



**GREENSHAW**  
LEARNING TRUST



COMMITTED TO  
EXCELLENCE

GREENSHAW HIGH SCHOOL

# Biology Science Technician Recruitment Pack

**ALWAYS  
LEARNING**

## A Warm Welcome from the Headteacher

Dear Candidate,

Thank you for having an interest in joining Greenshaw High School. This is an opportunity to join our great community and play your part in ensuring that our vision of increasing the life chances of our students can continue.

Greenshaw is a highly over-subscribed 11 to 18 mixed comprehensive secondary school and situated in Sutton, South West London. We currently have 1,900 students on roll, with staff providing teaching, pastoral care and other support across the school. We are successful and school with an established record of nurturing high levels of attainment in our students. We believe this comes from combining a first rate-teaching environment, full of challenge for students to achieve their very best, alongside a pastoral support programme to guide them.

At the heart of our work are our core values: equality of opportunity; respect for others; and always valuing learning. From these foundations we have built a thriving educational establishment, where students have flourished. After leaving Greenshaw our students continue to study a wide range of subjects at some of our country's most prestigious universities.

Our staff are central to the achievements of the school's students. Should you join us, you will work alongside our totally committed and professional staff, guided by experienced middle leaders who will equip you with the support, training and resources you require. We are proud to have Research School status that means we have access to the most recent findings about educational effectiveness, alongside a rich training programme for all colleagues. Put simply, the better we get as a staff body, the better our pupils' experience and future chances become.

I would encourage you to visit the school's website [www.greenshaw.co.uk](http://www.greenshaw.co.uk) to find out more about our school. We also welcome visits prior to making an application. If you would like to arrange a visit or would like any further information, please contact the school's HR team at [recruitment@greenshaw.co.uk](mailto:recruitment@greenshaw.co.uk).

If our vision is one you share then please do read on. We are ambitious about diversity and inclusion and very much look forward to receiving applications from candidates whose personal qualities and values reflect those in the person specification. We encourage applications from all candidates who would like to play their part in our work.

I look forward to welcoming you in person at Greenshaw High School soon.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Nick House'.

**Nick House, Headteacher**

## Greenshaw Learning Trust – ‘Always Learning’

The Greenshaw Learning Trust is a successful multi academy trust that provides high quality comprehensive, non-selective and inclusive education. The Trust is committed to meeting the needs of every student and our schools offer a broad curriculum and wide range of special needs provision in a welcoming and challenging environment.

We are extremely proud of our success, but we are not complacent. We believe that we can – as an academy trust, as schools and as individuals – always improve. We believe that we are all ‘Always Learning’.

Each school in the Greenshaw Learning Trust is led by its own leadership team and a local governing body, which have the support of the wider Trust to help them achieve their objectives for their school. Being part of the Trust provides our schools with an effective structure to ensure that they achieve real benefits from collaboration and receive the support that they need. Our culture of trust and openness fosters mutual support and continual improvement.

School-to-school collaboration is enabled by regular contact between school leaders and joint training and development, supplemented by a shared service team of specialist pedagogical and support service experts. Our shared services provide a wide range of effective, rapid and flexible support, advice and guidance to our schools, including curriculum support, staff training and development, admissions, attendance, behaviour, safeguarding and SEND, family liaison, therapies, data management, estates and facilities, finance, HR, catering, and governance.

From its establishment in 2014, the Trust has grown significantly and currently employs around 2,150 people and educates over 14,000 students. We have approval to open a new secondary special school in South London and we are planning to grow further over the coming years.

