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# SMITHILLS SCHOOL

## SUCCESS FOR ALL

Science Technician  
Candidate Information



OUR VALUES



EXCELLENCE



INDEPENDENCE



COMMUNITY



Welcome to Smithills School

Thank you for expressing an interest in the position of Science Technician. This is a wonderful opportunity to join our successful, over-subscribed 11-16 school at an exciting stage of our journey.

We are a large secondary school, a single Academy Trust, situated in the heart of Bolton. As Headteacher I am fortunate to work alongside our talented staff, pupils, families and community partners. Our school is a very special place where we respect individuality, diversity and difference. Every child who joins us is encouraged to achieve and every adult who joins our team is given the opportunity to contribute.

Our values of Excellence, Independence and Community are evident in all that we do. They combine to ensure our vision of 'Success for All' is achieved.

In September 2023, just two weeks into my headship, the school was rated as 'Requires Improvement' in both Quality of Education and Leadership and Management, but was judged as 'Good' for Personal Development, and Behaviour and Attitudes. Ofsted acknowledged that 'pupils are warmly welcomed and quickly settle into school life,' praised our 'high aspirations for pupils' achievement,' and highlighted that 'staff feel happy and proud to work' at the school. They affirmed that we are heading in the right direction with the changes we are making, noting that more time is needed to fully implement and embed these improvements.

Since then, we have had a very positive monitoring visit, leaving us with only one Area for Improvement (AFI). Ofsted's feedback included that across curriculum areas, subject leaders have clearly identified the essential knowledge pupils must learn and the order in which it should be taught. Additionally, disadvantaged pupils and those with special educational needs and/or disabilities (SEND) are benefitting significantly from these efforts.

Our pupils are at the heart of everything we do. We are committed to developing and nurturing every child, providing the very best standards of education through a strong, knowledge rich curriculum, which is built around our expectations that all pupils will develop their depth of understanding across a wide range of subjects, securing an ambitious education for all. We also offer our pupils a wealth of cultural experiences, broadening horizons and developing self-esteem which provides them with the skills to make positive contributions to society, now and in the future.

We are committed to the continued professional development of all our colleagues and take our responsibility to develop leaders of the future seriously. We are equally committed to staff wellbeing: we provide a package of support to help all colleagues achieve a happy work life balance and we have a thriving wellbeing group that initiates real change in school.

If you are a dynamic, motivated, conscientious professional who has a passion for working with children and young people and you feel you have the skills and personal attributes to work as part of an innovative, energetic and ambitious team, we would love to hear from you.

Carolyn Dewse  
Headteacher



### **Why work at Smithills?**

As a team, we value every member of staff – from the site team to middle leaders, from teachers to SLT, from canteen staff to teaching assistants, from pastoral staff to IT support. We know that every person on our staff is crucial to the strategic development and the operational work of our school. As such, we promote well-being and prioritise manageable workloads in the following ways:

- SLT are supportive and highly visible around our site
- Teachers have their own classrooms
- We are committed to the Education Staff Wellbeing Charter
- Staff wellbeing is prioritised with free access to our swimming pool, gym, 'Friday football' and all sports centre activities during the week and at weekend
- The Staff Wellbeing Team includes broad representation from teaching and associate staff
- This team meets at least every half term, capturing staff voice and responding with concrete actions
- Teaching staff typically have above the national expectation of 10% of Planning, Preparation and Assessment (PPA) time
- Every teacher has a protected Professional Development hour every fortnight
- CPD is a regular feature of our calendar and includes teaching and support staff
- Opportunities for career development are embedded in our structures and systems
- Early Careers Teachers thrive in a supportive and caring environment. They have access to a broad and individualised programme of professional development
- As part of our commitment to continuous professional development all staff are encouraged and supported to undertake further study
- Internal applications for a range of roles are actively encouraged
- Data entry points are kept to a minimum for each year group
- Every department has high quality 5-year curriculum plans in place
- Departmental marking policies have been designed to actively reduce marking workload
- All teaching staff have an iPad/laptop
- The correction system is centralised
- Lunch duties are paid
- Reprographics is centralised

Most of all, though, we offer something which a bullet point list cannot capture: our staff and students are friendly and fiercely loyal to our school. Our school is a community and we are proud of that.

**'Leaders at all levels carefully consider the impact of any changes that they make to school systems which may affect the workload and well-being of staff'.**

OFSTED

September 2023

We encourage you to come and see our school for yourselves. Please contact the Headteacher's PA, Chris Shaw on 01204 842382 ext. 104 or [c.shaw@smithillsschool.net](mailto:c.shaw@smithillsschool.net) to arrange an appointment. A member of SLT will be only too happy to show you around.

**Closing date for applications: Wednesday 29<sup>th</sup> January 2025 at 9.00am**

**Interview date: W/C 3<sup>rd</sup> February 2025**



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## Science Technician

### Permanent Position

**Monday to Friday – 20 hours per week (4 hours per day) Term Time Only**

**Salary: Grade D pt 6-11 £25,183 - £27,269 (Full time all year)**

**Actual salary approx. £11,382 to £12,325**

### Job Description

**Primary Purpose of the Job** To work under the guidance of senior technician/head of science and within an agreed system of supervision, to provide comprehensive technician support service for staff and students undertaking the science curriculum.

