



**North East
Learning Trust**

Science/General Technician
Rye Hills Academy
Applicant information pack

Science/General Technician

Grade 3, SCP 7- SCP11

£20,444 - £22,129 (FTE) per annum

Actual salary £18,038 - £19,525 per annum

37 hours per week

Term Time plus 5 additional days

The North East Learning Trust are seeking to appoint a highly motivated technician. This appointment will be based in Rye Hills Academy where we have an exciting opportunity for you to join a school that is undergoing a transformation

Rye Hills Academy is a comprehensive school with over 800 students from Redcar and the surrounding areas. The school has recently been sponsored by the North East Learning Trust and is embarking on a new and exciting phase of its development, so it is an opportune time to join us as we work together to support students to reach their full potential.

The successful candidate will work with teachers to support learning by providing technical assistance through working with pupils in the delivery / demonstration of practical learning activities and the preparation and maintenance of teaching areas and equipment for pupils.

Our primary aim is for each young person to be both courageous and caring, resilient and determined as they strive for excellence, an active and well-rounded citizen with deep integrity and one who respects others and contributes positively to society.

Our vision, along with all schools in the Trust, is that every child experience excellence every day.

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

We can offer:

- National Terms and Conditions of Employment (NJC Green Book)
- Local Government Pension Scheme
- Employee Assistance Programme providing free confidential advice and counselling service 24/7 365 days per year

The successful candidate will:

- Have working knowledge of a range of procedures for preparation and maintenance of materials and equipment
- Have experience of working in a relevant discipline within a similar environment
- Have the ability to operate a range of ICT equipment and other specialist resources
- Have excellent interpersonal skills with the ability to communicate well with students, parents and colleagues

Deadline: Wednesday 22nd June 2022

Interviews taking place week commencing 27th June 2020

How to apply:

Application packs can be downloaded from our website.

Letters of application should be no more than two sides of A4 and should be returned with application forms to claire.thornton@ryehillsacademy.co.uk or by post to Claire Thornton, Rye Hills Academy, Redcar Lane, Redcar, TS10 2HN.

Job description

Post title:	Science/General Technician
Responsible to:	Head of Department
Responsible for:	Supporting work in Science, Technology and Art departments
Salary Band:	Grade 3 SCP7-SCP11

Job Purpose:

To work with teachers as part of a professional team to support learning by providing technical assistance through working with pupils in the delivery / demonstration of practical learning activities and the preparation and maintenance of teaching areas and equipment for pupils.

Duties and Responsibilities:

- To plan, prepare and set up specific resources/materials/equipment for lessons,
- To implement structured and agreed practical learning activities for groups or on a one-to-one basis, as prepared by, and under the direction of, the class teacher.
- To assist the teacher with learning activities ensuring health and safety and the good behaviour of pupil.
- To develop, prepare and maintain specialist resources, using specialist machinery and equipment as required
- To ensure the safe and secure storage of allocated resources/materials/equipment to prevent unauthorised access / misuse
- To clean and undertake maintenance of equipment as needed to ensure it is clean and in good working order
- To contribute to planning and development of systems, policies and procedures for their technical area
- To ensure the safe treatment and disposal of used materials, including hazardous substances, and respond to actual or potential hazards
- To support the Head of Departments with the day-to-day administration in order to facilitate the smooth running of the department.
- Order and maintain resources within an agreed budget
- Demonstrate the use of equipment to technical and other staff to ensure compliance and regulations are followed correctly.

General

- Participate in the department and whole school CPD as required, including further training with regards to use of specialist equipment.
- To make a positive contribution to the community of the school.
- To work in accordance with the values, culture, ethos, equalities and inclusion policies of the school in the day to day operation of the job

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

	Essential	Desirable
Education/training	<ul style="list-style-type: none"> GCSE Grade 4+ in English and mathematics or equivalent 	<ul style="list-style-type: none"> GCSE (grade 4+) Science
Experience	<ul style="list-style-type: none"> Experience of working in a relevant discipline within a similar environment Working knowledge of appropriate use of specialist equipment Experience of working with a range of procedures for preparation and maintenance of materials and equipment 	<ul style="list-style-type: none"> Experience of working in a school or similar establishment. Experience of working with children/young people
Aptitude and skills	<ul style="list-style-type: none"> Excellent communication skills with the ability to interact with both staff and students Excellent planning and organisational skills Ability to work on own initiative Ability to be a good team player Excellent IT skills 	<ul style="list-style-type: none"> Working knowledge of relevant policies, procedures, regulations/legislation e.g. health and safety and COSHH.
Personal qualities	<ul style="list-style-type: none"> Flexible approach to work Reliable and conscientious Willingness to undertake further training with regards to use of specialist equipment to ensure compliance with regulations. Ability to maintain high levels of confidentiality 	

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.