



Alcester
Academy

TO BE THE BEST THAT WE CAN BE

Science Technician Information Pack

**Closing date
Friday 28th January 2022
at 12 noon**

The School

Alcester Academy is a highly successful 11-16 school with 640 students currently on roll. Alcester is located between Studley and Stratford-Upon-Avon. The school has an excellent reputation based on examination results, a progressive approach to educational development and a strong sense of community. Results place the school in the top 10% of all schools nationally.

Further details about the school can be found on our website (www.alcesteracademy.org.uk), including our current curriculum information. Our Twitter feed (@AlcesterAcademy) is another excellent source for a feel of the school.

The Role

Salary: Range £19,698-£21,748 (FTE) – to be allocated on appointment

Location: Alcester Academy, Warwickshire

Contract Type: Full time (37 hours) Term time only + 5 Teacher Training Days

Contract Term: Permanent

Required for immediate employment

We are looking to appoint a Science Technician to join our busy department in our successful over-subscribed school.

Primarily, the role will be to support teaching staff in the delivery and preparation of science lessons by preparing required equipment and practical activities, including reviewing practical requirements within the curriculum alongside teaching staff. The successful applicant will also be responsible for ordering resources and maintaining a safe working environment for both staff and students in line with Health and Safety. This includes the routine maintenance and cleaning of equipment and the safe disposal of resources.

The ideal candidate will have experience working within a similar role, with knowledge and understanding of science within a school setting or be keen to learn. The person appointed into role should be able to work both independently and as part of a team. They will be well organised, resourceful and prepared to use their own initiative.

The successful applicant must be committed to safeguarding and will be subject to an enhanced DBS check.

We are seeking to appoint a committed and hardworking member of staff who is passionate about making a difference to the lives of our students.

The Application Process

Please complete the application form. A written statement in support of your application will be accepted but we do not consider CVs.

The application deadline is 12 noon on Friday 28th January 2022. Interviews date to be confirmed.

We reserve the right to follow up references provided in person.

If you have any questions with regard to this vacancy or wish to visit the school, please contact admin@alcesteracademy.org.uk. We look forward to receiving your application.

Please note that this school is committed to safeguarding, equality of opportunity, and promoting the welfare of children and young people. An enhanced DBS check will be required.

****No agencies****

Job Description

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Position: Laboratory Technician

Salary Grade: E - F

Responsible to: Subject Leader for Science

The purpose of this role is to provide laboratory support for the Science Department.

MAIN DUTIES AND RESPONSIBILITIES

- For the organisation and management of the science technician service
- Preparing apparatus, including constructing and modifying apparatus.
- Co-operation with teaching staff in the development of apparatus and equipment for use in practical lessons.
- Maintenance of laboratory service and facilities. Liaising with site manager as appropriate.
- Carrying out PAT testing of science equipment.
- Carrying out and arranging for the maintenance and repair of apparatus and equipment and keeping appropriate records
- Placing and following up orders, checking deliveries
- Advising teaching staff regarding technical requirements of the curriculum and taking part in the development of the department's practical resources, including trialling and costings
- Assisting in practical activities as appropriate
- Deploying, supervising, training and the developing of technician staff to meet department and individual needs
- Liaison with technicians in other schools and other establishments and agencies
- Advise and assist with the training of teaching staff in the use of new ICT software and equipment
- Assisting in the induction programme of NQT's and support/advise science teachers particularly with regard to technical advice on practical activities and the safety issues relating to them
- Demonstrator role – where teachers are teaching out of their specialist science area, particularly at KS4 level, and in the event of teacher absence when a cover supervisor is in attendance
- To be responsible for promoting and observing a healthy and safe working environment for the department
- Actively leading and co-ordinating the assessment, monitoring and review of both health & safety procedures and information resources
- Keeping up to date with current procedures and practices through continuing professional development
- The provision of technical advice and support on health and safety issues to teaching staff
- The safe treatment and disposal of used materials including hazardous substances and responding to actual or potential hazards
- The healthy and safe storage and accessibility of equipment and materials
- Assisting and participating in science based extra curricula activities as required.

Please note our clear expectations regarding **personal and professional conduct of staff and the safeguarding of students:**

Our staff are expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct:

Staff uphold public trust in the teaching profession and maintain high standards of ethics and behaviour, within and outside school, by:

- treating students with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to the professional position held
- having regard for the need to safeguard students' well-being, in accordance with statutory provisions
- showing tolerance of and respect for the rights of others
- not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
- ensuring that personal beliefs are not expressed in ways which exploit students' vulnerability or might lead them to break the law

Staff must have proper and professional regard for the ethos, policies and practices of the academy, and maintain high standards in their own attendance and punctuality.

