



## **Science and Design Technology Technician Candidate Information Pack**

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**Expected Start Date: 1<sup>st</sup> September 2021**

**Advert Posted: 23<sup>rd</sup> July 2021**

**Closing Date: 13<sup>th</sup> August 2021**

**Interview Date: w/b 16<sup>th</sup> August 2021**



Dear Prospective Applicant,

Thank you for your interest in the post of Science and Design Technology Technician at The King's. This is a really important appointment for us to make and an exciting opportunity for the successful applicant, as we move into the next phase of our school development.

Two years on since the last Ofsted inspection, the drive to be a brilliant school continues. Several areas of the school were recognised as 'Good' whereas in other areas significant improvement was acknowledged. We are confident now that our school is consistently good and better in all areas however we remain ambitious and confident about the journey to secure a truly outstanding education for all our pupils. One of the major priorities is securing excellent teaching and learning in all subjects and key stages.

You will be joining us at a really exciting time and will be able to make a massive difference. In return for your dedication, commitment and expertise you will benefit from working in a very positive, friendly and welcoming school with a great ethos and a real team approach. Our pupils are extremely welcoming and friendly and thrive on opportunities and good teaching. We are a truly comprehensive school with below average attainment on entry across all year groups but excellent destination data for school leavers including many successful applications, year on year, to Russell Group universities and Oxbridge and a growing number of pupils who take up apprenticeships at all levels. We are fully staffed and have strong and improving leadership in all areas.

At The King's School, staff wellbeing is given a high priority and we regularly review our practices and approaches to make sure that it is fully considered. We work in a close partnership with the Diocese and Local Authority and have benefitted from our growing relationships with them. We also believe in developing our team of staff and have an outward facing approach to professional development and partnerships. We believe that through having the right tools, the right training, hard work and commitment, everyone associated with the school can 'do a better job tomorrow than today' and gain a sense of professional satisfaction in delivering the best possible education for our pupils.

We would love you to come for a visit, however during these unprecedented times and our summer holidays it may be difficult. If you would like to talk through the position prior to applying please arrange a phone call with me by emailing my PA at the following address: [l.gauld-crichton@kingswolverhampton.co.uk](mailto:l.gauld-crichton@kingswolverhampton.co.uk). Please submit applications directly to [j.langley@kingswolverhampton.co.uk](mailto:j.langley@kingswolverhampton.co.uk) and [r.claramunt@kingswolverhampton.co.uk](mailto:r.claramunt@kingswolverhampton.co.uk).

I look forward to hearing from you if you are considering applying, and I sincerely look forward to working with the successful applicant as we continue our school's pathway of improvement. Applications should be submitted no later than 9.00am on Friday 13<sup>th</sup> August 2021.

Yours faithfully,

**Joy Langley**

Interim Principal

## Job Description

**Job Title: Science and Design Technology Technician**

**Responsible to: AAP Science**

**Salary: The King's Grade 3 (£20,092-21,748)**

**Hours per week: 35**

**Weeks per year: 45, Term Time Only**

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### Purpose of role and line management:

- Under the overall direction of Head of Science to assist the teaching staff in providing a safe and efficient lab technical service for pupils and teaching staff
- To assist teaching staff in providing a safe and efficient workshop environment for pupils and teaching staff
- The technician role forms a central part of the work of the department and will work closely with teaching staff to support, develop and further extend the work of the Science and Creative faculties and the experiences of the students

### Main Duties:

- Maintaining all school laboratories in a clean and tidy condition, including responsibility for health and safety
- Preparing apparatus, equipment, materials and solutions for use in practical classes
- Setting up, retrieving and cleaning away class apparatus
- Maintenance, construction and repair (or organise the repair) of equipment
- Checking materials and equipment before and after use by a class for quantity and damage
- Care of plants and animals kept in the science department
- Liaising with science teachers in developing classroom practical equipment
- Maintaining records of apparatus, reagents and materials, including inventories and records of breakages
- Ordering chemicals, resources and other equipment as required
- Checking, maintaining and keeping up to date records of stock levels and other resources so as to enable the smooth function of the science department
- Prepare, maintain and use routine equipment/resources that are required to meet the given lesson plans/relevant learning activity and assist pupils in their use
- Overall maintenance of the equipment contained in science laboratories, reporting any faults to the Associate Assistant Principal (AAP) for science
- Organisation, cleaning and storage of scientific equipment, apparatus and other resources so as to facilitate efficient storage systems
- Safe and secure storage of chemicals in line with health and safety regulations
- Disposal of laboratory waste material such as chemicals, biological waste and other organic materials in line with health and safety guidelines
- The cleaning and maintenance of equipment and the neutralisation and cleaning up of spillages, including the cleaning of glassware and other equipment.
- Providing, where appropriate, support and technical advice to science teachers
- Where applicable, to undertake reprographic duties and routine 'resource' tasks, as determined by the needs of the Science Department
- Purchase of consumables from local shops as required
- Filing of paper resources on return to preparation room and duplication of resources as required, including copying and distributing cover work where appropriate
- To undertake general tasks within the Science Department such as portering and handyperson duties, collection of materials locally, general maintenance of laboratories, preparation and store rooms

