



## Senior Science Technician

Recruitment  
Information





# ORCHARD PARK HIGH SCHOOL

*Integrity, Excellence, Collaboration, Drive*

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## **Welcome**

Thank you for taking an interest in working at Orchard Park High School.

We are thrilled to share with you this exciting opportunity to join us as Senior Science Technician – and we are pleased to give you some information about our school community, which is aspirational, welcoming and supportive.

We are outward looking and we invest heavily in our staff. We are committed to recruiting colleagues who have a passion for their subject, and who want to work in a vibrant, multicultural school which is innovative, forward thinking and research-informed in its approach to education.

Orchard Park High School is proud to be part of the Greenshaw Learning Trust; a family of schools who hold a shared vision and set of values for education and learning.

Please do visit the Greenshaw Learning Trust website for more information or contact us for further information. Website: [www.greenshawlearningtrust.co.uk](http://www.greenshawlearningtrust.co.uk)

Our own school website will also provide further information about our school. Website: [www.orchardparkhigh.co.uk](http://www.orchardparkhigh.co.uk)

## **Vision and values**

*'Inspiring lives, building futures.'*

Our mission statement declares,

“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 pride ourselves on our positive ethos, which drives the personal development, academic achievement and holistic wellbeing of every individual in our care. As a vibrant learning community, we offer a learning journey which seeks to offer our students the very best chance of success during their time with us, and beyond.



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Our focus on daily reading, academic progress, character development and community spirit is palpable. When you visit our school, you will find that our students are challenged, inspired and encouraged to reach their full potential, regardless of ability.

To us, kindness, integrity and respect are non-negotiables. It is these qualities which underpin our school community and help it to function as a safe and happy place for all, in which we learn and grow together.

## **Mission statement**

We seek to inspire and empower all members of our school community to:

- be proud of, and contribute positively to, our school community
- be your best, striving for academic excellence
- be yourself, nurturing potential and embracing difference
- be kind, respecting ourselves and each other
- embrace the journey, recognising that the learning journey requires effort, resilience and stamina, in order to become successful lifelong learners

Should you join us, you will work alongside committed and professional staff, and with leaders at all levels who care deeply about the personal wellbeing of both students and staff. We take pride in our professional development programme, which equips teachers with both a depth of subject knowledge and pedagogical guidance on research-informed approaches which support long-term learning.

We take career progression seriously and support our staff to develop leadership experience during their time with us. We offer an excellent CPD programme which focuses on the individual needs of our staff members as well as our core school priorities, making us stronger independently and as a school community.

If you feel you have the passion, experience and commitment to high quality education that we do, then please read on.

We look forward to hearing from you.

Yours sincerely,  
Mrs G Smyrk

Acting Head teacher



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## **Greenshaw Learning Trust – About us**

The Greenshaw Learning Trust (GLT) provides an effective structure for schools to achieve real benefits from school-to-school collaboration, and a culture of trust and openness that promotes honest and transparent dialogue and mutual support.

At the heart of the Trust is proven school improvement advice and guidance – with regular meetings with school leaders, input from specialist primary and secondary experts and staff training and development in all our schools.

All schools in the Trust receive expert advice and fast-response support on budget planning and monitoring, payroll, human resources, employment and legal advice, purchasing, capital projects, admissions, policy development and audit. Our catering team provides advice and guidance on meeting the statutory responsibilities for food standards, healthy eating and safety, and helps our schools achieve higher take-up of meals and significant cost savings through quality improvement and the central procurement of food supplies.

Each school's local governing body receives support and advice to ensure that they can contribute effectively to the governance and leadership of their school, including tailored guidance to chairs and clerks and governor training.

The Greenshaw Learning Trust is committed to meeting the needs of every student – our schools offer a wide range of special needs provision, and across the Trust we have extensive expertise in behaviour, attendance, family liaison and therapies to support our students and their teachers.

## **Greenshaw Learning Trust Employee Benefits**

The Greenshaw Learning Trust recognises that our employees are our most important asset and we are aware that the quality and commitment of our employees is critical to our success. We offer all our employees the following staff benefits:

- Excellent CPD opportunities and career progression
- Employer Contributions to Teachers Pension Scheme
- Cycle to work scheme
- Gym membership scheme
- Employee Assistance Programme
- Eye Care Voucher scheme



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## Senior Science Technician

### Main duties and responsibilities:

The successful candidate will assist the Science Department in the provision of an effective support service. The post holder will be responsible for providing technical support in Chemistry, Biology and Physics across KS3 and KS4 up to GCSE level.

The post holder will report to the HOD Science 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 successful candidate will:

- Ensure the provision of a healthy and safe working environment through:
  - i. Actively contribute to the assessment, monitoring and review of both health and safety procedures and information resources;
  - ii. Keep up to date with current procedures and practices through CPD
  - iii. Providing technical advice and support on health & safety issues to teaching and any trainee technical staff;
  - iv. The safe treatment and disposal of used materials including hazardous substances, responding to actual or potential hazards;
- Assist the Science Department with the day-to-day organisation and development of any trainee staff to ensure that essential performance standards are achieved
- Contribute 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
- Support the Science Department in ensuring the availability of suitable materials and equipment.
- Keeping up-to-date stock records
- Ensure that both routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment are carried out to the required standard