## The Greenshaw Learning Trust Mission Statement

*We are ambitious for our schools and their students. We believe that there is no ceiling on what can be achieved by anyone, regardless of their circumstances or background.*

*We are committed to providing a supportive and inclusive learning environment, giving every young person the opportunity to fulfil their potential now, and in the future.*

*We seek to realise the power of individuals and organisations working together in collaboration whilst retaining their individuality, and we recognise that we can always improve.*

## Greenshaw Learning Trust Employee Benefits

The Greenshaw Learning Trust recognises its employees as its most important asset and are aware that the quality and commitment of employees is critical to success. All employees are offered the following benefits:

## **Cycle to Work scheme**

You can make huge savings on a bike and permitted accessories when you sign up to the Cycle to Work scheme through the Greenshaw Learning Trust. Your Cycle to Work scheme will be implemented via a salary sacrifice arrangement whereby you agree contractually to a regular reduction from your gross salary to cover the cost of the bike and accessories, therefore making tax and National Insurance savings.

## **Gym Discounts**

As an employee of the Greenshaw Learning Trust, you can benefit from discounts at over 2,900 gyms, health clubs, leisure centres, yoga studios, boot camps and outdoor activities across the UK. Even if you are currently a member at one of the listed gyms, you may still be able to benefit from a corporate discount.

## **Employee Assistance Programme**

Life – there's a lot to juggle. Work, family, relationships, finances, health, the list goes on. Sometimes, meeting the demands of your work and personal life can be a real challenge. As your employer, we recognise this and therefore feel it is important that we provide you with an Employee Assistance Programme (EAP) to help take the strain when you need some extra support. Your EAP can save you time, and help reduce stress and anxiety, improving your well-being and freeing you up to focus on other things.

## **My Health Programme**

This scheme offers physiotherapy, counselling, nutrition and lifestyle coaching and clinic based assessments. All services are chargeable but are offered at a competitive price.

## **Eye Care Voucher Scheme**

The Greenshaw Learning Trust is committed to fulfilling responsibilities for the health, safety and welfare of its employees. Eye tests will be provided to ensure users can comfortably see the screen and work effectively without visual fatigue. If a DSE user requests an eye test, the Trust will provide one. If the test shows that the user requires glasses specifically for DSE work, the Trust will cover the cost of these glasses.

## **Green Car Scheme**

The Greenshaw Learning Trust is delighted to introduce Tusker, a salary sacrifice scheme that offers its staff the opportunity to offset salary in exchange for a brand new electric or hybrid car. The scheme will contribute to the GLT commitment to reducing emissions and improving its carbon footprint. A fixed monthly amount is taken directly from your gross salary and in return you have the use of a new car.

## **Biology Science Technician**

**NJC Pay Scale 4/5 points 7-15**

**Start Date - Asap**

### **Working Hours**

Line Managed by: Head of Science

Contract: Permanent Salary: NJC Pay Scale 4/5 points 7-15

Hours of Work: Part time - 2 days a week. Term time only.

Start Date: ASAP

Place of Work: The successful post holder will be based at Greenshaw High School.

### **Salary**

The successful applicant will be placed on NJC Pay Scale 4/5 points 7-15, Salaries are paid monthly on the last working day of each month.

### **Local Government Pension Scheme**

The successful candidate will automatically become a member of the Local Government Pension Scheme. Details of the Local Government Pension Scheme are available from the website: <http://www.lgpsmember.org>.

### **Probationary Period**

New employees will be required to complete a six-month probationary period

### **Disclosure Check**

This appointment is subject to the receipt of a satisfactory Disclosure and Barring Check.

### **Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975**

This post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Applicants are, therefore, not entitled to withhold information about convictions, which for other purposes are “spent” under the provisions of the Act, and, in the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action by the Authority. Any information given will be completely confidential and will be considered only in relation to any application for positions to which the Order applies.

### **Occupational Health**

The appointment is subject to satisfactory Occupational Health clearance.

### **General**

Conditions of service, including provision for holiday allowances, holiday pay, sick leave and sick pay allowances, will be in accordance with the award of the National Joint Council for Local Authorities, Administrative, Professional, Technical and Clerical Services.



## Biology Science Technician - Job Description

The Biology Science Technician will be responsible for providing technical support specialising in their subject area at GCSE and A Level, but will also cover Biology, Chemistry and Physics up to Key Stage 3 with the assistance of other Senior Science Technicians.

