

Recruitment Pack



St. Crispin's
Excellence for all



Science Technician



St. Crispin's School is part of The Circle Trust, company number 11031096,
registered at St. Crispin's School Wokingham, Berkshire, RG40 1SS Tel: 0118 978 1144



Science Technician

St Crispin's School

Headteacher:

Ginny Rhodes

NOR 1170, 11-18 years

Mixed Comprehensive London Road, Wokingham, Berkshire RG40 1SS

Tel: 0118 978 1144

www.crispins.co.uk

Grade 3/Term-time only + INSET
35 hours per week - pro rata salary £15,139
8am – 3.30pm

Are you a dynamic, enthusiastic Science Technician with a Chemistry focus looking to join our friendly, supportive team based in a well-resourced, £5m state of the art, dedicated science building?

You will be passionate about science and play a vital support role, assisting in the preparation of materials and equipment for science lessons to ensure smooth and efficient operation.

As part of our group of four technicians, you will be an active team player who supports the work of the teaching staff within the Science Department.

St. Crispin's School is a happy and oversubscribed 11-18 mixed comprehensive school. Our school motto is "Excellence for All" and this encapsulates our commitment to do the very best for both students and staff.

We are a high-attaining school with outstanding leadership and student behaviour described as exemplary (OFSTED.)

Further details and an application form are available from the school website under Vacancies.

To apply: Please complete the application form available at www.crispins.co.uk/vacancies.

Closing date: 9 am, Friday 6th March

Interviews: Wednesday 11th March

Please email your completed application form to Mel Knight, PA to Headteacher, at knightm@crispins.co.uk

For more information: Mel Knight on 0118 978 1144 or email: knightm@crispins.co.uk

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointments are subject to enhanced DBS clearance and satisfactory employment references.

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Job Description

Salary The Circle Trust's Support Staff Pay Scale Grade 3 pro rata salary £15,139 per annum

Terms and conditions

Contract: Term time + 5 INSET days

Hours per week: 35 hours per week

Hours of work: 8am-3.30pm

Aim and main purpose of the job

To assist in the preparation of materials and equipment for science lessons to ensure smooth and efficient operation.

To take responsibility for a range of associated duties which support the work of the teaching staff within the Science Department.

General Accountabilities

Preparation of classroom equipment, solutions and materials under the direction of the senior science technician.

- Developing ways of delivering practicals in lessons that support good pedagogical practice and reduce cost.
- Distribution, clearing away and cleaning equipment from science laboratories. Replacing this equipment in the prep room.
- Carry out the cleaning of glassware and dirty equipment.
- Ensure that the preparation rooms, laboratories and storerooms are in a clean, safe and orderly condition.
- Under the direction of the senior science technician, dispose safely of laboratory waste (chemical and biological) and deal safely with spillages/breakages following regulations.
- Demonstrating awareness of hazards associated with chemicals and ensuring containers are correctly labelled
- An understanding of health and safety including the maintenance of risk assessments and advising staff on safe practice
- Keeping up to date with latest practice and advice for CLEAPPS.
- Construction/repair/maintenance and storage of general science equipment.
- Maintain stock levels of chemicals, inventory of laboratory supplies and equipment.
- General administration tasks e.g. answer the telephone, photocopying.

Details of Line Management

- This post is line managed by the Senior Science Technician.

Notes

Whilst every effort has been made to explain the accountabilities of this post, each individual task undertaken may not be identified.

This job description is current, but following consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job, which are commensurate with the salary and job title.





