

CANDIDATE INFORMATION PACK

Senior Science Technician

37 hrs pw TTO plus 2 INSET days
Grade 6

Start Date: ASAP

Final Closing Date: Sunday 14th July*
Interviews: Between 1st July-18th July*

**Applicants should be advised that we reserve the right to close the vacancy before the deadline, should a suitable candidate be found. Applicants should therefore aim to send in their application as soon as possible*



Contents

1. Letter from Mrs Griffiths, Head Teacher
2. School Information
3. Department Information
4. Role Specification
5. Person Specification
6. Other Information

Please send completed application to bursar@aldergrange.com

For more information please contact: Mrs J Griffiths
Address: Calder Road, Rawtenstall, Rossendale, Lancashire BB4 8HW
Telephone: 01706 223171
e-mail: jgriffiths@aldergrange.com
Website: www.aldergrange.com

1. Letter from Headteacher – Mrs Jo Griffiths

Dear Potential Colleague,

Thank you for your interest in Alder Grange and the role of Science Technician



We are looking for someone with a passion for Science to join a well established and experienced Science department. The ideal person will already have experience of working in the science department in a school - potentially looking for a promotion to Senior Technician.

We are offering the role at 37 hours per week (0800-1600 Mon-Thurs; 0800-1530 Friday). We welcome applicants who wish to job share, therefore if you are only able to commit to part-time, please mention in your covering email with your application form.

We were Ofsted inspected in January 2022, and are thrilled to have maintained our “Good” rating. We are rightly proud of our school ethos and values. Every experience we offer our students must reflect these values, and all members of our team have a role to play.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

As an equal opportunities employer, we intend that no job applicant or employee shall receive less favourable treatment because of his or her sex, marital status, race, colour, nationality, national origin, ethnic origin, disability, age or sexual orientation, nor be disadvantaged by any other conditions or requirement which cannot be shown to be justifiable.

If we sound like the school for you, and you are interested in chatting to us or looking around the school ahead of your application, then please make contact and we will arrange a mutually convenient time.

Yours



2. School Information

We are located in the Rossendale Valley, a beautiful part of East Lancashire, within easy reach of the Pennines, the Yorkshire Dales and only an hour away from the Lake District. It is just over 10 miles north of Manchester and has easy links into the city and other major population centres across the North West. Rossendale is a great place to work, rest, and play, in a community renowned for its humour and hospitality.

We maintained our “Good” rating with OFSTED when we were inspected in January 2022, and we are rightly proud of our school ethos and values. Every experience we offer our students must reflect these values, and all members of our team have a role to play.

The school has approximately 60 teaching staff and regards all as ‘Leaders’. The Senior Leadership Team is led by the Headteacher Mrs Joanna Griffiths. The Headteacher assumes responsibility for all that the school does, and focuses on leading the school’s work on strategic planning, self-evaluation and leadership development, school effectiveness and oversight of the day-to-day running of the school and its systems.

The Senior Leadership Team comprises of the Head Teacher, Mrs Joanna Griffiths; two Deputy Heads: Mr Simon Varley and Mr Kenny Riddell; and the School Business Manager, Mrs Justine Lee. The wider Senior Leadership Group also includes the Assistant Head Teachers, Associate Assistant Headteachers, and Senior Operations Managers (non-teaching).

The academic departments are the responsibility of Curriculum Leaders. Teams of Form Tutors are led by Heads of Year whose roles are to work as partners with Curriculum Leaders in securing every pupil’s academic attainment and personal achievement.

There is a regular calendar of meetings for all these teams and there are various working groups and key committees in operation at any time.

Our commitment to all colleagues’ professional development is an important part of our school culture. The school has strong safeguarding procedures and these are used in making all appointments. Alder Grange also has strong Equal Opportunities and Staff Attendance Policies.

The entire school site is designated as a no smoking area. All appointees are required to respect this.

3. Department Information

The Science Team comprises a Curriculum Leader, two Assistant Curriculum Leaders, 5 Science Teachers and a full time Senior Science Technician.

