APPLICATION PACK

Closing Date: 31st March 2023

Start Date: ASAP



Science Technician

Welcome

Dear Applicant,

Thank you for your interest in our academy. We hope that this letter and the attached information helps you to understand that we are working hard to make our academy stand out from the crowd; we intend to become a school of choice in the local area.

To achieve this, Fowey River Academy is evolving fast and we are about to commence a £4.6million refurbishment of the school, funded by the DfE, to make our facilities even more outstanding.

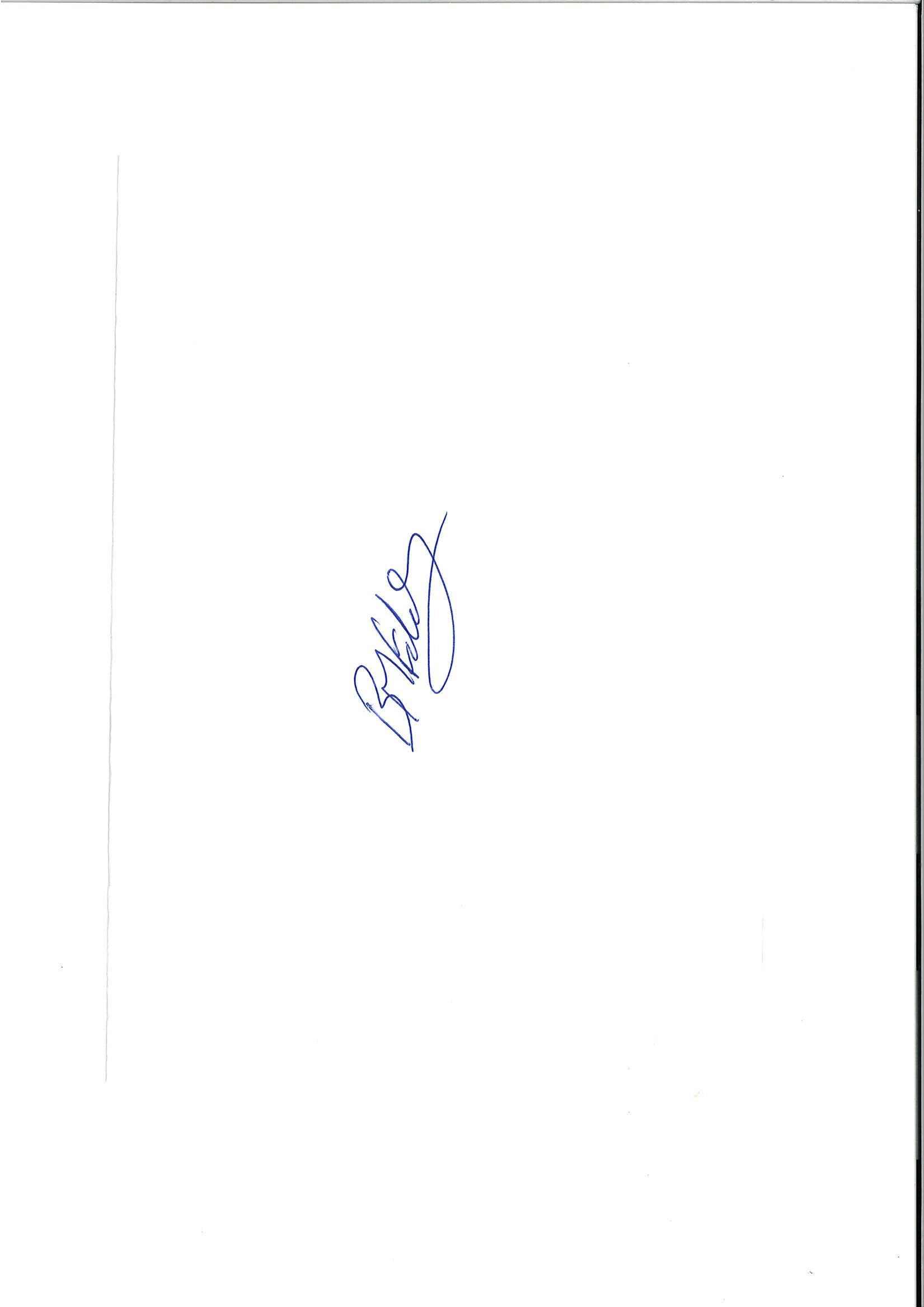
We are part of the Leading Edge Academies Partnership Multi Academy Trust. This is one of the top performing MATs in the country. You will be working for an employer who is absolutely committed to developing talent in staff, innovating curriculum delivery and ensuring that students soar and thrive. You are encouraged to view the MATs website, [www.leadingedgeacademies.org](http://www.leadingedgeacademies.org).

Therefore, the people we appoint are key to our future and, unsurprisingly, we are very clear about the type of colleagues we now need.

We are committed to the idea that everyone is capable of excellence - the first attempt at something is just that, a first attempt. We believe that failure only occurs when you stop trying or there are insurmountable barriers.

We are all empowered to make a difference in terms of the academy’s ability to address its core purpose. We encourage creative planning to challenge and inspire both students and staff alike.

If this excites you and you want to work hard with us, then we would love to hear from you.



Yours sincerely

Ben Eddy

Interim Headteacher

**Notes to Applicant**

Dear Applicant,

**Application**

If you wish to apply, please either email your application to Claire Grist, PA to the Headteacher at [cgrist@fracademy.org](mailto:cgrist@fracademy.org) (copies of all the details are available online on our website under the ‘Vacancies’ section), or post your completed application form to the address below, together with a covering letter, clearly demonstrating your suitability for the role. Where possible, please also provide email addresses for your referees.

