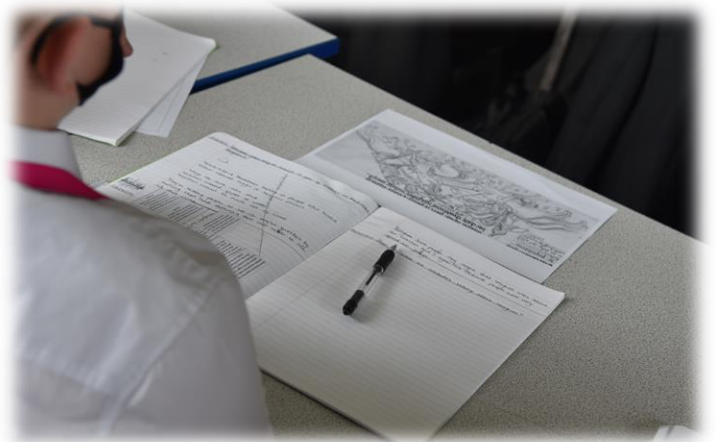




*Forward Thinking, Cohesive, Proud*

## Candidate brief for the position of **Science Technician**

Start date: ASAP  
Tenure: Permanent – 30 hours per week x 44.86 weeks per annum  
Salary: Scale 4 (spinal points 7-11) £16,777 - £18,016 actual pro-rated salary



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Chair of Trustees  
Anthony Young  
Chingford Academies Trust  
Nevin Drive  
Chingford  
London E4 7LT

Tel: 020 8529 1853  
Fax: 020 8506 3875

Dear Applicant

Thank you for expressing an interest in the post of Science Technician at Chingford Academies Trust. We hope the information in the pack will give you a good flavour of our schools as well as the application procedures and that, having read the pack, you will decide to apply.

Chingford Foundation School (CFS) and South Chingford Foundation School (SCFS) have 120 years of combined history and experience in delivering a positive, aspirational environment for our students to flourish. Whilst we have continued to adapt to the changing world around us with the creation of our Multi Academy Trust, our commitment to helping students of all abilities and backgrounds achieve their dreams has only strengthened. We are incredibly proud of our staff and students and passionate about driving improving standards across the Trust, aspiring to offer a world class education and professional development model for all.

When completing the application form, please follow the instructions contained in this pack and demonstrate clearly how you meet the person specification and job description.

We very much look forward to receiving your application.

Yours sincerely



**Anthony Young**  
Chair of Trustees

## An Introduction to the Chingford Academies Trust

A warm welcome to the Chingford Academies Trust, where we provide students with an excellent secondary education. The two secondary schools challenge and extend students of all abilities and backgrounds and prepare them to contribute positively to the communities in which they live.

Our commitment to quality, achievement and the 'comprehensive ethos' makes our schools the natural first choice of students, parents and staff in the local area who are keen to contribute to the successful development of tomorrow's young citizens.

We are proud of recent developments to provide educational spaces for our expanding roll that create a sense of wonder and awe at Chingford. These have included the Clive Moore Sports Hall, our Arts Centre, state of the art Library facilities, additional classrooms and external recreation areas. We are further developing our site with an extension to our Science facility which will be ready in September 2020.

At South Chingford Foundation School, we offer a smaller learning environment 'where everybody will know the student's name' and the support will be individualised to inspire students to make excellent progress. There is a thriving extra-curricular programme including an externally funded Saturday School which is well attended.

### **Our strengths, including what Ofsted say about our schools:**

*The Schools serve a diverse community and are inclusive in their approach.*

*Pupils say that they are encouraged to respect others and treat everyone equally.*

*Behaviour in lessons is calm and purposeful. It contributes to an atmosphere where pupils are able to engage in their learning.*

*Pupils are proud of their school. They behave well around the School and in lessons. They are cheerful, polite, helpful and very supportive of each other.*

*Many pupils choose to stay on in the Sixth Form. A student explained "We stayed because our Sixth Form has a good reputation."*

*Parents, carers and staff are overwhelmingly positive about the Schools' work.*

*Positive relationships between teachers and pupils underpin engaging and effective learning.*

**Chingford Academies Trust**

**Chingford Foundation School**

**JOB DESCRIPTION**

<b>JOB TITLE:</b>	Science Technician
<b>RESPONSIBLE TO:</b>	Senior Science Technician
<b>RESPONSIBLE FOR:</b>	None
<b>GRADE/PAY RANGE:</b>	Scale 4 (spinal points 7-11)
<b>HOURS:</b>	30 hours per week x 44.86 weeks per annum
<b>KEY CONTACTS:</b>	Internal – Staff/Pupils External – External bodies

**PURPOSE OF JOB**

1. To be responsible for the delivery of an efficient and effective resource service to Chingford Foundation School.
2. To provide professional technical support to the Science Department.

