



Fareham  
Academy

## **Applicant Pack**

# **SCIENCE TECHNICIAN**

**(Maternity Cover)**

Grade C

Start date: XXXXX

37 Hours per week (40 weeks)

Actual Salary - £18,590 to £19,489

(£21,190 - £22,215 FTE)

Fareham Academy

[www.fareham-academy.co.uk/vacancies](http://www.fareham-academy.co.uk/vacancies)

For an informal discussion about this post, more information or to arrange a visit, please contact the Academy on 01329 318003 or [g.payne@fareham-academy.co.uk](mailto:g.payne@fareham-academy.co.uk)

**Closing Date: 11 February 2023**

## **Letter from Headteacher**

Dear Applicant

I am delighted that you are expressing an interest in working at Fareham Academy. We are a caring and forward-thinking school, where academic achievement and the personal development of each child go hand in hand. Our motto “Unlocking Potential – Creating Opportunity” supported by our “Kindness” ethos captures the ambition we have for all our students.

We are committed to your development and providing you with the opportunities and support to progress in your career.

I wish you luck with the application process. Indeed, it was the students and the team that inspired me and many others to join Fareham Academy.

If you have any questions on the recruitment process, please email [g.payne@fareham-academy.co.uk](mailto:g.payne@fareham-academy.co.uk) or visit our website - [www.fareham-academy.co.uk](http://www.fareham-academy.co.uk)

Yours faithfully,

Christopher Prankerd  
**Headteacher**



## **Science Technician**

Fareham Academy has an opportunity to appoint a Temporary Science Technician to cover maternity leave, the successful candidate will support our specialised Science staff with the delivery of the Science curriculum at all stages. The post holder should have a solid understanding of the practical elements of biology, chemistry and physics.

We welcome applicants with relevant experience and knowledge of a range of required practical and wider investigations, along with an understanding of relevant Health & Safety involved, or able to research these elements. The Science Technician will support the practical and technical aspects of the Science curriculum by preparing, providing, maintaining, organising and managing the resources required for safe and secure, exciting practical activities to be carried out by staff and students.

Excellent interpersonal skills are required for this post. This post is ideal for an individual with an interest in developing a career in teaching as the experience you can gain from this is first-hand and also for those who may have had experience within the education sector beforehand. Please note that whilst previous experience within an education environment is desirable, full training will be provided for successful candidates.

## **Your Opportunity**

The successful candidate will be:

- Highly motivated and committed
- Good numeracy/literacy skills educated to GCSE level standard or equivalent with passes including English & Maths at Grade C or above.
- Well organised and punctual with a professional attitude to work
- Will to work as part of a hard-working, dedicated team
- Positive, proactive, with a good sense of humour who is willing to work flexibly to meet the changing needs of the school
- Be an active member of school life and actively subscribe to the ethos of the school
- Believes in young people
- Sets high expectations of themselves

In return we will offer you:

- A professional, hardworking and supportive team of staff with the capability and desire to raise student achievement
- Opportunities for further professional development
- A caring and supportive working environment within a vibrant school community
- A personalised CPD programme suited to staff requirements
- Employee Assistance Programme (EAP) Staff well-being

A photograph of three female staff members from Fareham Academy. They are standing outdoors, smiling and laughing. The woman on the left has short blonde hair and is wearing a white top with a blue floral pattern. The woman in the middle has long blonde hair and is wearing a dark blue top with a white floral pattern. The woman on the right has long dark hair and is wearing a dark blue sleeveless top. All three are wearing blue lanyards with the Fareham Academy logo.

**"A place where staff cultivate a desire for learning and self-improvement."**

 Fareham Academy | Unlocking Potential  
Creating Opportunity

Please note: Academies may hold interviews as and when applications are received, and this job may be withdrawn at any point without notice. You will still be able to add information until the closing date, but you will not be able to submit your application. With this in mind, you are encouraged to apply as early as possible.

Fareham Academy is committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check, and where applicable, a prohibition from teaching check will be completed for all applicants. In line with our commitments to safeguarding.

