



**North East
Learning Trust**

Science/General Technician
Rye Hills Academy
Applicant information pack

Science/General Technician

Grade 3, SCP 7- SCP 11

£22,369 - £24,054 (FTE) per annum

Actual salary £19,737 - £21,224 per annum

37 hours per week

Term Time plus 5 additional days

Rye Hills Academy is a part of North East Learning Trust and is seeking to appoint a highly motivated technician to join our dedicated team.

The successful candidate will assist teachers with technical aspects which support learning and teaching using technical skills, knowledge and expertise and specific health and safety know how.

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 experiences 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: Thursday 1st December 2022

Interviews will take place week commencing 5th December 2022

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. Please do not submit a CV unless it is to complement your application form.

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:

The role of the technician is to support safe and secure learning and teaching using technical skills, knowledge and expertise and specific health and safety know how.

Duties and Responsibilities:

- To prepare, test, trial, organize and deploy: Materials and resources for experiments and demonstration to support learning and teaching.
- To assist teachers, other technicians or other school staff with technical aspects which support learning and teaching
- To prepare relevant teaching and learning facilities and to ensure that such facilities are safe and secure for use by students and teachers.
- To carry out an agreed programme of scheduled routine maintenance to tools, equipment, systems and procedures and carry out ad-hoc minor repairs.
- To carry out the regular audit and maintain an up-to-date inventory using the agreed recording procedures of the school.
- To take appropriate action to identify, evaluate and minimize any risks to health and safety and security in the immediate working environment
- To carry out an agreed scheduled and recorded programme of safety checks on resources, equipment and materials – reporting issues to line manager where relevant.
- To clean up specialist tools, equipment, materials and resources and to make sure that teaching and learning facilities are clean and safe for use. To dispose of waste safely. Safely clean up materials and equipment and implement agreed procedures covering materials and resources, plant and equipment etc.
- To be responsible for the storage and security of resources, tools, materials and consumables, their ordering and purchase in accordance with the financial procedures of the school and for ensuring that adequate supplies are maintained in conjunction with head of department.
- To be responsible for receipt and delivery of resources, tools materials, equipment and consumables and for their safe movement around the facilities 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.
- To complete any school-based induction and training required.

- To participate in the department and whole school CPD as required
- To have a flexible approach to work
- To work well as a team and the wider school community

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

	Essential	Desirable
Education/training	<ul style="list-style-type: none"> Studied to a minimum standard of GCSE (grade A*–C) or equivalent, in English and Mathematics 	<ul style="list-style-type: none"> Further/higher education / NVQ or equivalent qualification in a relevant discipline. GCSE Science
Experience	<ul style="list-style-type: none"> Experience of working in a relevant discipline within a similar environment 	<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"> Ability to build and form good relationships with students and colleagues. Ability to work constructively as part of a team, understanding school roles and responsibilities including own. Verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students and other professionals Good standard of numeracy and literacy skills Ability to absorb and understand a wide range of information Ability to operate a range of ICT equipment and other specialist resources Ability to proficiently use computer software including word processing, spreadsheet, database and internet systems 	<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"> • Initiative and ability to prioritise one's own work and make informed decisions. • Able to follow direction and work in collaboration with line manager. • Able to work flexibly to meet deadlines and respond to unplanned situations. • Efficient and meticulous in organisation. • Desire to enhance and develop skills and knowledge through CPD. • Commitment to the highest standards of child protection and safeguarding. • Recognition of the importance of personal responsibility for health and safety. • Commitment to the school's ethos, aims and its whole community 	
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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.