**Design Technology:**

- To be responsible for maintaining an inventory of all stock, including materials and equipment within the DT department
- To prepare materials and resources for DT lessons
- To maintain and check machines and equipment in the DT department
- To display artwork as directed

**General:**

- To supervise students in practical activities as required by the AAP/Head of Faculty
- To prepare classrooms for lessons including setting out and clearing away equipment.
- To check stock levels and take action to price and advise the AAP/HOF accordingly
- Organising and supporting the departments in setting up and running the annual Prospective Parents Evening
- Putting up pre-prepared display materials in the departments
- Routine administration duties, essential to the general efficient operation of the departments
- To undertake such training as required to ensure the appropriate level of technical knowledge is maintained
- To operate machinery when trained and to support students with the operation of that machinery
- Organise and tidy working areas e.g. classroom and stockroom to keep them safe, and to ensure they comply with Health and Safety regulations including Environmental Health (see below)
- To undertake other such duties, within the competence of the post holder, as may be required from time to time
- To ensure ICT devices and equipment are stored appropriately, including at the end of the school day

**Health and Safety:**

- To be aware of, and to comply with, all departmental/school instructions and procedures relating to health and safety at work
- To contribute to safe working practice in preparation/storage/teaching areas. Assessment of risks for technician activities
- Advising staff on safety issues and trialling practical work where necessary
- To assist in maintaining all safety equipment used by teaching staff and students to the highest standard
- To assist in the safe disposal of residues and outdated stock following approval and advice from senior personnel
- Ensuring the safe storage of radioactive materials, chemicals and the disposal of chemical and microbiological waste
- To ensure that any scientific debris or hazardous materials/spills are removed from the sinks, bench tops and other areas to provide a safe environment for cleaning staff and others
- To deal appropriately with spillages during practical activities
- Helping to ensure that COSHH regulations are carried out in the department and that attention of staff is drawn to relevant health and safety guidance
- Maintenance of laboratories, preparation rooms and workshops to ensure a clean, safe and orderly environment, including simple DIY work and the checking and maintenance of eye protection
- To assist in maintaining all living organisms in a safe, healthy condition for observation and experimental purposes. Where applicable, to assist in the collection of live material and required breeding programmes
- To carry out responsibilities, commensurate with your position, as defined within the following policies and procedures:
  - Equal Opportunities
  - Health, Safety & Welfare
  - Child Protection
  - Data Protection
  - Risk Management

**Whole School:**

- To undertake specific duties for the maintenance of staff First Aid Certification and whole school First Aid equipment along with the provision of first aid duties

- To undertake any other duties and training as may be deemed reasonable by the Senior Leadership Team, AAP Science and Head of Faculty
- Contribute to the overall ethos/work/aims of the school
- Participate in training and other learning activities and performance development as required

To undertake all duties reasonably requested in a manner consistent with the vision and mission of The King's as a Church School. This general Job Description is not comprehensive and the post holder will be required to undertake such other tasks appropriate to the level of appointment as the Principal may reasonably require.

All duties must be carried out at all times in line with the Local Authorities policies relating to Equal Opportunities and Health and Safety legislation.

## Person Specification

July 2021

The following person specification indicates those areas of skills and personal characteristics, qualifications training and experience that are either desirable or essential in the candidates being interviewed.

### Qualifications:

- GCSE 5 A\* - C or equivalent, including science
- Knowledge of COSHH and CLEAPS guidelines
- Experience in relevant discipline or related qualification
- Hold a recognised qualification at NVQ level 3 or equivalent experience

### Experience:

- Experience of working in a laboratory and/or workshop environment
- Experience of working with young people

### Knowledge:

- Knowledge of volumetric and quantitative technique
- Understanding health, safety and welfare regulations and best practice
- Knowledge of particular subject/technical area
- Knowledge of relevant policies/codes of practice/legislation
- Ability and enthusiasm to work jointly with colleagues
- Full working knowledge of relevant policies/codes of practice/legislation

### Skills:

- Excellent numeracy/literacy skills
- Excellent keyboard and data entry skills
- Effective communication skills to be able to develop open and constructive relationships with a wide range of young people and staff
- Ability to prioritise effectively
- Ability to relate well to people on all levels
- Work constructively as part of a team, understanding School roles and responsibilities and your own position within these
- Ability to identify own and others' training & development needs and co-operate with appropriate individuals to address these
- Ability to relate well to children and adults
- Ability to interpret advice/statute and to devise policy/practice in the light of these
- Good organisation and personal management skills

### Personal Attributes:

- Commitment to the safeguarding of children and young people
- To be organized and efficient
- Ability to inspire students
- Reliable and punctual
- Have a polite, friendly and flexible approach to work
- To have a good sense of humour
- To follow instructions
- To keep calm and professional at all times
- Interpersonal – common courtesy, tact and confidentiality
- Working in close proximity to and inspiring and motivating others
- Willingness to work flexibly when required

The King's CE School is committed to safeguarding the welfare of all children and young people and expects its entire staff to share this commitment.

*At The King's CE School we believe that everyone is unique and created in God's image. We enable all to achieve their God-given potential; to grow, learn and aspire; to transform their lives and the lives of others and to journey in faith without limits within a unified, respectful and harmonious community.*

