



Appointment of Science Technician

37 hrs per week, Term Time plus 5 Training Days
and 5 Additional Days,
Grade N4, Actual Salary: £17,232 to £18,286 pa
Permanent, Open to Part-Time/Job-Share

Closing Date: 12th October 2022



Kenton School, Drayton Road, Newcastle upon Tyne, NE3 3RU, Telephone: 0191 214 2200.



Introduction from the Principal

Dear Applicant

Appointment of Science Technician

At Kenton we are passionate about providing the very best education possible for young people in our city, our region and nationally and our strong and committed team share our vision of ensuring all our students not only reach their potential but that they are confident, happy and resilient students who treat each other with compassion and respect.

We are seeking a technician to work in our fantastically resourced science department, covering 14 laboratories catering from Year 7 right through to Year 13. The role will involve supporting the team in the setting up and dismantling of equipment, preparing for practical experiments, ordering stocks and supplies and maintaining our databases. There will also be the opportunity to get involved in the wider school such as supporting with transition work and open evenings.

Working as part of a team of three in a large Science department, this is an ideal opportunity either for candidates with previous experience as a technician either in a school or industry, or those with a relevant science qualification or interest in Science who wish to start a career in this area.

On the job training will be given as well as support to attend professionally run courses as and when available.


Candidates must possess excellent organisation and time management skills, together with the ability to prioritise to meet deadlines

If you have the skills, commitment and enthusiasm to succeed in this role, we want to hear from you. In return we can offer you,

- Access to the Local Government' Pension Scheme
- Salary sacrifice schemes including Car Sacrifice, cycle to work and childcare voucher schemes
- Free on-site parking
- Free gym access at Kenton School

We look forward to receiving your application.

Yours sincerely



Bill Jordon CBE
Principal



Science Technician



Job Description

Payscale: N4

Responsible to: Senior Science Technician

Responsible for: N/A

Job Purpose: To provide technical support to the Science Department and wider school as required.

Main Responsibilities:

The following list is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

General

- 1 Teaching Aids and Resource Materials, to include:
 - (a) preparation and setting out of equipment, materials and other resources for practical lessons in an orderly and presentable manner, in accordance with Department/School risk assessments;
 - (b) preparation of specific resources from a number of components for practical use;
 - (c) checking items for class use in order to ensure that they are functional and sufficient in quantity;
 - (d) checking that the above items are returned for each class;
 - (e) constructing simple equipment/apparatus;
 - (f) care and appropriate handling of resources.
- 2 Care, Maintenance and Repair of Equipment, to include:
 - (a) visual checking and routine cleaning/care of equipment;
 - (b) returning equipment to storage as soon as practicable;
 - (c) undertake safety checks (e.g. portable appliance electrical testing) and keeping of appropriate records;
 - (d) undertaking simple repairs;advising line manager if more substantial repair or maintenance has to be carried out.
- 3 Control, Storage and Disposal of Materials, to include:
 - (a) maintaining stock levels and advising line manager of items and quantities required;

- (b) ensuring safe and secure storage of materials;
- (c) safe disposal of waste materials.

- 4 Care and Maintenance of Teaching Environment, to include:
 - (a) general tidying of equipment, materials and other resources within all teaching and preparatory rooms;
 - (b) keeping cupboards stocked, tidy and labelled.
- 5 Display and Demonstration Work, to include:
 - (a) setting up equipment/apparatus and materials for demonstrations as requested;
 - (b) checking that the above is functioning correctly.
- 6 Liaison with Teaching Staff, to include:
 - (a) advice to teachers on the safe and effective use of equipment/apparatus and materials;
 - (b) advice on the availability of equipment, materials and other resources;
 - (c) notify line manager of any ways in which efficiency and safety could be improved;
 - (d) to work as a member of a Technical Team with regard to the educational aims of the department and school.
8. Assist in maintaining a healthy, safe and secure environment and act in accordance with the School's policies and procedures.
9. To act as Fire Marshall and ensure Fire Evacuation procedures are followed.
10. To support the school through enforcing good standards of behaviour at all times in line with school policies, and through undertaking break and lunch duties if and when required.
11. Contribute to the development and application of priorities, policies and activities in order to enable the achievement of whole school aims.
12. Promote the safeguarding and welfare of children and young persons the postholder is responsible for, or comes into contact with. Be aware of school policies and other guidance on the safeguarding and promotion of wellbeing of children and young people. Take appropriate action where required.
13. Promote and implement policies and practices that encourage mutual tolerance and respect for diversity in all aspects of employment and service delivery.