Personal Specification

Key Criteria	Essential	Desirable
Qualifications and Training	<ul style="list-style-type: none"> • Good standard of general education • NVQ Level 2 or equivalent • Comply with CLEAPPS regulations • Some knowledge/qualification in a science subject. 	
Competence Summary (knowledge, abilities, skills, experience)	<ul style="list-style-type: none"> • Ability to work within a team working environment and also able to work independently • Excellent communication skills and interpersonal skills • Ability to follow strict health & safety regulations 	
Work related personal requirements	<ul style="list-style-type: none"> • Working to time deadlines/under pressure • Working with constant interruptions • A flexible approach to work • A positive and enthusiastic attitude • A sense of responsibility for self and to the team • A self-motivated individual able to use their own initiative when required • Confidentiality at all times. 	
Other work requirements	<ul style="list-style-type: none"> • Handling hazardous or dangerous in line with CLEAPPS regulations • Willing to attend courses • Willing to shop for necessary items for experiments. 	



Science Department Information

1. Introduction and welcome by Head of Department including departmental vision

Leadership of science at St Crispin's is by a forward thinking and innovative team that provides a challenging and interesting learning experience. We have high expectations of both students and staff in a department that has recently celebrated excellent and significantly improved GCSE and A-level results. Our department is collaborative and inclusive and we expect the successful candidate to take a key role in building on this success.

The successful candidate will enjoy our purpose built science block, featuring 9 teaching labs, including a super lab for team teaching and a fully serviced lecture space that seats 120 students. In addition, the department has two former Advanced Skills Teachers (ASTs) as leaders of Biology and Chemistry who have brought fresh ideas and leadership to the department.

In this period of growing success for the department, we aim to increase our students' understanding and appreciation of science to help them become well-qualified and rounded members of the workforce and leaders of the future. Our facilities also provide opportunities for students to extend their learning beyond the core curriculum through extra guest lectures, activities such as science club, and whole school events.

We look forward to welcoming enthusiastic new members to our team to help us shape and deliver our vision for the future.

2. Curriculum overview

We currently have a two-year program at KS3, which develops the ability of students to work independently, explore science and communicate scientifically. We also run an entry-level certificate and BTEC in Animal Care.

Key stage 4 is taught from year 9. We follow the AQA Trilogy combined science route for the majority of courses and single sciences for our two highest attaining sets.

Key Stage 5 offers GCE's in Biology, Chemistry and Physics which all follow OCR specifications. We also offering BTEC level 3 in Science as a new course.

3. Exam performance

Performance at GCE and GCSE science is strong. In a time of change, we have recently had very successful results across Year 10 and 11 and a very high success rate in BTEC courses.



4. Resources and rooming

In February of 2013, we moved to a spectacular £5 million bespoke Science block, which offers:

- 9 fully serviced and well-resourced teaching labs, equipped with interactive whiteboards and data projectors, with the facility to connect mobile fume cupboards
- Break out zones and a covered science area for kinaesthetic learning opportunities
- A fully serviced lecture theatre seating 120
- 2 prep rooms run by a team of 2 full-time and 2 part-time technicians
- Science Intervention assistants (1 full-time equivalent)

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Policy Statement

St Crispin's School is an Academy school within The Circle Trust. As part of your application to join us, we will gather and use information relating to you. Information that we hold in relation to individuals is known as their "personal data". This will include data that we obtain from you directly and data about you that we obtain from other people and organisations. We might also need to continue to hold an individual's personal data for a period of time after the recruitment process, even if you are unsuccessful. Anything that we do with an individual's personal data is known as "processing".

This document sets out what personal data we will gather and hold about individuals who apply for a position with us, why we process that data, who we share this information with, and your rights in relation to your personal data processed by us.

What information do we process during your application process?

We may collect, hold, share and otherwise use the following information about you during your application process.

Up to and including shortlisting stage:

- your name and contact details (i.e. address, home and mobile phone numbers, email address);
- details of your qualifications, training, experience, duties, employment history (including job titles, salary, relevant dates and working hours), details of driving licence (if relevant for role), membership of professional bodies and interests;
- your racial or ethnic origin, sex and sexual orientation, religious or similar beliefs;
- information regarding your criminal record;
- details of your referees;
- whether you are related to any member of our workforce; and
- details of any support or assistance you may need to assist you at the interview because of a disability.

