

Science Technician

Information Pack
[December 2024]

Science Technician

Start date:	As soon as possible
Closing date:	Monday 6 th January, 9.00am
Shortlisting date:	Monday 6 th January
Interview date:	To be confirmed
Salary Range:	Actual £21,829 - £22,528 (FTE £24,790 - £25,584) Full time, Term time plus TD days and 10 days during the holidays (Part time may be considered, see details below) Plus £500 recruitment incentive

Dear Applicant

Thank you for showing an interest in the post of Science Technician.

Kingsdown School has so much to offer new colleagues which includes a fantastic learning environment, ambitious and aspirational students with high standards of behaviour and the opportunity to work with incredibly talented teachers, leaders and professional support staff.

In January 2020 we had our last Ofsted in which we were judged to be GOOD in every category. In the August before this our Year 11 results saw the school ranked in the top 2% for the most improved schools for their Progress 8.

Across every team in the school - Teaching, Business Support, Front Office, Inclusion, Pastoral, Governors, Middle and Senior Leaders, we are all extremely proud of what we have achieved in the last 5 years for our students, and they too are exceptionally proud of their school. Do take a moment to read the opening paragraphs from our Ofsted Report from the link [here](#). Additionally, click [here](#) to review our latest brochure which shows you the Kingsdown BEATs across every aspect of the school.

Over the last three years Kingsdown School has become the school of choice in Swindon. So much so that we are now oversubscribed in our current Year 7, 8 and 9. This pattern is set to continue for this next year hence we are looking for a creative, inspiring, ambitious and outstanding new colleague to join our team.

A £500 recruitment incentive (R&R) payment will be paid for successful candidates applying directly to RLT for this role, payable after a qualifying period of three months in this role (payable as £250 after 3 months service and a further £250 after 6 months service has been completed). Please see our attached information sheet for more details.

Swindon & Kingsdown:

Kingsdown is an 11 to 16, mixed and non-selective school of 1013 students. We have close to 30% who are DA and 20% who are SEND. We have an SRP for Autism with a provision for 15 students.

We are proud to serve our community. Our parents work with and in partnership with us. On the whole, our students come from Stratton, Penhill & Pinehurst. Our students deserve the best possible education and start in life and our mission statement is that we “champion each and every student”. If this truly motivates you - please read on.

For those relocating - 5 great facts about Swindon [besides Kingsdown]

- Areas of natural beauty on our doorstep and close links to many cities
- Excellent rail and road networks
- Housing opportunities at an affordable price
- Low unemployment

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We champion each and every student

- Leisure industry that engages all ages as well as £10 million project for the development of our town - the arts, sports and recreation

What are we looking for in our new Science Technician:

Good organisational skills, flexible working practices, patience, persistence and the ability to build working relationships with students and staff is essential.

The successful candidate will be educated to GCSE C (or equivalent) in at least three subjects including science together with one year's relevant working experience. Alternatively you may have two years' experience in a Science Technicians role with evidence of in-service training, literacy and numeracy to GCSE standard and willingness to undertake NVQ. You will have a working knowledge of Health and Safety policies and procedures.

The role is 37 hours per week, term time only, plus Teacher Development days and 10 days during the school holidays. The working pattern is 7.30am – 3.30pm Monday – Thursday, 7.30am – 3.00pm Friday. We would consider part time (working 80% of hours) for the right candidate.

You will learn more about our Wheel of Excellence from our website and when you visit. Do please take a look at our website kingsdownschool.co.uk.

What will and can we offer you:

By joining our Kingsdown family you will join a team who genuinely cares and champions each and every student and each and every member of the Kingsdown team.

At Kingsdown, we know that staff and students thrive in a 'healthy work culture' and the wellbeing of staff and student outcomes is inextricably linked. We are committed to providing the best working and learning environment for all. The RLT has a staff charter and strong values, we uphold these values and commitments, and further build on these with our Wellbeing Strategy.

One of the core values of the RLT is that 'everyone is learning' and at Kingsdown we ensure each person has the personalised CPLD that they deserve. We do this through a variety of programmes, including our Restless Teacher Programme that allows all staff to take a lead on their own professional development, with the support of colleagues within the school. We are also very excited to be launching our coaching model this year, to allow staff the opportunity to be coached and develop their teaching practice further, whatever stage of their career they are in. High quality CPLD and training are an integral part of our meeting schedule and time is given to curriculum teams to collaborate and learn from each other. Alongside this we have a personalised induction programme that allows for new staff members to join us feeling supported and welcomed from day one. All ECTs have time with their mentors each week and with our team of Professional tutors.

Education has the power to change lives, communities and society for the better. At RLT we believe that we can achieve more for our pupils, trainees, staff and communities by working together rather than alone. Schools in RLT are united by a common belief in the benefits of working together, and by our commitment to shared principles.

OUR VISION is for our schools and SCITT to improve rapidly, continuously and sustainably: to be better faster together.

OUR 'WHY?' is that children and young people 'only get one go' in school and therefore as part of RLT we aim to ensure the best possible 'go' for our pupils.