<b>Post Details</b>		<b>Last Updated:</b> 05.01.23		
<b>Department:</b>	SCIENCE DEPARTMENT			
<b>Job Title:</b>	School Technician – Science			
<b>Grade:</b>	C	Term Time		
<b>Responsible to:</b>	Senior Science Technician & Head of Science			
<b>Responsible for:</b>	N/A			
<b>Job Purpose:</b>	<p>The Science Technician would be expected to organise, deliver and develop technical services to the Science Department of the school in order to support the teaching of a range of science subjects.</p>			
<b>Background Information/Relationships</b> The post holder will be required to maintain a close working relationship with the Head of Science.				
<p><i>This job purpose reflects the core activities of the post. As the School and the post-holder develop, there will inevitably be some changes to the duties for which the post is responsible, and possibly to the emphasis of the post itself. The School expects that the post-holder will recognise this and will adopt a flexible approach to work. This could include undertaking relevant training where necessary.</i></p> <p><i>Should significant changes to the job purpose become necessary, the post-holder will be consulted and the changes reflected in a revised job purpose.</i></p>				
<b>Person Specification</b>				
<b>Qualifications and Professional Memberships</b>		<b>Essential/ Desirable</b>		
Educated to GCSE level standard or equivalent with passes including English and Maths at Grade C or above		E		
<b>Experience and Knowledge</b>		<b>Essential/ Desirable</b>		
A level experience		D		
Experience of planning and progressing work activities within general guidelines, using initiative and judgement without reference to others		E		
Previous technical science experience		E		
Be able to prioritise and manage workload.		E		
Have good, written and verbal communication skills and be able to relate well to school staff, candidates of all abilities, parents and carers.		E		
Be able to work in an organised and methodical way and have sound organisational and coordination skills.		E		
Be able to work effectively under pressure.		E		
Be able to maintain confidentiality.		E		
<b>Practical Skills</b>				
Ability to plan, prioritise and organise work and resources for self and others		E		
Be able to work accurately and to work to set deadlines		E		
Awareness of standard procedures e.g. titrations and making up standard solutions				
Confident basic user of ICT.		E		
The ability to prepare all levels of chemistry/biology/physics practical following the COSHH regulations.		E		
<b>Personal Qualities &amp; Attributes</b>				
Ability to work as part of a team and on own initiative and with resilience		E		
Self-motivating with the ability to multi task		E		
Good interpersonal skills, and the ability to enthuse and motivate others		E		
Willingness to undertake first aid training		E		
<b>Communication</b>				
Adaptability / Flexibility		E		

Planning and Organising  
Teamwork  
Continuous Improvement

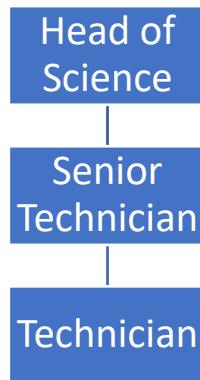
### Organisational Information

#### All staff are expected to:

Positively support equality of opportunity and equity of treatment to colleagues and students in accordance with the Schools Equal Opportunities Policy.

Help maintain a safe working environment by:

- Attending training in Health and Safety requirements as necessary, both on appointment and as changes in duties and techniques demand.
- Following local codes of safe working practices and the school's Health and Safety Policy.
- Undertake such other duties within the scope of the post as may be requested by your Manager.



#### Main Responsibilities/Activities:

*This document is not designed to be a list of all tasks undertaken but an outline record of the main responsibilities and should be read in conjunction with the accompanying Job Purpose.*

#### **More specifically the post holder will be expected to:**

**Key responsibilities:** the main responsibilities of the post will include:

- The preparation of materials and equipment for science lessons.
- Maintaining science laboratories and preparation rooms and their equipment, and services in good order.
- General duties in support of the teachers in the Science Department.

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.

#### **Preparation of science materials and equipment. For example:**

- 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;

- 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, spillages 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.
- Science Technician

**Maintaining the stocks of science chemicals and equipment, for example:**

- Taking stock of chemicals, consumables, stationery, books and breakable items;
- Advise Senior Technician/Head of Subject on stock replacement needs;
- Ordering of the above
- Checking deliveries

**ENSURING COMPLIANCE WITH HEALTH AND SAFETY REGULATIONS, AMONG OTHERS, MATTERS RELATING TO COSHH, HEALTH AND SAFETY AT WORK ACTS, ELECTRICITY AT WORK REGULATIONS. ENSURING COMPLIANCE WITH THE AUTHORITY'S REGULATIONS AND DEPARTMENTAL POLICIES, INCLUDING:**

- Contributing to the monitoring systems for the safe storage of equipment, apparatus and materials, including chemicals
- Arranging for the disposal of waste laboratory materials, including chemical and biological waste
- Ensuring satisfactory maintenance of laboratories, storage rooms and preparation rooms, and liaison on safety and relevant legal requirements
- Ensuring that apparatus, equipment and tools are appropriately maintained and issued
- Provision of advice and assistance to staff on safe working practices and problems relating to health and safety, in particular on the use of apparatus and equipment
- Ensuring that standardised risk assessments are available and that all staff are aware of their location. Maintaining a resource bank of safety information
- When trained, first aid treatment of minor laboratory injuries and maintenance of first aid equipment in laboratory areas.