Science Technician



Person Specification

Part A: Application Stage

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

Essential

| | |
|---|---|
| 1 | Ability to work on own initiative and respond effectively and professionally to difficult situations. |
| 2 | Effective organisational and prioritisation skills. |
| 3 | Flexible approach to work with the ability to work effectively as part of a team. |
| 4 | Effective written communication skills. |

Desirable

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|----|---|
| 6 | Level 2 qualification (GCSE 4 or above (formerly A*-C or equivalent) in a Science subject. |
| 7 | Previous experience working as a laboratory technician either in a school or other setting, or be able to offer evidence of ability to undertake duties as outlined within the job description. |
| 8 | Knowledge of health and safety legislation including COSHH and regulations in relation to the safe handling and storage of chemicals and usage of hazardous equipment. |
| 9 | Effective ICT skills. |
| 10 | Experience working in a school or educational setting. |

Part B: Assessment Stage

The above criteria and the criteria below will be further explored at the assessment stage:

Essential

| | |
|---|---|
| 1 | Effective oral communication skills with the ability to relate well to children and adults. |
| 2 | Ability to prepare and maintain equipment and materials for lessons. |
| 3 | Ability to identify work priorities and manage own workload within agreed parameters. |
| 4 | Ability to maintain accurate work records and databases. |
| 5 | Appropriate behaviour and attitude towards safeguarding and promoting the welfare of children and young people including: <ul style="list-style-type: none">▪ motivation to work with children and young people▪ ability to form and maintain appropriate relationships and personal boundaries with children and young people |

| | |
|---|--|
| | <ul style="list-style-type: none"> ▪ emotional resilience in working with challenging behaviours • understanding of behaviour management strategies. |
| 6 | No disclosure about criminal convictions or safeguarding concern that makes applicant unsuitable for this post. |

The following methods of assessment will be used:

| Method | | Method | |
|-----------|-----|--------|-----|
| Interview | Yes | Task | Yes |

Part C: Additional Requirements

The following criteria must be judged as satisfactory when pre-employment checks are completed:

| | |
|---|--|
| 1 | Enhanced Certificate of Disclosure from the Disclosure and Barring Service * |
| 2 | Additional criminal record checks if applicant has lived outside the UK* |
| 3 | Children's Barred persons list check |
| 3 | Medical clearance |
| 4 | A minimum of two satisfactory references from current and previous employers (or education establishment if applicant not in employment) |

* This post is classed as being in 'Regulated Activity' as defined in Keeping Children Safe in Education 2021. All posts involving direct contact with vulnerable children are exempt from the Rehabilitation of Offenders Act 1974. The amendments to the Exceptions Order 1975 (2013 and 2020) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website (www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974).

Additional Information for Applicants

Terms and Conditions

The conditions of service applicable to the post are those determined by the National Joint Council for Local Government Services (the National Agreement) and locally agreed terms and conditions set by Northern Leaders Trust.

Working Hours

The hours of work are 37 hours per week. Normal working hours are Monday to Thursday 8.00 am to 4.00 pm and Friday 8.00 am to 3.30 pm with a 30 minute unpaid lunch break each day. The post is term time only which equates to 38 working weeks per year. In addition, staff will be contracted to work 5 additional training days (allocated at the start of each year – one or more of which will be disaggregated into ‘twilight’ evening sessions) and 5 additional days during the holiday as directed by the Senior Technician.

This post is open to requests for part-time or job-share working

Annual Leave Entitlement

As this is a term time only post, annual leave entitlement is incorporated into annual salary. This equates to an additional 5.74 weeks pay (24 days plus 8 public holidays pro rata to weeks worked) for staff with less than 5 years’ continuous local government service, and 6.57 weeks pay (28 days plus 8 public holidays pro rata) for staff with 5 years’ or more continuous local government service.

Pay and Grading

The grade of the post is N4, equivalent to local government pay spine points 5 – 8, with current corresponding full-time salary of £19,650 - £20,852 pa. The actual salary for this post, term time and including annual leave entitlement as outlined above and 5 training days is as follows:-

| | |
|---|----------------------|
| Less than 5 years’ continuous local government service: | £17,232 - £18,286 pa |
| 5 or more years’ continuous local government service: | £17,538 - £18,610 pa |

New entrants to Northern Leaders Trust are subject to a six-month probationary period. Where 1 April falls within the six-month probation, the first increment is paid on 1st month following successful completion of that six-month probationary period.

Employment Status

This post is a permanent role.

Safeguarding

Northern Leaders Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers in our schools to share this commitment. We are fully committed to ensuring that consistent effective safeguarding procedures are in place to support families, children and staff at school.



Equal Opportunities

The school is opposed to any form of unfair discrimination and is publicly committed to be an equal opportunity employer.

Pension Scheme

On appointment, new associate staff will be automatically joined into the Local Government Pension Scheme (unless they choose to opt out). Further information can be found at www.twpf.info

Application Process

Candidates can apply by downloading a Word version application from our website ks.northernleadertrust.org which can be returned by email to hr@northernleadertrust.org

Closing date: 12.00 Noon 12^h October 2022