OUR 'HOW?' is through the highest support and challenge for our schools and each other, underpinned by our principles.

Our employees benefit from a wide variety of support including extensive continuing professional learning and development opportunities, wellbeing and staff networks and

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We champion each and every student

access to Defined Benefit Pension Schemes (TPS and LGPS) for all staff. For more information on what it is like to work for the Trust, and the benefits you could access, please see our [“Working in RLT”](#) guide.

This role includes regulated activity relevant to children.

Where next? If you:

- believe that all students can achieve regardless of their background and postcode
- enjoy the challenge and reward of taking a school from Good to World Class,
- feel that you have the skills and qualities to accelerate student progress, aspirations and self-belief, and
- are truly committed to making a difference especially in Swindon and SN2

.... then this role could be ideal for you and I would very much like to hear from you and talk more.

In the meantime, I thank you for taking the time to read about Kingsdown School and look forward to hearing from you.

With best wishes




Emma Leigh Bennett
Headteacher

The River Learning Trust and Kingsdown School are committed to safeguarding and promoting the welfare of all children and preventing extremism. The Trust is required to conduct a variety of checks and online searches about you as part of their recruitment process in accordance with Keeping Children Safe in Education guidance. It is an offence to apply for certain roles within schools if you are barred from engaging in regulated activity relevant to children.

For all RLT Safer Recruitment Documentation candidates should click on the following link [RLT Safer Recruitment Documents for Candidates](#)

This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. For further guidance for applicants click on this link [List of offences that are not filtered](#)

 <p style="text-align: center;">KINGSDOWN SCHOOL JOB DESCRIPTION</p>		
Job Title: Science Technician	Grade: G5	Date Prepared: December 2007 Updated: March 2016 Updated: November 2023
Role reports to (Job Title): Senior Science Technician		
Job Purpose: To provide technical and administrative support, practical assistance and advice where required to staff and pupils of the school.		
Key Accountabilities: <ol style="list-style-type: none"> 1 To prepare classrooms and laboratories for use by staff and pupils ensuring a safe working, tidy and healthy environment is provided at all times. 2 Safe handling and preparation of equipment / chemical reagents in readiness for lessons. 3 To trial, advise and assist in practical activities and support practical experiments by trialling where necessary. 4 To maintain and repair equipment and apparatus or organise maintenance and repair, seeking specialist assistance when necessary, in order to ensure safe and efficient operation. 5 To be responsible, in their work undertaken, for the safe storage of equipment and materials and the disposal of waste and hazardous materials, according to the relevant regulations, guidelines and school procedures and in line with Health and Safety good practice. 6 To assist the Senior Technician in maintaining records of stock levels and loans of equipment and materials and undertake annual stocktaking, ordering new stocks, supplies or equipment when authorised by faculty leader, taking receipt of materials and equipment delivered and passing invoices for payment. 7 To have delegated responsibility where required for petty cash and the purchase of relevant items locally when authorised, assessing the availability of suitable alternatives in line with best value principles and maintaining records of transactions and expenditure in accordance with the schools financial guidelines. 8 Undertake risk assessments for practical sessions and routine technical work providing advice to staff and students appropriately. 9 Complete routine administrative and clerical work as required to support the Science Faculty. 		
Knowledge & Experience: <ul style="list-style-type: none"> ● Educated to GCSE C (or equivalent) in at least three subjects including Science, together with relevant working experience. ● Or two year's experience in a Science Technician's role with evidence of in-service training and literacy and numeracy to GCSE standard and willingness to undertake NVQ. ● Working knowledge of Health and Safety policies and procedures. 		
Decision Making: <ul style="list-style-type: none"> ● Duties are allocated and carried out under the guidance of Head of Science and Senior Technician ● Responsible for decisions regarding equipment set up and repair within parameters of lesson plans. 		

Contacts and Relationships: <ul style="list-style-type: none"> • Advise and assist teaching staff in practical activities. • Provide guidance and advice to encourage students to engage in practical activities. • Contact external suppliers to ensure the most economical purchase of subject specific resources. 	
Creativity & Innovation: <ul style="list-style-type: none"> • Using specialist equipment design experiments/practicals which meet the required learning outcomes 	
Emotional Demands <ul style="list-style-type: none"> • Works with colleagues and some interaction with groups of students who may make emotional demands. 	
<p>In accordance with the provisions of the Data Protection Act 1998, jobholders should take reasonable care to ensure that personal data is not disclosed outside the School procedures, or use personal data held on others for their own purposes. In accordance with the provisions of the Freedom of Information Act 2000, ensure requests for non-personal information are dealt with in accordance with the School's written procedures.</p> <p>The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not by themselves justify the re-evaluation of a post. In cases, however, where a permanent and substantial change in the duties and responsibilities of a post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.</p> <p>This job description is current at the date shown, but, in consultation with the post holder, may be changed to reflect or anticipate changes in the job commensurate with the grade and post title.</p>	
Employee Signature:	
Print Name:	Date
Line Manager's Signature:	
Print Name:	Date:



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We champion each and every student