

INFORMATION FOR APPLICANTS:

Senior Science Technician



WELCOME TO THE ESSA FOUNDATION ACADEMIES TRUST

We recruit people for attitude and train for skills

We aim to recruit great people. We would rather make no appointment than appoint someone who is not suited to our ethos. For this reason, we clearly articulate our vision, values and expectations when putting together information for applicants and we always give a lot of attention to appointing the right person.

We aim to recruit staff who:

- are excited by their role and by the prospect of working with young people;
- love the processes of learning and teaching and are keen to continually develop their own skills;
- will subscribe to the ethos of the Trust and 'go the extra mile' in terms of time and commitment to get the very best from our young people;
- see break duty as an opportunity to talk to children;
- are quick to praise and slow to criticise; and
- are not afraid to admit to seeing themselves as potential leaders of the future.

We know it's a cliché, but we really do want to recruit people who will make a difference. A high proportion of our children are disadvantaged and many speak to English as an additional language; they face barriers to learning. We are therefore looking for colleagues who are on a mission – the kind of people that make others smile because of their enthusiasm; the kind of people who will get satisfaction from seeing our children learn to do things that staff in other schools might take for granted. In return you will get a lot back from our young people - they are lovely – and you will be working for a trust that will take an active interest in your development.

Finally, I am conscious that this may be your first contact with our Academy Trust and first impressions are very important. I hope what you read, coupled with anything else you discover about us, inspires you to apply for this post.

Andrew Cooper, Chief Executive



THE TRUST

The Essa Foundation Academies Trust currently sponsors two academies:

- Essa Academy, age 11-16.
- Essa Primary School, age 4-11.

Essa Primary School was inspected in October 2019 and was judged to be good in all areas with outstanding early years provision. Essa Academy was inspected in May 2018 and judged to require improvement. However, the academy has developed rapidly and was in the top 20% of schools nationally for progress in 2019.

Essa Primary (October 2019)

'This is a happy and caring school. Pupils behave well. They listen attentively during lessons and they follow teachers' instructions carefully. No time is wasted in class.'

'Pupils enjoy school. They are polite, and they respect the differences between themselves and their peers.'

'Children get off to a flying start in Reception. Teachers in the early years have created classrooms brimming with exciting learning activities.'

Inspectors also praised the leadership of the Principal and her team who they said 'have worked tirelessly to develop the school.'

Essa Academy (May 2018)

'The new Principal has provided highly effective leadership...he is very ambitious on behalf of his pupils.'

'The Principal has the full support of his senior leaders, who are equally uncompromising in their desire for pupils to have the best possible life chances.'

'Pupils are typically welcoming, polite and well-mannered.' They 'confidently shared with inspectors their understanding, appreciation and celebration of British values. Pupils respect differences and value diversity.'

Pupils also told inspectors that they feel safe and the school is 'a happy place to grow up in.'

VISION & VALUES – All Will Succeed

Our ethos is simple: we will make the most of our unique family of schools to give every child the best possible opportunity to flourish and develop into a decent, disciplined, well-educated and employable young person.

Here is what is at the heart of all we do:

Developing decent people:

Results and qualifications are important, but they are not the whole story – far from it. Our ultimate goal is to develop well-rounded young people who will make the most of the opportunities open to them in our schools. They will have resilience, zest and passion: people that employers will want to employ; people who will play a part in the communities in which they live and work; people we can be truly proud to say came through one of our schools.

Achieving full potential, no excuses:

We will do all we can to make sure every child gets the chance to reach their full potential. No child should ever get left behind; all have the capacity to learn and to achieve. We'll do this by instilling an acceptance that hard work, effort and application really does pay off. Through effort and application come self-respect, self-esteem, self-belief and success.

Discipline and standards:

It is important to us that our young people demonstrate high standards and that our schools are safe, structured places in which to learn – this will enable inspiring things to happen in the classroom. We will achieve this by expressing our high expectations regularly and frequently and by paying relentless attention to detail. We attach importance to values such as respect: for ourselves, for others, for learning and for the environment.

Great Schools for all:

We want the schools within our Academy Trust to be judged as great schools for all the young people that attend them. This means recruiting outstanding people to work in our schools and offering a curriculum that is engaging, challenging and responsive to individual needs.

Big on attitude:

We will frequently stand back and reflect on how we can do things differently and better. That doesn't mean latching on to the latest fad: it means being open-minded about trying new ideas; it means acknowledging mistakes but seeing them as an experience from which to learn; it means being aware of what happens beyond our schools so that we can predict future trends and remain in control of our destiny.

Strength in sharing:

We believe there is a strength brought about by working together within a multi-academy trust, enabling shared resources, shared knowledge, shared experience and shared success. What's great about our family of schools is that we can be with a child every step of the way, from teaching them to tie their shoe laces right through to congratulating them on their GCSE results and their future plans. That puts us in a unique position; it's also a tremendous responsibility.

Essa Foundation Academies Trust

The Essa campus is very well placed for both motorway access and public transport. M61 J4 is very close by giving access to the Greater Manchester, Lancashire and Cheshire motorway networks and is close to Bolton railway and bus station.