The Science Department work extremely well as a team and they received a very favourable report in the last OFSTED inspection. All staff teach across the age and ability range and all are subject specialists in their main scientific discipline. The department's collaborative approach to working has led to a Science Curriculum Intent that all members can truly claim ownership of and reflects the staff's passion for practical science as well as real world applications of science. The department is currently creating an exciting new KS3 SOW for first teaching next year, which has a strong emphasis on disciplinary knowledge.

KS3

The Science timetable allocation at KS3 is 4 periods out of a twenty-nine period week. Each half term, year 7 and 8 pupils cover a topic of biology, chemistry, physics and skills, with topics in each discipline rotating on a half termly basis. Pupils take a summative assessment during the final week of each half term.

During year 9, pupils start to study GCSE content but still within the skills framework of KS3.

KS4

At KS4, curriculum allocation is 6 periods per week. The top set in each year group studies AQA Separate Sciences with the remainder studying AQA Combined Science (Trilogy). Typically, around 40% of a cohort will be entered for higher tier examinations. Staff generally teach their specialist subject(s) at higher tier level.

KS5

We are delighted with the number of students who are choosing to study Science subjects at KS5. Biology, Chemistry and Physics are offered at A level. Edexcel BTEC Level 3 Applied Science is also offered. Typically around 50% of sixth form students study at least one science subject.

The Department has seven laboratories, two of which are Sixth Form laboratories. All rooms are well resourced. There are two central Preparation rooms, chemical stores and two resource areas, one of which can act as a quiet working area for staff.

Our philosophy is simple; happy teachers are motivated teachers. Happy teachers create happy pupils. Happy pupils are successful pupils, and our pupils are successful!

The Science Technician is a key part of this team, and will attend all department meetings and work in partnership with the team to manage the competing demands for resources and time, in a fair and consistent manner.

4. Post Specification – Senior Science Technician

Purpose of the role (job statement)

With reference to or guidance from the Science Leadership team, coordinate the provision of technical support for learning activities, and the preparation and maintenance of teaching areas and equipment for pupils in science lessons.

Support pupils in lesson under the direction of the Science Teacher

Accountabilities/Responsibilities – appropriate for this post:

Key duties:

1. Under the guidance of the Head of Science, or members of the science team, coordinate the planning, developing and/or organising equipment and procedures for the specialist technical area.
2. Plan, prepare and set up specific curriculum resources / materials / equipment for lessons, as directed by the class teacher
3. Implement structured and agreed practical learning activities for groups or on a one-to-one basis, as prepared by, and under the direction of, the class teacher
4. Assist the science teachers in producing lesson and work plans and deliver technical learning activities under the overall supervision of a teacher
5. Undertake routine maintenance of technical equipment - including ensuring regulatory and statutory inspections of relevant equipment is completed in a timely manner, with consultation with suppliers/inspectors
6. Ensure adherence to health and safety regulations in relation to equipment and materials used by staff and pupils
7. Develop and implement plans to safely and securely store allocated resources / materials / equipment
8. Clean and undertake maintenance of equipment as needed to ensure it is clean and in good working order
9. Update records, including production of reports and analysis of information.
10. In consultation with the Head of Science, order and maintain resources within defined budget levels
11. Ensure the safe treatment and disposal of used materials, including hazardous substances and respond to actual or potential hazards.
12. Line management of junior technicians *

*Note: Currently Alder Grange only has one Science Technician - the Senior Science Technician (this role). In event of further recruitment, the Senior Technician would manage that person

Indicative knowledge, skills and experience

- Experience working as a Science Technician, preferably with training equivalent to NVQ Level 3
- Should be able to demonstrate significant experience or technical knowledge within science
- Must hold Maths, English, and Science GCSE at Grade 5/Grade C or above
- Knowledge of appropriate use of technical equipment, and ability to communicate and demonstrate to colleagues and pupils alike

Attendance

- Good attendance enhances the service delivered by schools, minimises staffing difficulties and ensures best value to the school. It is essential that applicants for positions in this school can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.
- By applying for this post, you are allowing us to seek a detailed attendance record from your previous employer.

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Safeguarding Commitment

This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment and to follow school safeguarding procedures and guidance for safer working practice. All candidates must be able to provide 2 satisfactory references, right to work documents, 2 forms of name identification and 1 proof of address (which must be different from the identification documents)

Note:

This Post Specification is subject to annual review and is subject to modification at any time, after consultation with the post holder.