**Closing Date**

Please ensure your application arrives before the closing date/time and that the post for which you are applying has been stated clearly on the application form. Applications received after the closing date will not be accepted.

**Interview**

Interviews for the post will take place shortly after the closing date or as stipulated on the advertisement above. Please assume that if you have not heard from us within 2 weeks of the closing date that, unfortunately on this occasion, your application has not been successful.

Fowey River Academy is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.

The successful applicant will be required to undertake an Enhanced DBS Disclosure.

Fowey River Academy

Windmill

Fowey

PL23 1HE

Phone: 01726 833484

Web: www.fracademy.org

**Job Description**

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| **Post Title:** | Science Technician |
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| **Purpose:** | To organise the provision of practical support for the relevant curriculum area for staff and pupils at all key stages in the school/academy. To assist the respective head/s of department in securing an environment in which pupils can safely pursue investigative practical work. |
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| **Reporting to:** | Head of Science |
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| **Liaising with:** | All academy staff |
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| **Working time:** | 37 hours per week  Term-time only with 5 additional days (39 working weeks) |
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| **Salary/Grade:** | Grade E  £20,252 - £21,247 gross per annum  £17,365 - £18,218 pro rata per annum (reduced for part-time working) |
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| **Disclosure level:** | Enhanced |
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**MAIN (CORE) DUTIES**

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| **Operational/**  **Strategic Planning:** | * To contribute to the training and development of trainee technicians working within the department. * To prepare specialised tools / equipment / materials within the department (as qualified). * To advise members of staff and pupils on particulars hazards and requirements in the use of equipment / materials / experiments in line with COSHH/ safety / CLEAPPS guidance. To remain aware of current safety guidelines and legislation. * To issue and receive back materials and equipment. To check for missing and damaged equipment against inventories and inform the relevant teacher. * To check and test equipment routinely to ensure its good safe working order and to undertake maintenance, repairs and servicing where needed and within the limits of the post holder’s skills and training. To recommend any necessary repairs or arrange further maintenance for equipment on the approval of the head of department. * To operate a system of stock control, ensuring sufficient replenishment of materials within the approved limits and recommending any additional equipment/material requirements to the head of department. To assist in ordering stock and checking deliveries of stock when received. * To monitor and achieve the efficient organisation of the work and storage areas and to ensure the cleanliness, safety and security of these areas at all times. |
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| **Curriculum Provision:** | * To prepare materials, equipment and teaching aids for classroom use, at the direction of the Head of Faculty. To tidy up and clean materials and equipment, including breakages and spillages, so as to ensure a safe and hygienic working environment at all times. * To support teachers and students during practical work, to include setting up demonstrations and experiments, providing advice to pupils in the development of their tasks, including the safe operation and demonstration of equipment. * To oversee the work of small groups of students engaged in practical tasks, as requested by the head of department and under the supervision of the classroom teacher. * To assist with exhibitions, demonstrations and displays as requested. * To supervise students assigned to the department as part of their work experience programme, under the direction of the Head of Faculty. |
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| **Staffing**  **Staff Development:**  **Recruitment/**  **Deployment of Staff:** | * To take part in the academy’s staff development programme by participating in arrangements for further training and professional development. * To take responsibility for continuing personal development in the relevant areas including subject knowledge and teaching methods. * To engage actively in the appraisal process. * To ensure the effective/efficient deployment of classroom support. * To work as a member of a designated team and to contribute positively to effective working relations within the academy. |
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| **Quality Assurance:** | * To help implement academy quality procedures and to adhere to those. * To contribute to the process of monitoring and evaluation of the Curriculum area/department in line with agreed academy procedures, including evaluation against quality standards and performance criteria. * To seek/implement modification and improvement where required. * To review from time to time methods of teaching and programmes of work. * To take part as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the academy. |
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| **Management Information:** | * To maintain appropriate records and to provide relevant accurate and up-to-date information for SIMs, registers, etc. * To complete the relevant documentation to assist in the tracking of students. * To track student progress and use information to inform teaching and learning. |
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| **Communications:** | * To communicate effectively with the parents of students as appropriate. * Where appropriate, to communicate and co-operate with persons or bodies outside the academy. * To follow agreed policies for communications in the academy. |
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| **Marketing and Liaison:** | * To take part in marketing and liaison activities such as Open Evenings, Parents’ Information Evenings and liaison events with partner schools. * To contribute to the development of effective subject links with external agencies. |
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| **Management of Resources:** | * To contribute to the process of ordering and allocation of equipment and materials. * To assist the Head of Faculty to identify resource needs and to contribute to the efficient/effective use of physical resources. * To co-operate with other staff to ensure a sharing and effective use of resources to the benefit of the academy, department and students. |

**PERSON SPECIFICATION**

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| **ATTRIBUTES** | **ESSENTIAL** | **DESIRABLE** | **HOW IDENTIFIED** |
| **Relevant Experience** |  | * At least 2 years experience of working in a technical support role. * At least 3 years relevant work experience within a school/college environment. | * Application form/ interview. |
| **Education & Training** | * Level 3 qualification (NVQ, AVCE or ‘A’ Level) in a subject related to the specialist area plus a minimum Level 2 qualification (NVQ, GNVQ or GCSE grade C or above) in English and Maths. | * Basic Health & Safety certificate. | * Application form. |
| **Special Knowledge & Skills** | * Basic ICT and clerical skills. * Good organisational skills. | * Awareness of current scientific developments in education. * Experience with materials & procedures subject to COSHH Regulations. | * Application form/ interview. |
| **Any Additional Factors** | * Self-motivated. * Enjoys working with children/young people. * Ability to work on own initiative and as part of a team. |  | * Interview. |