



Education, training, skills and employment services on one campus to raise standards in education for ALL

## The Forest Academy



## Senior Science Technician

**36 hours per week, term-time only**

**LBR 5 Scale Point 12-18 FTE**

**Required: ASAP**

Thank you for expressing an interest in becoming a Senior Science Technician at the Forest Academy.

#### *Vision & Values*

*'Raise standards in education for all; we believe every young person deserves the best education possible.'*

*The Forest Academy (TFA) is a part of the Beacon Multi Academy Trust, along with Beal High School, North East London Teaching Alliance (NELTA) and Beacon Business Innovation Hub (BBIH). TFA and Beal sixth forms amalgamated in September 2018. TFA is an 11-16 mixed comprehensive school, located in the north east corner of Redbridge.*

#### *Why choose TFA?*

- *A small, caring and welcoming community school*
- *High expectations of all and where all students are entitled to consistent high quality learning experiences*
- *A committed and dedicated staff working hard to shape the lives of the young people who come to our school*
- *High quality CPD offer, through our partnerships with NELTA, Beal High School and other partnerships*
- *Beal High School sixth form is part co-located at TFA, thus the opportunity work to support students within the sixth form*

The Trust is committed to safeguarding and promoting the welfare of young people and expects all members of staff to share this commitment. The below documents must be read prior to applying for this role and will be factored into interviews:

[Keeping Children Safe in Education](#)  
[BMAT – Safeguarding and Child Protection Policy](#)

**Enhanced DBS (with list checks) is required for this post.**

For more information and an application form please visit our website [www.theforestacademy.org](http://www.theforestacademy.org) and forward your application to [beasuccess@bealhighschool.co.uk](mailto:beasuccess@bealhighschool.co.uk)

**Please note, we reserve the right to close or extend this position, therefore we would urge candidates to submit an application as soon as possible**

## Senior Science Technician

### Purpose of role

To organise and lead the science technician service at The Forest Academy. This will include overseeing preparation, repair, construction and maintenance of resources and providing support as needed to staff and pupils

### General duties and responsibilities

- Coordinate the provision of technical support for the Science department, in conjunction with the Head of Science, including determining priorities, allocating work to technical staff and ensuring that deadlines are met
- Leadership and management of the technical team, to include the professional development, appraisal and supervision of those within the technical team
- Create and maintain a purposeful, safe, orderly and productive working environment
- Safe, timely and accurate preparation, use, storage and disposal of specialist equipment/resources/materials as required by staff/curriculum/lesson plans etc. (including radioactive sources where relevant)
- Maintain records as requested
- Responsibility for carrying out regular health and safety checks / audits on science laboratories and relevant equipment, ensuring compliance with relevant Health and Safety legislation and guidance
- Ensure the health and safety and good behaviour of pupils at all times
- Work within COSHH, CLEAPSS and other Health and Safety agency guidelines to ensure safe working practices within all areas of the workplace, disseminating advice and guidance to staff as necessary
- Carry out risk assessments and ensuring that appropriate health and safety practices are followed for technical tasks
- Provide clerical/admin support
- Monitor and manage stock and supplies, cataloguing as required and forward planning to anticipate future requirements
- Maintenance/servicing of specialist equipment, check for quality/safety, undertake repairs/modifications within own capabilities and report other damages/needs
- Demonstrate and assist others in safe and effective use of specialist equipment/materials, including suggested alterations to proposed practical procedures to minimise apparent risks (seeking advice where necessary e.g. from CLEAPSS)
- Undertake structured and agreed learning activities/teaching programmes
- To actively seek to establish links with local Universities / employers / scientific associations and to liaise with these organisations (as directed by the Head of Science) to ensure that initiatives which support students' engagement and enjoyment of science are effectively executed
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance management as required, and ensure that ongoing training is completed as necessary by relevant members of staff / students

*The above mentioned duties are neither exclusive nor exhaustive, duties and responsibilities of the post may change as requirements and circumstances change. The post holder may be required to carry out such other duties as requested by management that are broadly within the level of the post.*

## Role Criteria

	Essential (E) Desirable (D)	Application (A) Interview (I) Reference (R)
<b>Qualifications</b>		
1. Ideally Level 4 but a minimum of Level 3 or equivalent qualification or experience in relevant discipline	D	A/I/R
2. Qualification at Level 2 (Grade C or above) in English, Maths and Science	E	A/I/R
<b>Knowledge/Skills</b>		
3. General technical/resource support	E	A/I
4. ICT skills and knowledge of other specialist equipment/resources.	D	A/I
5. In depth knowledge of a particular technical subject area	D	A/I/R
6. Excellent time management and organisation skills	E	A/I/R
7. Ability to be flexible, resourceful and use initiative to meet varied demands of the department.	E	A/I/R
8. Able to work effectively in a team and contribute to its success	E	A/I/R
9. Good written English and effective communication skills	E	A/I
10. Good knowledge of all Sciences	D	A/I
11. Ability to remain calm, composed and flexible within a busy and demanding environment	E	A/I
12. Knowledge of relevant policies/codes of practice & awareness of relevant legislation	E	A/I
13. Use of relevant technical resources/ equipment	D	A/I
14. Ability to identify own training and development needs, as well as those of others within the technical team	E	A/I/R
15. Ability to lead and manage others effectively	E	A/I/R
16. Knowledge of relevant Health and Safety requirements and legislation	E	A/I/R
17. Willingness to train as a First Aider	E	A/I
<b>Attributes</b>		
18. Reliable, respectful, responsible & conscientious approach	E	A/I/R
19. Flexibility to deal with change and the diverse needs of the post, including movement between departments and the Trust	E	A/I
20. Establish and maintain appropriate relationships	E	A/I/R
21. Integrity and confidentiality to be maintained at all times.	E	A/I/R
22. High level of initiative and ability to work independently	E	A/I/R
23. Ability to relate well to children and adults	E	A/I/R