5. Person specification

Please be aware that all essential requirements will be assessed at both application and interview stage

Personal Attributes required (on the basis of the Job Description)	Essential (E) or Desirable (D)
<p>Qualifications:</p> <p>GCSEs (Grade 4 or above/C or above) in English, Maths and a Science Subject (or equivalent) Please include copies of certificates with application where possible.</p> <p>Level 3 Qualification in a scientific discipline (to be read in conjunction with experience levels below)</p>	<p>ESSENTIAL</p> <p>DESIRABLE</p>
<p>Experience:</p> <ul style="list-style-type: none"> ● Minimum 2 years experience providing laboratory support in a pressurised environment. (If a Level 3 Qualification is not applicable this becomes an essential criteria) ● Management of other staff ● Experience of working in an educational establishment: 	<p>DESIRABLE</p> <p>DESIRABLE</p> <p>DESIRABLE</p>
<p>Knowledge / Skills / Abilities:</p> <ul style="list-style-type: none"> ● Ability to work as part of a team: ● Time management skills including the ability to meet deadlines and function independently ● Knowledge of COSHH regulations and HSE guidance relating particularly to educational settings ● Attention to detail ● High levels of personal organisation ● Good communication skills (oral and written) ● ICT competence ● Knowledge of the concept of confidentiality: ● Flexible attitude to work including ability to react quickly to sudden demands: 	<p>ESSENTIAL</p> <p>ESSENTIAL</p> <p>DESIRABLE</p> <p>ESSENTIAL</p> <p>ESSENTIAL</p> <p>ESSENTIAL</p> <p>ESSENTIAL</p> <p>ESSENTIAL</p>
<p>Other:</p> <ul style="list-style-type: none"> ● Commitment to undertake training and development ● Commitment to safeguarding and protecting the welfare of children and young people ● Commitment to equality and diversity ● Commitment to health and safety ● Commitment to attendance at work 	<p>ESSENTIAL</p> <p>ESSENTIAL</p> <p>ESSENTIAL</p> <p>ESSENTIAL</p> <p>ESSENTIAL</p>

6. Other Information

Please also see important advice on completing your application form.

Attendance Policy Statement This School is committed to achieving and maintaining a high level of attendance from all employees through the application of good management practice. All employees must recognise the importance of good attendance and ensure that any sickness absence is kept to a minimum.

Whilst supporting employees during periods of sickness, the School Management Team monitors levels of sickness absence in school regularly and takes action in accordance with the Guidelines adopted by the school to deal with unacceptable levels and frequency of sickness.

Good attendance enhances the service delivered by schools, minimises staffing difficulties and ensures best value to the school. All employees in this school must understand the importance of good attendance to the operation, performance and image of the school and must show a commitment to achieving and maintaining a high level of attendance.

Child Protection Policy Statement | In this school, the welfare of the child is paramount. This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All staff should understand their responsibility to safeguarding and promoting the welfare of children and young people. Staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions. Staff should work, and be seen to work, in an open and transparent way.

Attitudes towards promoting and safeguarding the welfare of children and young people will be scrutinised during the selection process for the post that you have applied for. If you are appointed to this post, information in relation to safeguarding and protecting children and young people will be provided at induction. This practical guidance for safe working practice will provide information about which behaviours constitute safe practice and which behaviours should be avoided.

Equality of opportunity | Alder Grange school is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including age, gender, race, colour, nationality, ethnic origin, disability, gender, religion, age, marital status, sexual orientation and/or medical condition.

Medical Clearance | Appointment to this post is subject to satisfactory medical clearance. If you are selected for appointment, you will be contacted by Occupational Health who will arrange for you to complete their on-line health declaration form.

Policies | Alder Grange School has a range of policies and handbooks that help to make clear our expectations and ways of working. These are always shared openly with staff and are accessible to everyone. There are several policies that prospective employees should be aware of when making an application. All members of staff will be asked to sign a declaration as part of the induction process to acknowledge that they have read and understand some of the key policies, e.g. Child Protection, Health & Safety, Acceptable use of IT and Code of Conduct.