Application Pack for the post of:

Senior Science Technician

INFORMATION FOR APPLICANTS

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JOB ADVERTISEMENT

BOSTON SPA ACADEMY

1017 STUDENTS AGED 11-19 (250 in the Sixth Form)

Principal: Christopher Walsh BA, MA

Rated ‘Good’ by Ofsted in April 2015

SENIOR SCIENCE TECHNICIAN

Commencement Date: A.S.A.P.

Salary – B3 (£17,714 - £19,742)
(subject to a 6 month probationary period)
Hours: Full time

Boston Spa is a vibrant and successful Academy, achieving excellent results and judged to be a Good School in April 2015 OFSTED inspection.

Located between York, Leeds and Harrogate, Boston Spa Academy is committed to the development of the whole student, the physical, aesthetic, emotional, moral, spiritual as well as the intellectual.

This is a significant opportunity for a person who shares our passion and vision for exceptional secondary Education. Totally committed to supporting colleagues in providing outstanding learning experiences for young people, the successful applicant will work closely with the Science Team to ensure the smooth operation of all aspects of our Science laboratories.

This role represents an incredibly exciting opportunity for any candidate who is eager to be a part of an organisation that seeks to secure the very highest educational standards for students.

We are committed to safeguarding and promoting the welfare of our pupils and expect all staff and volunteers to share this commitment. Appointments will be subject to an enhanced DBS disclosure.

Tel: 01937 846 636
email info@bostonspa.leeds.sch.uk

Closing Date for applications: Noon Monday 25th September 2017

Further details are available on our website www.bostonspa.leeds.sch.uk
LETTER TO APPLICANTS

September 2017

Dear Colleague

Thank you for your interest in the post of Senior Science Technician at Boston Spa Academy. You should find in here all that you require to support your application, but if you need any further information please don’t hesitate to contact my PA Michelle Rushton.

Please send a letter of application setting out your reasons for applying for this post and telling us why you are a suitable candidate. Please also complete the application form. There is no need to provide an additional CV.

The closing date for applications will be noon on Monday 25th September 2017. Applications can be posted, with the envelope clearly marked ‘Senior Science Technician’ or emailed to direct to my PA Michelle Rushton.

Boston Spa Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Enhanced DBS disclosure is therefore required for appointment to this post.

Michelle can be contacted on 01937 846630 or by email at rushtonm@bostonspa.leeds.sch.uk

I appreciate that an application takes commitment and time. I would want to thank you in advance for the time and trouble that you will take and I look forward to receiving your application.

Yours faithfully

CHRISTOPHER WALSH
Principal
APPLICATION INFORMATION

Applications will only be accepted from candidates completing the school’s application form in full. CVs will not be accepted.

Safeguarding children
Candidates should be aware that all posts in the school involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. Please see the job description for the post.

Accordingly, posts are exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind overs, including those regarded as ‘spent’ must be declared. The successful applicant will be required to complete a disclosure from the Disclosure and Barring Service (DBS) at the appropriate level for the post.

References
We will seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications, before interview.

If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure.

If you are not currently working with children but have done so in the past, that previous employer will be asked about those issues.
Where neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with children, although it may where appropriate answer not applicable if your duties have not brought you into contact with children or young persons.

You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected and possible referral to the police and/or the Department for Education (DfE) Children’s Safeguarding Operation Unit (CSOU).

**Interview**

If you are invited to interview this will be conducted in person and the areas which it will explore will include suitability to work with children.

**Documents to bring to interview**

**Proof of Qualifications**

All candidates invited to interview must bring documents confirming any educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas etc.).

Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained from the awarding body.

**Proof of ID**

All candidates invited to interview must also bring with them:

- a current driving licence including a photograph or a passport or a full birth certificate
- a utility bill or financial statement showing the candidate’s current name and address
- any documentation evidencing a change of name (where appropriate)

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.

