school reception which is clearly sign posted