### Specific Responsibilities - The successful candidate will:

- Prepare and maintain stock solutions and standard solutions; purifying chemicals; treating waste reactants and residues; ensuring environmental security including the safe disposal materials which may present a hazard
- Organise and maintain the chemical store and resources, and routinely check the condition of chemicals including the correct labelling of chemicals; keeping electronic stock records and carrying out an annual inventory, and replenishing stock as and when required.
- Prepare practical teaching materials and equipment, assembling apparatus (including Quick-fit, titration and gas preparation glassware); ensuring that they are set up in the appropriate laboratories, and cleared away appropriately after use



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- Collect, check and return equipment to stores, replenishing and cleaning class sets of equipment and glassware
- Monitor and generally clean the chemistry prep room and laboratories to ensure a clean, safe and orderly working environment
- Construct and modify apparatus including glassware
- Provide technical and health & safety advice to teachers, technicians and students; supervising trainee technicians and training colleagues in chemical procedures as required
- Keep up-to-date with health & safety and COSHH regulations by reading publications such as the CLEAPSS bulletin and by checking the CLEAPSS website regularly
- Keep up to date with developments in practical science and undertake training as necessary, attending professional development workshops and conferences where possible
- Carry out risk assessments for technician activities and trialling experiments and demonstrations, as directed
- Assist in practical classes and carry out demonstrations, including those involving dataloggers, fume cupboards or other safety equipment
- Check fume cupboards, gas and electrical points and mobile electrical equipment, water/sinks, contents of the chemistry prep room first-aid kit and carrying out other safety checks; rectify or report problems to the relevant body/HOD.
- Maintain and update safety equipment and information in prep rooms and laboratories
- Attend department meetings
- Obtain materials by local purchase
- General maintenance of equipment and fixed equipment in laboratories, including its cleaning and repair
- Assist with the routine care of plants and such animals that may be introduced into the department
- Assist with the photocopying and filing of teaching materials and resources
- Maintain and update safety equipment and information in prep rooms and laboratories
- Undertake any other duties commensurate with the post as may be required by the Headteacher, or Head of Science as required

**Reporting to:** HOD Science

**Salary Range:** Grade 5, points 13-15 (£24,903 -£25,809) according to experience

*This job description is not exhaustive and serves only to highlight the main requirements of the post holder. The line manager may stipulate other reasonable requirements.*

*The job description will be reviewed regularly and may be subject to change. Orchard Park High School is committed to safeguarding and promoting the welfare of children therefore appointment to this position requires an enhanced DBS disclosure.*



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## **Person Specification**

### **The successful candidate will:**

- ✓ Have a scientific background or at least 3 years' practical experience working in a science department within a school environment
- ✓ Have a degree in a Science subject or equivalent (desirable)

### **Knowledge and Experience - The successful candidate will:**

- Have a good understanding of the role of a science technician, and be able to demonstrate the relevant skills
- Have knowledge of health & safety legislation as it relates to the work of a school
- Have detailed knowledge of CLEAPPS regulations in relation to the safe handling and storage of chemicals
- Have experience and knowledge of safe working practices in relation to the handling and usage of equipment and tools

### **Skills and Abilities - The successful candidate will:**

- Have the ability to offer professional guidance and assistance to students and teachers on the practical aspects of the curriculum
- Have the ability to identify work priorities and manage own workload and, if applicable, that of others
- Have the ability to maintain accurate work records, inventories and the ability to carry out risk assessments in relation to technical tasks
- Have the ability to maintain a range of tools and equipment
- Have the ability to prepare equipment and materials for lessons, as requested by the teaching staff
- Have excellent ICT skills
- Have the ability to design, develop and maintain specialist resources
- Have the ability to demonstrate developed interpersonal and communication skills
- Have the ability to establish positive relationships with pupils, including those with special educational needs

### **Personal Qualities - The successful candidate will:**

- Be highly organised and well-motivated
- Have a passionate belief in the school's mission statement
- Have a commitment to safeguarding and promoting the welfare and development of young people
- Have a commitment to raising standards of pupil achievement and a desire to work with young people





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## **Personal Qualities - The successful candidate will: (Continued)**

- Have high levels of professional and personal integrity
- Have a strong commitment to the personal, spiritual, social and health development of young people
- Have a willingness to promote the school's Equal Opportunity and Safeguarding awareness policies and to comply with Health & Safety requirements and follow safe working practice at all times
- Have a commitment to undertake further training, where required



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## The recruitment process

### 1. Applications

To apply for this position, please visit us online and apply using the application form. Website: [www.orchardparkhigh.co.uk](http://www.orchardparkhigh.co.uk) Go to our 'Information' tab, then 'Staff vacancies'.

The completed online application form should be accompanied by a personal statement of suitability of no more than 2 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 to support your application.

Applications must be received no later than 12pm on **Wednesday 10<sup>th</sup> June 2020**. Applications received after this date and time will not be considered.

### 2. Shortlisting

Shortlisting will be finalised on **Thursday 11<sup>th</sup> June 2020**.

Shortlisted candidates will then be invited by telephone to attend for interview. Please make sure you have given day and evening telephone numbers on which you can be reached.

### 3. Interviews

Interviews will take place on **Friday 12<sup>th</sup> June 2020**. Virtual Interviews will be held via Google Hangout/Skype.

### 4. Notification of outcome

Candidates will be notified of the outcome as soon as possible following the interview process. Please ensure you have given day and evening telephone numbers on which you can be reached.

### 5. Feedback

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

### 6. Taking up post

The successful candidate will receive verbal notification of our offer on Friday 12<sup>th</sup> June, taking up the post on **01 September 2020**. Should you require any additional information, please contact Karen Weighill, HR Manager, via email [kweighill@orchardparkhigh.net](mailto:kweighill@orchardparkhigh.net)

We look forward to hearing from you,

**The Orchard Park team**