Following shortlisting stage, and prior to making a final decision

- information about your previous academic and/or employment history, including details of any conduct, grievance or performance issues, appraisals, time and attendance, from references obtained about you from previous employers and/or education providers;*
- confirmation of your academic and professional qualifications (including seeing a copy of certificates);*
- information via the DBS process, regarding your criminal record, in criminal records certificates (CRCs) and enhanced criminal records certificates (ECRCs), whether you are barred from working in regulated activity;*
- your nationality and immigration status and information from related documents, such as your passport or other identification and immigration information;*
- medical check to indicate fitness to work;*
- a copy of your driving licence (or other appropriate documentation as listed on the Home Office list);*

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- if you are a teacher, we will check the National College of Teaching and Leadership (“NCTL”) Teachers Services about your teacher status, whether you are subject to a prohibition from teaching order and any other relevant checks (for example Section 128 direction for management posts and EEA teacher sanctions);* and
- equal opportunities’ monitoring data.

You are required (by law or in order to enter into your contract of employment) to provide the categories of information marked (*) above to us to enable us to verify your right to work and suitability for the position. Without providing us with this information, or if the information is not satisfactory, then we will not be able to proceed with any offer of employment.

If you are employed by us, the information we collect may be included on our Single Central Record. In this scenario, a further privacy notice in relation to data we collect, process, hold and share about you during your time with us, will be issued to you.

Where do we get information from about during your application process?

Depending on the position that you have applied for, we may collect this information from you, your referees (details of whom you will have provided), your education provider, any relevant professional body, the Disclosure and Barring Service (DBS), NCTL and the Home Office, during the recruitment process.

Why do we use this information?

We will process your personal data during your application process for the purpose of complying with legal obligations, carrying out tasks, which are in the public interest, and taking steps with a view to entering into an employment contract with you. This includes:

- to assess your suitability for the role you are applying for;
- to take steps to enter into a contract with you;
- to check that you are eligible to work in the United Kingdom or that you are not prohibited from teaching; and
- so that we are able to monitor applications for posts in the Academy to ensure that we are fulfilling our obligations under the public sector equality duty under the Equality Act 2010.

How long will we hold information in relation to your application?

We will hold information relating to your application only for as long as necessary. If you are successful then how long we need to hold on to any information will depend on type of information. For further detail, please see our Retention and Destruction Policy.

If you are unsuccessful, we will hold your personal data only for six months, after which time it is securely deleted.

Who will we share information with about your application?

We will not share information gathered during your application process with third parties, other than professional advisors such as legal or HR advisors.

Rights in relation to your personal data

All individuals have the right to request access to personal data that we hold about them. To make a request for access to their personal data, individuals should contact:

Debra Briault. St Crispin’s School, London Road, Wokingham. RG40 1SS briaultd@crispins.co.uk

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Please also refer to our Data Protection Policy for further details on making requests for access to personal data.

Individuals also have the right, in certain circumstances, to:

- Object to the processing of their personal data
- Have inaccurate or incomplete personal data about them rectified
- Restrict processing of their personal data
- Object to the making of decisions about them taken by automated means
- Have your data transferred to another organisation
- Claim compensation for damage caused by a breach of their data protection rights

If an individual wants to exercise any of these rights then they should contact

Debra Briault. St Crispin's School, London Road, Wokingham. RG40 1SS briaultd@crispins.co.uk

The law does not oblige the school to comply with all requests. If the school does not intend to comply with the request then the individual will be notified of the reasons why in writing.

Concerns

If an individual has any concerns about how we are using their personal data then we ask that they contact our Data Protection Officer in the first instance. However, an individual can contact the Information Commissioner's Office should they consider this to be necessary, at <https://ico.org.uk/concerns/>.

Contact

If you would like to discuss anything in this privacy notice, please contact The Circle Trust Data Protection Officer.

Mr A Hinchliff, c/o St Crispin's School, London Road, Wokingham, Berkshire. RG40 1SF andy@thecircletrust.co.uk

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