**Pre-appointment checks**

Any offer to a successful candidate will be conditional upon:

- receipt of at least two satisfactory references (if these have not already been received) verification of identity and qualifications
- a check at DfE List 99 and the Protection of Children Act list as appropriate
- a satisfactory DBS verification of professional status such as General Teaching Council registration, Qualified Teacher Status (QTS), National Professional Qualification for Headship
- for teaching posts, verification of successful completion of statutory induction period (applies to those who obtained QTS after 7th May 1999)
- where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as the school may require in accordance with statutory guidance
- verification of medical fitness in accordance with DfES Circular 4/99 Physical and Mental Fitness to Teach of Teachers and Entrants to Initial Teacher Training
- satisfactory completion of the probationary period.
The facts will be reported to the police and/or the DfE CSOU where a candidate is any of the following:

- found to be on DfES List 99 or the Protection of Children Act List, or the DBS disclosure shows s/he has been disqualified from working with children by a court
- found to have provided false information in, or in support of, his/her application
- the subject of serious expressions of concern as to his/her suitability to work with children
JOB DESCRIPTION

Job Title: Senior Science Technician
Grade: B3
Reporting to: Learning Team Leader for Science

Senior Science Technician Job Description:
The successful candidate will work with Learning Team Leader for Science on all aspects of work within the Science Department. The post holder will work collaboratively with colleagues to ensure high quality technical support is provided to aid the effective delivery of the Science curriculum to our students.

Main Duties:
Administrative and Organisational Tasks
- Ensure the provision of a basic maintenance service to tools, appliances, apparatus and equipment.
- Construct models, equipment and apparatus.
- Ensure lessons have the required equipment and materials.
- Organise an effective stock control system.
- Assist with class practical work under the supervision of a member of the teaching staff.
- Organise the displays of materials, visual aids and pupils' work.
- Prepare and produce audio-visual materials as required.
- The preparation of stock solutions and replenishment of reagent bottles.
- Maintenance and supervision of aquaria, vivaria, animal and plant experiments.
- Organise suitable filing, office systems and stock.
- Operate relevant equipment and machinery.
- Carry out all duties in accordance with the School’s Equal Opportunities Policy.

Health & Safety
- Ensure relevant Health & Safety instructions are followed.
- Complete appropriate Risk Assessments and ensure that the relevant Risk Assessment is available for specific lessons.
- Operate a system of visual checks each time a piece of equipment is used or provided for use.
- Provide for the safety and security of equipment, materials, apparatus, tools, appliances at the end of the school day.
- Safe disposal of chemical and biological waste.
- Maintain working areas to ensure a clean, safe and orderly environment. This includes cleaning, polishing and treating surfaces and fittings in working areas and ancillary rooms as necessary.
- Advise teaching staff on safety matters or potential problems with equipment.

**Working with Students, Staff and Others**
- Liaise with members of the technical support teams in providing an efficient service to the school.
- Work closely with the staff of the Science Curriculum Area.
- Comply with all academy policies and procedures including safeguarding, child protection, health, safety and security, reporting all concerns to the designated colleagues.

**Managing Own Performance and Development**
- Be accountable for your appraisal targets and assist in the appraisal of other staff if required.

**Managing Resources**
- Organise and maintain an inventory of materials, apparatus and equipment.
- Advise the Learning Team Leader of Science of staff and resource needs for the area of responsibility.
- Assist the Learning Team Leader of Science to ensure the effective and efficient management and organisation of resources.
- Ensure that there is a safe working and learning environment in which risks are properly assessed.
- Assist the Learning Team Leader of Science to formulate the area’s Strategic and Action plans and implement the processes by which they will be monitored and evaluated.
- Be accountable for the budget for the area.

**Specific responsibilities for which the post holder is directly accountable as delegated by the line manager or Principal commensurate with the scale.**
- Collect, assemble, prepare, issue, clear away, clean, maintain and store apparatus and other items required for practical science classes or demonstrations.
- Clear bench tops and fittings, e.g. drawers, cupboards, fume cupboards, in laboratories and ancillary room.
- To maintain a clean and tidy work environment.
- Prepare stock solutions and replenish re-agent bottles.
- Maintain and supervise aquaria, vivaria, animal and plant experiments.
- Unpack, check and store deliveries of apparatus, chemicals and specimens, updating the Inventory where necessary.
- Maintain stock of necessary materials and any stock records required. Where necessary prepare orders for stock and materials required.
- Annually check and take stock of equipment and materials, updating the Inventory where necessary.
- Construct models and apparatus for use in the science area.
- Carry out first-line maintenance repairs to damaged apparatus.
- Undertake, in any department of the school, any science work appropriate to the grading and skills of the technician.
- As a responsible adult in a potentially dangerous environment, report all cases of unacceptable conduct to the teacher in charge. Where there is a risk to the safety of students, all reasonable steps should be taken to remove the risk.
- Carrying out other jobs as required by the Learning Team Leader.
- Photocopy and prepare student examinations and key assessment documents.
- Obtain materials as necessary through local purchase.
- Provide technical advice to technicians, teaching and non-teaching staff within Boston Spa School.
- Complete Risk Assessments for technician activities.
- Ensure that all specialist equipment is being used correctly and safely e.g. science fume cupboards.