For more information on our family of schools please visit our website www.efatrust.org

Essa Primary School

We are proud of our pupils, and their achievements. Our key objective is to provide our children with the best opportunity to achieve their potential during their time with us as we help them to develop into independent learners who are able to actively engage and contribute to the ever-changing society and wider world.



Essa Academy

At Essa Academy we have a universal belief in our mission 'All Will Succeed', with access to outstanding resources and a strong sense of belonging, ownership and community underpinning our work. Our students and staff are amazing and reflect the ethos of the academy.



EFAT Support Services

We provide administrative and business support such as HR and Finance Support throughout the trust.

Essa Education Ltd

Essa Sports Centre is a modern, state of the art sports facility and community asset, used for a variety of academic and sporting needs, as well as events, meetings, conferences birthday parties and more.

Our facilities include a full-sized 3G pitch, multi-use sports hall, dance studio and MUGA (Multi-Use Games Area). Other facilities available for hire include theatre with stage, classrooms & communal dining area.

Essa Education Ltd is a wholly owned subsidiary of Essa Foundation Academies Trust.

Essa Academy are seeking to appoint an individual to manage and lead our team of technicians.

The Science department is housed at the front of the Academy, with well-equipped laboratories/teaching spaces and two preparation rooms. We have an expanding department which in September will have eleven teaching members of staff and two science technicians (one senior).

Students at Essa Academy achieve well in and enjoy Science. The department promotes excellence in Science, ensuring every student reaches his or her full potential in a stimulating, exciting and well-resourced environment. High standards of teaching enthuse students, encourage a positive attitude to learning and develop independent thought. With a hardworking and dedicated staff we aim to develop pupils' enthusiasm for learning, encourage a positive attitude towards Science and new technology, and foster a critical appreciation of the contribution that Science makes to society.

Grade D /Grade E*, £19,171 - £23,836 per annum FTE (actual salary £16,272 – £20,689 approx. per annum)

*dependent upon previous experience

Term Time plus 5 days (2 of which are usually inset days held at the beginning of the academic year, the remaining days to be worked as agreed with your line manager)

The post is 37 hours per week (excluding a 30 minute unpaid break daily). Exact working hours will be discussed with the successful candidate.

RECRUITMENT TIMETABLE

21 st April 2020	Advertisement appears
2 nd June 2020	Closing date for applications (by 08:00am)
4 th June 2020	Final shortlisting and contact with candidates References will be requested at this stage
9 th June 2020	Interviews

JOB DESCRIPTION

Post:	Senior Science Technician
Grade:	4/5 * (dependent upon experience)
Department:	Science
Responsible to:	Head of Faculty
Responsible for:	Science Technician(s)
Terms:	Term time plus 5 days

Essa Foundation Academies Trust (EFAT) is committed to safeguarding and promoting the welfare of children and young people and expects its entire staff to share this commitment. All post-holders will be required to have an Enhanced Disclosure from the Disclosure & Barring Service (DBS).

Main Duties

- To manage and lead the science technical support team ensuring a positive working environment is maintained.
- To manage the standards of work of the other laboratory technician staff for the suitable allocation of tasks and areas of responsibility to ensure the highest quality support services for science teaching in the school.
- To initiate and ensure efficient and effective work practices within the technicians team
- To be responsible for ensuring that newly appointed technicians are inducted into the department. This will include responsibility for personal development and performance management of all science laboratory technicians.
- Supervising time-keeping and attendance of science technicians.
- Develop new procedures/processes to support curriculum and legislative changes.
- To manage the preparation and maintenance of teaching resource materials, paper, electronic etc for teachers within the department.
- Providing advice and guidance to the other laboratory technicians on the operation of health and safety policies and procedures. Ensures resources, chemicals and equipment are maintained, stored and labelled correctly to provide a safe laboratory/prep room and working environment in accordance with school operating procedures, "Health and Safety" and COSHH regulations.
- Supervise all safety checks - first aid boxes, fume cupboards, pressurised equipment etc.
- Ensuring that materials, stock and standard solutions, specimens, apparatus required for demonstrations and for practical work are available as required. Co-ordinating

major purchases, ensure appropriate stock control procedures are followed including the completion and maintenance of inventories, so that correct resources are available. Administer departmental finances and assist with departmental administration.

