



**North East
Learning Trust**

**Technical and Curriculum Science
Technician
Bedlington Academy**

Technical and Curriculum Science Technician

Required as soon as possible

Grade 3, SCP7 - 11 (£24,294 – £25,979FTE) actual salary £22,085 - £23,617

37 hours per week, term time plus 10 additional days

Permanent

We are looking for a suitably qualified and experienced member of staff to join our committed team to advise and support Science staff in all aspects of their work, for example, supporting students in class, preparation of teaching and practical materials and displays, updating records, including production of reports and analysing information.

Bedlington Academy is a caring, friendly and inclusive school that is driven by a clear focus on learning and a desire to develop high aspirations in our students. Bedlington Academy is a loyal and close-knit community school where individuality is valued and where tolerance, acceptance and inclusiveness run deep. Our vision is simple and shared by all schools in the North East Learning Trust- that every child experiences excellence every day.

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We are committed to:

- A vibrant learning community with enthusiastic and engaging students
- A positive and caring ethos
- An excellent learning environment and resources
- A team of hardworking, dedicated and friendly staff where everyone is valued.
- A supportive and effective governing body

We can offer:

- National Terms and Conditions of Employment
- Local Government Pension Scheme
- 1 day paid leave for staff wellbeing each year
- Lifestyle Savings – range of discounts from top retail brands
- Discounted gym membership
- 24/7 Employee Assistance Programme and wellbeing portal

The successful candidate will:

- Have proven experience in a laboratory or school prep room.
- Have highly developed communication, organisational and interpersonal skills.
- Have energy, enthusiasm, and initiative.
- Competent to trial, prepare and set up practicals in Science lessons.

Deadline: Noon on 23 April 2024

Interviews will take place WC 29 April 2024.

How to apply:

Application packs can be downloaded from the website.

Letters of application should be no more than two sides of A4 and should be returned with application forms to jade.hutton@bedlingtonacademy.co.uk or by post to Jade Hutton, Bedlington Academy, Palace Road, Bedlington, NE22 7DS.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment. All posts will be subject to receipt of satisfactory enhanced DBS disclosure, medical and reference checks. All pre-employment checks are in line with "Keeping Children Safe in Education" and the Trust's Safeguarding Policy which is available on our website.

Job description

Post title:

Technical and Curriculum Science Technician

Responsible to:

Head of Science

Job purpose:

To advise and support science staff in all aspects of their work, for example, supporting students in class, preparation of teaching and practical materials and displays, updating records, including production of reports and analysing information.

Duties and responsibilities:

- To advise and support Science staff in all aspects of their work, for example, supporting students in class, preparation of teaching and practical materials and displays, updating records, including production of reports and analysing information.
- To ensure the maintenance of safe working environments within the Science prep room and Science laboratories and ensure adherence to health and safety regulations in relation to equipment and materials used by staff and pupils.
- To ensure COSHH regulations relating to the maintenance, storage and preparation of chemicals and equipment are adhered to.
- To set up necessary equipment in teaching rooms as required and return equipment to the prep room and store securely.
- To keep prep room and science labs tidy, including cleaning equipment
- To manage, support and develop other technical support staff, ensuring they have the required skills to provide technical support for teachers.
- To assist in the monitoring of stock and ordering of materials in consultation with the Head of Science.
- To support the Head of Department with the day to day administration in order to facilitate the smooth running of the department.
- To work with individuals/groups of students in order to facilitate their learning at Key Stage 3, Key Stage 4 and Key Stage 5.
- To support the planning and delivery of extra-curricular activities in the department this may involve working with and also in partner feeder schools and liaising with partners in both education and business.
- Participate in department and whole school meetings/INSET as required.
- Carry out other duties allocated by the Head of Science.
- To undertake first aid duties and manage the flow of incidents, as requested.

General

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Health and Safety:

It is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their acts at work. This includes co-operating with the Trust and colleagues in complying with health and safety obligations to

maintain a safe environment and particularly by reporting promptly and defects, risks or potential hazards. Specifically:

- To report any incidents/accidents and near misses to your line manager
- To ensure own safety and safety of all others who may be affected by the Trust's business.

Safeguarding

The Trust has a Child Safeguarding policy and procedure in place and is committed to safeguarding and promoting the welfare of all its students, each student's welfare is of paramount importance to us, and you are expected to share this commitment. All staff will fully comply with the Trust's policies and procedures, attend appropriate training, inform the Designated Person of any concerns, record any potential safeguarding incidents appropriately.

Person specification

Technical and Curriculum Science Technician

	Essential	Desirable
Education/training	Minimum 5 GCSE's, or equivalent, at 9 – 4/A-C including Maths and English First Aid qualification (or willingness to undertake)	A degree or other relevant professional qualification in science subject Equivalent relevant NVQ Level 3 qualification in Science
Experience	Experience of working in a laboratory or school Prep Room	Evidence of supporting and developing others
Aptitude and skills	Ability to offer professional guidance and assistance to students and teachers on the practical aspects of the curriculum. Ability to carry out risk assessments in relation to laboratory work. Good communication skills with staff and students Ability to work effectively and efficiently within set deadlines. Competent to trial, prepare and set up practicals in Science lessons. Ability to use own initiative. Ability to work alone and/or as part of a team. Proficient in the use of ICT Ability to handle chemicals and apparatus with care	Detailed knowledge of COSHH regulations in relation to the safe handling and storage of chemicals and equipment
Personal qualities	Have energy, enthusiasm and initiative. Reliable and conscientious Flexible approach to work Team worker The ability to make a positive contribution to the community of the school. Ability to prioritise tasks accordingly	

References:

References will be requested prior to interview, except for non-teaching roles where there are exceptional circumstances, and the applicant does not give consent to do so on the application form.

DBS:

North East Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

An application for a DBS certificate will be submitted for all candidates once they have been offered the position. For posts in regulated activity, the DBS check will include a barred list check. During the recruitment process, any offences, or other matters relevant to the position will be considered on a case-by-case basis.

Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

Pre-occupational health:

Pre-occupational health check is an essential part of the selection and recruitment process to assess if any reasonable adjustments are required.

Equal opportunities:

We are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community.

Applicants with disabilities will be granted an interview if the essential job criteria are met.