

Support Staff Applicant Pack

Science Technician
Full-time



Welcome to our school

Dear Applicant,

Thank you for expressing an interest in a vacancy at Derby Cathedral School.
On behalf of the whole school community, I extend you a very warm welcome.

I am really proud to be the Headteacher of a relatively new school for the city of Derby.

Derby Cathedral School is the first ever Church of England Secondary School in the Derbyshire Diocese. The 11-19 secondary school was established jointly by the Derby Diocesan Academy Trust (DDAT) and Derby Cathedral. The principle aim of the school was to help meet the need for additional high-quality secondary places in the Derby area. The school has had a successful start and is currently over-subscribed for every year group. We have welcomed an additional year group every year until reaching capacity in September 2024 including a sixth form provision which opened in September 2023.

Our aim is to be an outstanding school for our community with high aspirations for all of our students both academically and socially no matter what their starting point. As a school based on Christian values, we celebrate the diversity in our city and welcome students of all faiths and none. Our FAITH (fellowship, aspiration, integrity, tenacity and humility) values are a thread that runs through all aspects of school life.

Derby Diocesan Academy Trust (DDAT) are committed to Safer Recruitment practices and use a variety of methods throughout the selection process to ensure we are satisfied with candidate's suitability working with children within our schools. Upon offer of employment, we will apply to the Disclosure and Barring Service (DBS) for an enhanced disclosure which will give details of a person's criminal record.

Please also note that if you have lived anywhere outside of the UK since the age of 18, you will require a certificate of good conduct from all the countries of residence.

Please do take some time to read the key information below about our vision for the school and this post. Further, more detailed information can be found on our school website.

The next few years will be a very exciting time as we grow and develop together and we are looking for staff with a flexible approach and a desire to be part of an excellent new educational provision.

Jenny Brown
Headteacher

School Vision



Derby Cathedral School is a Christian community that welcomes students, families and visitors of all faiths and none. The diversity and richness of such a family brings depth and a vibrancy to our core.

Students of Derby Cathedral School are given every opportunity and challenged to be the best that they can be, demonstrating FAITH in all they do.

- **Fellowship** Collaborating with others, we treat everyone with respect, dignity and kindness.
- **Aspiration** We are ready to learn and grow, striving to be the best that we can be in every aspect of our lives.
- **Integrity** We demonstrate fairness, equality and honesty.
- **Tenacity** We are determined and resilient when faced with challenges.
- **Humility** We are gracious, calm and understand the importance of forgiveness.

All students will be well prepared for their next step into future education, training and employment. They will be happy, healthy, confident, life-long learners who 'experience life in all its fullness'

(John 10:10)

Job Description

Job Details

Job title:	Science Technician
Reports to:	Head of Science / Assistant Headteacher
Hours of work:	Full-time – Term time only
Salary:	NJC Scale 4 Points 7 to 11 £25,584 to £27,269 FTE (will be reduced pro-rata for Term-time only contract)
Job purpose:	To contribute towards the aims and vision of the school. To undertake duties in support of the work of the teaching staff and the Senior Leadership Team in the science department.

As per the updated guidance in Keeping Children Safe in Education 2024, online checks will be carried out on all shortlisted candidates eg Google search, Social Media platforms etc.

Job Review

The details contained in this Job Description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the jobs may change. The content is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the school. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the School will expect to revise this Job Description from time to time and the post-holder will be expected to participate in this process and we would aim to reach agreement on any changes.

Job Description

Main Duties and responsibilities

- The preparation of materials and equipment for Science across all lessons.
- Maintaining laboratories and preparation rooms and their equipment, and services in good order.
- General duties in support of the teachers in all school departments e.g. photocopying.
- Sharing in the administrative duties of the school.
- The precise duties would be determined by the Head Teacher consistent with the main areas of responsibility set out above. Some examples of the kind of duties which may be required are set out below.
- Advice staff of any problems, including safety aspects;
- Assisting with collection and cataloguing of sundry worksheets, books, audio-visual aids and materials;
- Returning apparatus, etc. and chemicals to storage as soon as practicable;
- Repairing damages or arranging for this to be done;
- Constructing apparatus and equipment.
- Purchase of sundries from local supermarkets
- Routing maintenance of science laboratories and preparation rooms, their equipment and services:
- Maintaining laboratory clean and tidy in conjunction with the teacher in charge of the room;
- Cleaning the sinks, chemicals on bench tops, spillage's of chemicals on floor;
- Storing materials tidily;
- Keeping equipment clean;
- Looking after animals, insects and plants kept by the department;
- Cleaning of goggles
- Cleaning of safety screens, fume cupboards and other items.
- Carrying out safety checks on equipment, e.g. Bunsen tubing etc
- Maintaining the stocks of science chemicals and equipment, for example; Taking stock of chemicals, consumables, stationery, books and breakable items
- Ordering of the above
- Checking deliveries

Science

- Preparation of science materials and equipment
- Carry out risk assessments for technical activities
- Disposing of waste materials
- Collecting apparatus and chemicals from storage;
- Preparing necessary solutions;
- Checking individual components in and out for class use;
- Arranging for apparatus including worksheets, books and audio-visual aids to be available, in rooms, for lessons;
- Preparing experiments, setting up apparatus and equipment for demonstrations and practical lessons as requested by teaching staff;
- Preparation of chemicals and solutions
- Liaising with staff over use of equipment and stock;

Job Description

Person specification

	Essential	Desirable
Qualifications and training	<p>The successful candidate will have:</p> <ul style="list-style-type: none">• Competent ICT skills Microsoft Office suite of programmes• 5 GCSEs at grade C or above (or equivalent) including English, Maths and Science.	<ul style="list-style-type: none">• An Enhanced DBS• An up-to-date first aid certificate.• Safeguarding training• Evidence of undertaking recent science technician courses.• Health and safety qualification.• Evidence of undertaking recent science technician courses.
Experience	<ul style="list-style-type: none">• Experience of working in a Secondary school in a similar role.• Experience working with children and young people	
Knowledge and skills	<ul style="list-style-type: none">• Knowledge of KS3, KS4 and KS5 science curriculum• Able to communicate patiently and establish/maintain appropriate professional relationships with young people. <p>The successful candidate will have:</p> <ul style="list-style-type: none">• Excellent verbal and written communication skills.• Excellent time management and organisation skills.• High expectations of self and a desire to maintain professional standards.• The ability to work as both part of a team and independently.	<ul style="list-style-type: none">• Flexibility in first years of DCS operation.

Person specification – continued

	Essential	Desirable
Knowledge and skills – <i>continued</i>	<ul style="list-style-type: none"> • The ability to maintain successful working relationships with colleagues. • High levels of drive, energy and integrity. • A commitment to equal opportunities • A commitment to supporting others. • An excellent understanding of confidentiality. • A warm, engaging and transparent personality. 	
Personal qualities	<p>The successful candidate will be:</p> <ul style="list-style-type: none"> • Committed to promoting high quality and consistent practices. • Dedicated to their professional development and achieving desired qualifications. • Able to plan and take control of situations. • Committed to contributing to the wider school and its community. • Capable of handling a demanding workload and successfully prioritising work. • Professionally assertive and clear thinking. • A good team player, with the ability to also work using their own initiative. • Willing to go the extra mile. • Able to quickly adapt to changes. 	<ul style="list-style-type: none"> • Flexibility – occasionally working hours might be changed, e.g. for parents evening, after school events such as Fayres, international evening. • Able to work in small teams