**MAIN DUTIES AND RESPONSIBILITIES**

1. To maintain a safe working environment for staff and pupils.
2. To be responsible for ensuring that cover work, set by teaching staff, is placed in rooms and that this is then collected, to be given to staff on their return. To ensure that subsequent requisitions are altered to take into account cover situations.
3. To prepare materials and equipment as required by the departmental staff.
4. To prepare practical lessons & examinations; setting out, clearing away.
5. To manage computerised records/information systems including the use of La Logger
6. To assist the department staff with the delivery of practical lessons and under the instruction/guidance of the teacher to support pupils during practical work/demonstrations.
7. To share good practice acquired from Inset with technicians and teachers.

8. To ensure preparatory rooms and equipment are kept clean and tidy and that safety regulations are met, including checking equipment for safety and advising staff on safety aspects of particular practical's.
9. To assist with corridor and classroom display board upkeep.
10. To record breakages and loans, in accordance with the school policy, if appropriate.
11. To keep up to date with developments relating to the department including the use of ICT and monitor science related websites, highlighting to Senior Technician/Head of Faculty items of interest.
12. To provide assistance with clubs and project work within the department during contracted hours.
13. To assist in devising and maintaining regular inventories of materials, books, and equipment and conducting regular stock takes.
14. To work within the school's procedures on maintaining an inventory of equipment
15. To assist in the management of Health & Safety within the department and ensure that Health & Safety requirements and other regulations are observed. This may involve undertaking regular risk assessments as appropriate to the work area.
16. To carry out routine checking of equipment and reporting.
17. To assist in the administrative support for the department e.g. photocopying or filing as required
18. To assist in the provision of First Aid in the department as required or to assist the First Aider in the Department.

#### **General**

1. These above mentioned duties are neither exclusive nor exhaustive and the post-holder may be required to carry out other duties as required by the School.
2. Always to perform duties in all elements of the role in a professional manner and with integrity, mindful of confidentiality as appropriate.
3. To be committed to, and comply with, all school policies.
4. To comply with all provisions of the Health and Safety at Work Act 1974, any other relevant legislation and with all school and Local Authority Policy and Practice relating to Health and Safety at Work.

5. To participate in Performance Management annually, in line with school policy.
6. To participate in continuing professional development opportunities as identified in Performance Management and ensuring ability to fulfil role effectively.
7. To manage both internal and external relationships
8. To work effectively and successfully in your team within school

**OTHER REQUIREMENTS:**

1. To have an up-to-date Enhanced DBS Disclosure.

**SAFEGUARDING**

To identify, minimise and always try to prevent interpersonal abuse or violence. All staff must accept their role in safeguarding pupils and vulnerable people and must report actual or potential abuse or violence to the Safeguarding Lead, in the case of pupils, or to the Leadership Group line manager of their work area or the Human Resources Manager, in the case of staff. An appropriate investigation according to the school policy framework will then be undertaken.

Be aware of and update colleagues, as appropriate to comply with current legislation and policies affecting practice, e.g. Children's Act, National Service Frameworks, Child Protection Procedures, Health and Safety and Data Protection.

Name of Postholder .....

Signature ..... Date.....

CHINGFORD FOUNDATION SCHOOL  
PERSON SPECIFICATION & ASSESSMENT  
SCIENCE TECHNICIAN

JOB REQUIREMENTS	Essential	Desirable	Method of Assessment (I/T/A/R)*
<b>Qualifications</b>			
5 GCSEs including English & Maths (minimum grade 4 or equivalent)	✓		A
Relevant qualification in Science or related subject (ideally grade 5 or above)		✓	A
<b>Experience</b>			
Proven experience of providing support and guidance in a professional setting		✓	I/A
Previous experience of working with young people in a school, or similar environment		✓	A/R
Experience of working in a Science department		✓	A/R
Experience of managing stock control and record keeping		✓	A/R
<b>Skills, Knowledge and Understanding</b>			
Ability to carry out risk assessments in relation to laboratory work	✓		A/I
Ability to prepare equipment and materials for lessons, as requested by teaching staff	✓		A/I/T
Ability to communicate effectively at all levels	✓		I/R
Ability to identify work priorities, use initiative and prioritise work	✓		A/I/T/R
Ability to work in an organised and methodical manner	✓		A/I/T/R
Ability to maintain accurate work records and inventories	✓		A/I
Knowledge of Health & Safety legislation as it relates to the work of a school		✓	A/I

Knowledge of COSHH & ESCC regulations in relation to the safe handling and storage of chemicals		✓	A/I
Knowledge of safe working practices in relation to the handling and usage of hazardous equipment and tools		✓	A/I
Knowledge of science subjects and national curriculum requirements		✓	A/I
<b>Other Requirements</b>			
Excellent organisational and administrative skills	✓		I/R
Flexible approach to work	✓		I/R
Ability to work well as part of a team both constructively and supportively with colleagues	✓		I/R
Ability to quickly gain the respect of all students and staff and foster appropriate relationships	✓		I/R
High standard of attendance & punctuality	✓		R
Commitment to raising standards of students' work through high expectations of technical support	✓		I/R
A commitment to on-going personal development and willingness to undertake appropriate training	✓		A/I
Appointment to the post is subject to a satisfactory enhanced DBS check	✓		

This post is exempt from section 4(2) of the Rehabilitation of Offenders Act, 1974, as the duties give you access to persons who are under the age of 18.