- Ensuring that demonstration and new experiments are set up and tested prior to use.
- Care of plants (and possibly animals) kept for observation and experimental purposes.
- Maintaining apparatus and equipment in good working order and carrying out repairs within the capabilities of the technician.
- Organising the repair of larger equipment with the Site Manager / outside agencies as necessary.
- Construction and/or modification of laboratory apparatus, including preparation/presentation of specimens.
- Safe disposal of biological and chemical residues and other waste materials. In some instances using outside agencies.
- Inspection, maintenance and correct use of safety equipment.
- When trained, first aid treatment of minor laboratory injuries and the maintenance of first aid equipment in the laboratory area.
- Operating laboratory documentation systems (cataloguing, filing, worksheets, electronic etc.)
- Upkeep of all laboratories and prep rooms.
- Being responsible to the Head of Faculty and 2nd in Faculty for the maintenance and upkeep of the science laboratories and advising on any improvements, which can be made in this respect.
- Operating and administering stock control and ordering procedures, preparation of requisitions, obtaining quotations, checking deliveries, coordinating common stock, maintaining financial records etc.
- Maintaining a good stock of necessary materials for the preparation of science experiments.
- Keeping legal records (risk assessments, alcohols, poisons, flammables etc)
- Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities of the post as defined as well as any reasonable requests made by the Principal.
- To play a full part in the life of the academy and wider trust to support its aims and ethos, and to encourage students to follow this example and achieve their potential.

Customer Care

- To continually review, develop and improve systems, processes and services in support of the Academy's pursuit of excellence in service delivery. To recognise the value of it's people as a resource.

Develop oneself and others

- To make every effort to access development opportunities and ensure you spend time with your manager identifying your development needs through your personal development plan.
- To be ready to share learning with others.

Valuing Diversity

- To accept everyone has a right to his or her distinct identity. To treat everyone with dignity and respect, and to ensure that what all our customers tell us is valued by reporting it back to the organisation. To be responsible for promoting and participating in the achievement of the departmental valuing diversity action plan.

Generic Requirements

- It is a requirement of all posts within the Trust that Health and Safety requirements are upheld in the performance of all duties.
- All employees of the Trust are required to uphold the Equality and Diversity Policy and the Trust's Code of Conduct.
- All staff will ensure the safeguarding of young people by the implementation of Child Protection and other safeguarding policies.
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- All staff will ensure that they are aware of and work within the requirements of all Keeping Children Safe in Education policies, seeking clarity from a member of Senior Leadership if necessary.
- All staff are expected to uphold all Personnel related policies.

This job description is subject to change.

Employee Name

Date

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. In fact, the makeup and emphasis will be one area covered in an annual review of the post and unwritten accordingly. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post. It is vital to the ethos of the Science Faculty that the post holder is flexible in taking on additional tasks, willing to offer help to and cover for other members of the team and treats co-operation and support for colleagues as a top priority.

PERSON SPECIFICATION

Candidates will be assessed on the following:

*In the event of a high number of applications, desirable criteria will become essential

Appointment Criteria	Essential	Desirable*	Assessment Method
QUALIFICATIONS & TRAINING			
5 GCSE's (Grade A-C) or equivalent including Science, Maths and English	Y		App
Recognised and relevant NVQ Level 3 or 4 or equivalent	Y		App/Int
Relevant technician courses		Y	App/Int
EXPERIENCE, KNOWLEDGE AND UNDERSTANDING			
Experience of Science/Laboratory Technician support	Y		App/Int/Ref
Experience of working in an education environment with young people age range 11 – 16 years		Y	App/Int/Ref
Detailed knowledge of COSHH and ESCC regulations in relation to the safe handling and storage of chemicals	<u>Y</u>		App/Int
First Aid qualified (or willingness to achieve)	Y		App/Int
Fire marshall (or willingness to achieve)	Y		App/Int
SKILLS & ABILITIES			
Knowledge of all of the separate science disciplines		Y	App/Int
Ability to offer professional guidance and assistance to students and staff on the practical aspects of the curriculum	<u>Y</u>		Int
Able to effectively direct the work of a team	Y		Int
Identify work priorities and manage own/others workloads	Y		Int
Able to monitor, control and keep work records and inventories	Y		Int
Able to carry out risk assessments in relation to	Y		Int

laboratory work			
Ability to design, develop and maintain specialist resources		Y	Int
Excellent interpersonal and communications skills with both colleagues and children	Y		Int
Highly organised	Y		App/Int
ATTITUDES AND APPROACHES	Y		
Desire for continuous improvement & learning	Y		
Committed to high standards	Y		
A commitment to working within a multi-academy trust to develop as collaborative vision which embraces excellence, high standards and inclusion	Y		
Possess energy and enthusiasm	Y		
Willing to learn from and with others in the development of good practice	Y		
Resilient and flexible	Y		
Ambitious – can see an opportunity to make and impact and develop own skills	Y		

* In the event of a high number of applications, the desirable criteria will become essential.

HOW TO APPLY

Please read the information in this pack. If you decide to apply you should include a letter with your application form on no more than two sides of A4, giving your reasons for applying for the post, addressing information you have read in the pack and particularly the person specification, and outline any relevant experience and personal qualities you would bring to Essa Foundation Academies Trust. The application form can be found on the vacancies page of our website at: <http://www.efatrust.org/index.php/current-job-opportunities/>

Please do not send a general letter; we really are looking for someone who is prepared to respond to us as an individual. You can be sure we will take time and care in reading your letter; we appreciate how much energy goes into it. **Please ensure that you address your application to Mr Martin Knowles, Principal, Essa Academy, Lever Edge Lane, Bolton, BL3 3HH. Telephone: 01204 333 222 or E-Mail: hr@efatrust.org**