The Biology Science Technician will be accountable to the Head of Subject for their subject area and will co-ordinate the use of practical resources and facilities and provide assistance and advice in meeting the practical needs of the Science curriculum, including liaising with teaching staff, technicians and support staff outside the department.

The main duties and responsibilities will include:

### Main Responsibilities

#### Operational and Technical Responsibilities

- Contributing to the design, development and maintenance of specialist resources and offer professional guidance, assistance and support to students and teachers on the practical aspects of the curriculum;
- Under the guidance of the Head of Subject and with the assistance of the technician team, ensure that both routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment are carried out to the required standard;
- Develop an understanding of the curriculum and the resources required;
- Preparation of teaching materials, resources and equipment, assembling apparatus and preparation of specialist resources and equipment for coursework. Ensuring that these are set up in the appropriate laboratories and returned to their correct place after use;
- Ensuring resources and equipment are set-up in the appropriate laboratories;
- Check, replenish and clean class sets of equipment and glassware, and carry out general laboratory cleaning of bench surfaces, sinks and fixed equipment;
- Obtaining materials by local purchase;
- Providing technical advice to teachers, technicians and students;
- Trialling experiments and demonstrations as directed;
- Taking a pro-active role in the support of students, supporting the curriculum and the school through the provision of assistance to the teacher in the practical organisation of class activities and small group work to help meet the needs of all students;
- Assisting in practical classes and carrying out demonstrations;
- Assisting in the routine maintenance of equipment and repair, as far as reasonably possible, any faulty or damaged equipment;
- Assisting with the routine care of plants and such animals that may be introduced to the department;
- Ensuring the safe disposal and treatment of waste materials that may present a hazard
- Organising, storing and checking the condition of equipment
- Maintain and update safety equipment and information in prep rooms and laboratories;
- Monitor laboratories to ensure a clean, safe and orderly working environment and clear laboratories at the end of the day as appropriate
- Organising and supervising trainee technicians as required
- Supporting Training technical staff as required
- Constructing, modifying and repairing apparatus including activities requiring the soldering of apparatus

- Collecting, checking, cleaning and returning equipment to stores
- Assisting the Head of Science with the day-to-day organisation and development of trainee staff to ensure that essential performance standards are achieved;

### Administrative Responsibilities

- Support the Head of Subject in ensuring the availability of suitable materials and equipment, identifying and notifying Head of Science of stock shortages and future requirements;
- Maintaining up-to-date stock records;
- Keeping effective stock control records and record keeping system in the subject area laboratory and maintaining resources, notifying the Deputy Head of Science of order requirements;
- Compiling an annual order list for the Science department and to check, correlate, cost and place orders (subject to the approval of the Head of Subject/Head of Science);
- Collecting and recording all teacher requisitions for practical lessons throughout the department, assessing the workload and availability of apparatus;

### Health & Safety Responsibilities

- Ensuring the provision of a healthy & safe working environment through:
  - Actively contributing to the assessment, monitoring and review of both health and safety procedures and information resources;
  - Keeping up to date with current procedures and practices through continuing professional development;
  - Ensuring the provision of technical advice and support on health & safety issues to teaching and trainee technical staff;
  - The safe treatment and disposal of used materials including hazardous substances and responding to actual or potential hazards;
  - Providing storage and accessibility of equipment and materials in a manner conforming to Health & Safety regulations
- Carrying out risk assessments for technician activity;
- Providing health & safety advice to technical staff, teachers and students
- Assisting with PAT testing
- Checking pressure vessels such as the steam engine, first-aid kits, gas, electrical points and water/sinks and other safety checks rectify or reporting any problems;
- Understanding the impact of COSHH, Health & Safety legislation and other policies and the annual audit of the Science department (training will be provided);
- Updating Health & Safety procedures and records, as directed (training will be provided).



## General Responsibilities

- Undertaking training as necessary;
- Attending department meetings when required and meeting Head of Subject;
- Keeping up-to-date with Health & Safety and COSHH regulations and reading publications such as the CLEAPSS bulletin;
- Undertaking any other duties commensurate with the post as may be required by the Headteacher.

Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified.

This is a newly created role and inevitably duties will develop and change, therefore the post holder should expect periodic variations to the job description. The job description, in consultation with the post holder, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

**Biology Science Technician - Person Specification** The person specification shows the abilities and skills you will need to carry out the duties in the job description. Shortlisting is carried out on the basis of how well you meet the requirements of the person specification. **When you complete your statement of suitability, you should mention any experience you have had which shows how you could meet these requirements.**

	ESSENTIAL	DESIRABLE
<b>Education, Qualifications and Training</b>	<ul style="list-style-type: none"> <li>• A sound education backgrounds</li> <li>• Willingness to undertake ongoing training</li> </ul>	<ul style="list-style-type: none"> <li>• A degree in a Science subject (or equivalent)</li> </ul>
<b>Experience and Knowledge</b>	<ul style="list-style-type: none"> <li>• Experience within an IT support environment, including a good understanding of ITIL</li> <li>• Knowledge of CLEAPSS regulations</li> <li>• Knowledge of health &amp; safety legislation, as it relates to the work of a school</li> <li>• Experience and knowledge of safe working practices in relation to the handling and usage of equipment and tools</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with young people with SEMH</li> <li>• Knowledge and experience of supporting young people with issues that may present as barriers to attendance</li> <li>• Knowledge and experience of working with multi-agency</li> <li>• Experience of working within a school setting or other similar establishment</li> </ul>
<b>Aptitude and Skills</b>	<ul style="list-style-type: none"> <li>• Ability to offer professional guidance and assistance to</li> </ul>	

	<p>students and teachers on the practical aspects of the curriculum</p> <ul style="list-style-type: none"> <li>• Well-organised</li> <li>• Ability to use initiative and demonstrate a methodical approach to problem solving</li> <li>• Enthusiasm for technological developments and a willingness to learn new skills</li> <li>• Ability to prioritise effectively and work to tight deadlines</li> <li>• Ability to work efficiently under pressure and be flexible to respond to an evolving environment</li> <li>• Strong interpersonal and communication skills</li> <li>• Ability to work constructively as part of a team and build and form good relationships with colleagues</li> </ul>	
<b>Additional Requirements</b>	<ul style="list-style-type: none"> <li>• Knowledge and understanding of the education sector, a desire to work in a comprehensive school, and a willingness to contribute to various aspects of school life</li> <li>• Able to appropriately deal with confidential information</li> <li>• Desire to enhance and develop skills and knowledge through CPD</li> <li>• Demonstrate a commitment to safeguarding and the highest standards of child protection</li> <li>• Commitment to the school's ethos, aims and its whole community</li> </ul>	

## The Application Process

### How to Apply

To apply for a staff vacancy, please register for an online account to complete the application form. The recruitment process is managed through your online account and you will be kept up to date with the progress of your application.

The completed online application form should be accompanied by a statement of suitability of no more than two sides of A4. In the application form and personal statement, you should demonstrate how you meet the requirements set out in the Person Specification. Please include specific examples which support your application. CVs should not be submitted.

Applications must be received no later than **09:00am on Wednesday 1<sup>st</sup> June 2022**. Applications received after the deadline will not be considered.

Please note: the school reserves the right to close the vacancy early in the event of a large number of applications.

### Shortlisting

Shortlisting will be finalised **shortly after the closing date**. Shortlisted candidates will then be invited by email to attend an interview. Please make sure that you have clearly indicated an email address on which you can be reached. References will be taken up after shortlisting if consent has been provided.

### Interviews

Interviews will be held **shortly after the closing date**. The interview process will consist of an interview task and a formal interview.

### Feedback

Unsuccessful shortlisted candidates will have the opportunity for professional feedback during the week following the interviews.

### Additional Information

For further information, please contact the school's HR team at [recruitment@greenshaw.co.uk](mailto:recruitment@greenshaw.co.uk).

**Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment. The successful applicant will be subject to an Enhanced DBS and barred list check.**