'The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website.'

***"The Trust as an employer is committed to safeguarding and promoting the welfare of children and young people as its number one priority. This commitment to robust Recruitment, Selection and Induction procedures extends to organisations and services linked to the school on its behalf". (Ref: Safeguarding Children and Safer Recruitment in Education 2007).***

\*I – Interview T – Task A – Application R – Reference

The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

**You can find out more information by taking a look at our websites:**

[www.chingfordfoundation.org](http://www.chingfordfoundation.org) and [www.southchingfordfoundation.org.uk](http://www.southchingfordfoundation.org.uk)

To arrange a visit to the Trust schools please contact HR on 020 8529 1853 extn: 226 or email [hr@chingfordacademiestrust.org.uk](mailto:hr@chingfordacademiestrust.org.uk)

**Closing date: Tuesday 11<sup>th</sup> October 2022 at 9am**

**Interview date: TBC**

Please return your completed application to [jobs@chingfordfs.org.uk](mailto:jobs@chingfordfs.org.uk)

*The Trust is committed to safeguarding children and successful candidates will undergo an enhanced DBS check.*



## How to Apply

- i. Read carefully all the information about this post.
- ii. Complete the application form as fully as possible. If there is insufficient room on any section of the form, please provide additional information on a separate sheet. Please note that your application form will be photocopied for the Selection/Interview Panel, therefore clarity is essential. It is important that all gaps in your career history and employment are fully explained on your application form.
- iii. Send your completed application form by email (if downloaded) to:  
[jobs@chingfordfs.org.uk](mailto:jobs@chingfordfs.org.uk) or post to:

Human Resources  
Chingford Academies Trust  
31 Nevin Drive  
Chingford  
London  
E4 7LT

**Your application must be received by Tuesday 11<sup>th</sup> October 2022 at 9am**

## **Recruitment Process**

Suitable applications will be shortlisted for interview as quickly as possible.

If you are successful, you will receive either a phone call and/or email inviting you to attend for interview. Please ensure that you give us a daytime telephone number and/or an email address that you regularly access so that we can contact you to make the necessary arrangements if you are shortlisted.

If you require any assistance in attending for interview, please let us know the nature of that assistance in good time so that we may make appropriate arrangements.

## **Pre-employment Checks**

Chingford Academies Trust is committed to safeguarding and promoting the welfare of children and young people, and an appointment will be subject to satisfactory enhanced disclosure from the Disclosure and Barring Service. Please note that an enhanced check will reveal all criminal convictions on record, including those that might be considered “spent”.

The successful applicant will also be required to:

- Provide details of two referees who know you in a professional capacity (if working at a school, one of which must be your current Chief Executive Officer/Headteacher). It is our usual policy to take up references before interviews wherever possible. An offer of employment is conditional on any reference provided being deemed satisfactory.
- Provide proof of all relevant qualifications.
- Provide proof of eligibility to work in the UK.
- Complete a Medical Declaration in order to ensure fitness to work.

## **Policy on Equal Opportunities**

The Trust is an Equal Opportunities employer and appointments are based on the applicant’s ability to meet the requirements of the position.

**Our Trust is committed, through daily practice, to our belief that our job is to create an environment in which strong relationships pervade; staff and students are committed to building, repairing and reflecting on our behaviours so that our harmonious community is maintained.**

This Charter supports CAT Strategic Objectives 3 and 4:

***Strategic Objective 3:***

**To develop a culture within the constituent Academies of the MAT in which all employees and students have outstanding behaviour and attitudes to one another, their learning and the community of schools**

***Strategic Objective 4:***

**To nurture a culture in which personal development contributes to the creation of a harmonious community**

**Creating the Right Environment**

- Committing to our part in creating a harmonious community for young people to be educated in.
- A setting where young people feel confident to engage with adults and where adults facilitate opportunities for young people to talk.
- To be open to delivering programmes and undertaking training to facilitate improved engagement and creating a harmonious community.
- To provide opportunities through the curriculum to help all young people to see the world of opportunities and the possibility of relationships beyond their immediate peer groups.
- Giving young people a forum in the school to become leaders.

**Building Relationships**

- Being warm, emphatic, and curious about all students in our care.
- Meeting and greeting students in classrooms and conversing with them in and outside of classrooms at every opportunity.
- To be constantly offering students opportunities to expand their horizons.
- Supporting staff to show the joy of their craft.

**Repairing Relationships**

- Behaviour practices that are based empathy, reflection and positivity.
- Whatever the cause, to be prepared to intervene at all times in order to make young people feel calm, soothed and secure.
- To be able to help young people feel confident in 'help seeking' without fearing threat, danger or shame.
- Staff and student openness to proactively repair relationships that appear to have broken down using restorative justice, warmth, understanding and kindness.

**Reflecting and Improving**

- Staff development and training that ensures adults and students cultivate positive behaviours and reflective practices in the art of good listening, good dialogue, empathy and understanding.
- Training for parents and carers in order to support them to empower families.
- The school to utilise the most current research practice, and resources in order to enable students to make informed choices about how they can relate to each other, how they live their lives and how they treat their bodies, brains and minds.

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