Boston Spa School is committed to safeguarding the welfare of children, and applicants will be subject to full employment checks, including an enhanced DBS disclosure.
## PERSON SPECIFICATION – SENIOR SCIENCE TECHNICIAN

<table>
<thead>
<tr>
<th>Attribute</th>
<th>Essential</th>
<th>Desirable</th>
<th>How identified</th>
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</thead>
</table>
| Qualifications / Experience| • GCSE Science or equivalent                                               | • Experience of working in a school environment or of working with young people | • Application  
• Interview  
• References |
| Skills                     | • Excellent leadership skills and the ability to supervise, manage and effectively deploy the technician team | • Application  
• Interview  
• References |                                                                         |
|                            | • Good delegation skills and the ability to effectively assign task responsibility to others |                                                                         |                                                                         |
|                            | • Identify and address training needs                                      |                                                                         |                                                                         |
|                            | • Good communication and interpersonal skills                               |                                                                         |                                                                         |
|                            | • Ability to work well under pressure and use your own initiative           |                                                                         |                                                                         |
|                            | • Good organisational skills                                                |                                                                         |                                                                         |
|                            | • Good time management skills, including the ability to work to deadlines   |                                                                         |                                                                         |
| Knowledge and Understanding| • Ensure that technical knowledge is kept up to date                       | • Familiar with biological/chemical/physical apparatus to undergraduate standard | • Application  
• Interview |
<p>|                            | • Perform Risk Assessments                                                  |                                                                         |                                                                         |
|                            | • Advise and support teaching colleagues                                   |                                                                         |                                                                         |
|                            | • Familiar with lab apparatus/chemicals                                     |                                                                         |                                                                         |
|                            | • Able to prepare                                                          |                                                                         |                                                                         |</p>
<table>
<thead>
<tr>
<th>Solutions</th>
<th>Continuous Professional Development</th>
<th>Special Working Conditions</th>
<th>Personal Qualities</th>
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<tbody>
<tr>
<td>• Maintain/repair electrical apparatus</td>
<td>• Commitment to own professional development</td>
<td>• Able to lift/carry boxes of books etc.</td>
<td>• Effective team member</td>
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<tr>
<td>• Stock control procedures</td>
<td></td>
<td>• Knowledge of relevant Health and Safety</td>
<td>• Flexible and willing</td>
</tr>
<tr>
<td>• Initiating orders and keeping appropriate records</td>
<td></td>
<td></td>
<td>• Drive and determination</td>
</tr>
</tbody>
</table>

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Boston Spa Academy Science Department

We are seeking to appoint an experienced and enthusiastic senior science technician.

As a department we work closely together on the development and improvement of all aspects of our work. We aim to enthuse and inspire our students in Science and are constantly working to help them achieve in the subject.

There are 8 teachers supported by a full time technician. The accommodation is impressive. We have 14 labs, 3 prep rooms (one with chemical store) and a large staff work area housed in a purpose built block which was completed in spring 2005.

Over the last few years the school has become smaller and the department has been able to operate with one science technician. The school is in the process of converting to an academy, joining the well established and successful Gorse Academy Trust. It is anticipated that this conversion will lead to an increase in the size of the school. It is very likely that as the size of the science department increases more technicians will need to be recruited.

At KS3 we follow a modified version of Activate. At KS4 we teach AQA for our GCSE courses which are the combined and separate science GCSEs. At KS5 we offer A Levels in the three separate sciences (AQA in Biology and Physics; OCR in Chemistry) and Level 3 BTEC National in Applied Science.

We are keen to promote science beyond the curriculum and provide a number of enrichment opportunities each year involving trips, speakers and entry in both local and national competitions.

If you have any questions please do give me a call on 01937 846645.

Chris Norton
Learning Team Leader for Science