Staff must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.

In addition to the roles covered within this document, all members of staff are expected to undertake any other task reasonably requested by the Headteacher.

Elements of this job description may be negotiated at the request of either party and with the agreement of both.

Privacy Notice for Applicants: How we use your information

What is a Privacy Notice?

A Privacy Notice sets out to individuals how we use any personal information that we hold about them. We are required to publish this information by data protection legislation. This Privacy Notice explains how we process (collect, store, use and share) personal information about job applicants.

What is Personal Information?

Personal information relates to a living individual who can be identified from that information. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession.

'Special category' personal information reveals racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation.

What personal information do we process about applicants?

The categories of applicant information that we collect, hold and share include:

- The information you have provided on your application form, including name, title, address, telephone number, personal email address, date of birth, gender, teacher number, employment history, qualifications, subjects taught and other training and development activities.
- Any test results which arise as part of this application process.
- Information about your current level of remuneration, including benefit entitlements.
- Information provided to us by your referees unless you have indicated otherwise on the application form.
- Any academic qualifications
- Information on documents provided for the purposes of proving identity e.g passports, driving licences, birth certificates, and bank statements and utility or other invoices used for proof of address

Where you have named referees on your application form, we shall assume that they have consented to being approached by us.

We may also collect, hold and share the following "special categories" of more sensitive personal information:

- information such as gender, age, ethnic group, religious belief, sexual orientation;
- Information about your health, including any medical condition, health and sickness records;
- Information about criminal records;
- Information about being barred from working with children or vulnerable people
- Any information you provide to us during an interview.

How is your personal information collected?

We collect personal information about candidates from the following sources:

- You, the job applicant.
- Disclosure and Barring Service in respect of criminal convictions and information about being barred from working with children or vulnerable people (once a job offer has been made).
- From former employers (once a job offer has been made).

For what purposes do we use applicants' personal information?

We will use your personal information to:

- assess your skills, qualifications and suitability for the role
- carry out background checks
- communicate with you about the process
- keep records
- comply with legal or regulatory requirements
- To make salary payments and pay over PAYE and NI on your behalf

We need to process your personal data in order to decide whether to enter into a contract of employment with you. It is ultimately in our legitimate interests to process personal data during the recruitment process and for keeping records of this process. Actively managing this data allows the recruitment process to be efficient and adequately confirm your suitability for the job.

If you fail to provide information when requested, which is necessary for us to consider your application (such as evidence of qualifications or work history), we will not be able to process your application successfully.

Information about your disability status may be used in order to consider where reasonable adjustments need to be made during the recruitment process.

Information about your age, gender, race or national or ethnic origin, religious beliefs and sexual orientation will be used to ensure meaningful equal opportunity monitoring and reporting.

Collecting applicant information

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

Who might we share your information with?

We may share applicant information with members of our staff and Governors who are involved in the recruitment process, consultants/experts assisting with the interview process, HR providers, payroll providers (EPM) and managers who hold vacancies.

Appropriate security measures have been put in place to prevent personal information being accidentally lost, used or accessed in an unauthorised way.

We will not share your data with third parties, unless your application for employment is successful and an offer has been made. They will only process personal information on our instructions and are subject to a duty of confidentiality.

Procedures are also in place deal with suspect data security breaches and you will be notified of a suspected breach where we have a legal obligation to do so.

What do we do with your information?

All personal information is held in a manner which is compliant with Data Protection legislation. Personal information is only processed for the purpose it was collected. Alcester Academy monitors the personal information it processes and will only share personal information with a third party if it has a legal basis to do so.

How long do we keep your information for?

In retaining personal information, Alcester Academy complies with the Retention Schedules provided by the Information Record Management Society. The schedules set out the Statutory Provisions under which Alcester Academy are required to retain the information.

A copy of those schedules can be located using the following link:<http://irms.org.uk/page/SchoolToolkit>

Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

What are your rights with respect of your personal information?

Under data protection law, applicants have the right to request access to information about them that we hold. To make a request for your personal information contact the School Data Protection Officer at Warwickshire Legal Services via email at schooldpo@warwickshire.gov.uk or alternatively;

School Data Protection Officer
Warwickshire Legal Services
Warwickshire County Council
Shire Hall
Market Square
Warwick
CV34 4RL

***Please ensure you specify which School your request relates to.*

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>