**Responsible to** Senior Technician/Head of science

**Principal Responsibilities** Provide support for students, staff, curriculum and the school

#### MAIN DUTIES

To ensure efficient preparation and organisation of materials for science practical work.

To test experiments and demonstrations prior to delivery to ensure safety and effectiveness.

To service the laboratories as requested.

Maintain a bank of resources and supply these when required.

To administer the stocking, storage and distribution of items used in the science department. Notifying the senior technician if any stocks are low.

Maintain and repair simple equipment and laboratory apparatus.

Uphold health and safety standards in relation to experimental work, providing guidance available in risk assessments.

Conduct regular laboratory safety checks.

To work with teaching staff to ensure that all equipment is retained after use.

To remove equipment and clean laboratories after lessons and chemical spillages when/if they occur.

To support teaching staff (and pupils where appropriate) in lessons.

To liaise with site staff to ensure any equipment problems, including main service supplies, are rectified and a safe environment is maintained for staff and students.



Develop and maintain working relationships with other practitioners and professionals within school.

To contribute to the sharing of good practise within the department.

To attend meetings with technician staff to plan work and organise activities.

To seek advice from senior technician when required to ensure best practise.

### **Support for the School**

Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection. Report all concerns to the appropriate person (as named in the policy concerned).

Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.

Contribute to the school ethos, aims and development/improvement plans

Establish constructive relationships and communicate with other agencies/professionals in liaison with the teacher, to support achievement and progress of pupils.

Assist with the planning of opportunities for pupils to learn in out of school contexts, according to school policies and within working hours.

Participate in training and other learning activities commensurate with the post.

Establish own best practice and use to support others.

Accompany teaching staff and pupils on visits, trips and out of school activities as required.

**Customer Care** - To provide quality services that are what our customers want and need. To give customers the opportunity to comment or complain if they need to. To work with customers and do what needs to be done to meet their needs. To inform your manager about what customers say in relation to the services delivered.

**Develop oneself and others** - To make every effort to access development opportunities and ensure you spend time with your manager identifying your development needs through your personal development plan. To be ready to share learning with others

**Valuing Diversity** -To accept everyone has a right to their distinct identity. To treat everyone with dignity and respect, and to ensure that what all our customers tell us is valued by reporting it back into the organisation.



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The roles and responsibilities in this job description may change and/or evolve in a reasonable manner over time.

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated, at the discretion of the Head Teacher and to meet the needs of the school.

## Person Specification

Method of Assessment by Application Form, Interview and References

MINIMUM ESSENTIAL REQUIREMENTS	
<b>1.</b>	<b>Skills and Knowledge</b>
1.1	Ability to work effectively within a team environment, understanding roles and responsibilities.
1.2	Ability to build effective working relationships with pupils and colleagues.
1.3	Excellent personal numeracy and literacy skills
1.4	Excellent interpersonal skill with the ability to communicate effectively both verbally and in writing
1.5	Good IT skills
1.6	Excellent organisational skills and the ability to work effectively to a high standard, and on occasion, under pressure
1.7	To be flexible, adaptable and have the ability to use initiative and plan own workload
1.8	Understanding of inclusion, especially within a school setting
1.9	Ability to maintain and repair equipment
1.10	Ability to use other basic technology – eg photocopier
1.11	Willingness to contribute to all areas of school life
1.12	Interest in and a good general knowledge of science
1.13	Ability to question, and request right training and development that links to the post, to seek opportunities that add to skills and knowledge, to respond positively to opportunities that arise.

<b>2.</b>	<b>Experience/Qualifications/Training etc</b>
2.1	Ideally experience working in an educational setting.
2.2	Experience working in a laboratory or scientific environment would be desirable
2.3	Willingness to participate in relevant training and development opportunities.
2.4	Science GCSE or recognised equivalent qualification

<b>3.</b>	<b>Work Related Circumstances – Professional Values &amp; Practices</b>
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3.1	A commitment to supporting and promoting safeguarding, student welfare, equality and diversity. Challenging behaviours that do not value the treatment of pupils as individuals.
3.2	Ability to build and maintain positive relationships with pupils, treating them with respect.
3.4	Ability to work collaboratively with colleagues and carry out role effectively, knowing when to seek help and advice.
3.5	Demonstrate and promote positive values, attitudes and behaviours.
3.6	Able to liaise effectively with parents and carers.
3.7	Appreciation of health and safety.
3.8	An understanding of safeguarding requirements.
3.9	Able to take on board feedback and use this to improve practice.
3.10	Demonstrate excellent time management skills
3.11	Willingness to improve the service delivery by networking with others and using initiative.

#### ADDITIONAL REQUIREMENTS

##### 1. Skills and Knowledge

1.1	Basic awareness of inclusion, especially within a school setting
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##### 2. Experience/Qualifications/Training etc

2.1	Willingness to undertake appointed person certificate in First Aid
2.2	City & Guilds Science Laboratory Technician's Certificate Advanced

#### Safeguarding

Smithills School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful candidates are subject to an enhanced disclosure from the Disclosure & Barring Service.

Current or previous employers will be contacted as part of the verification process pre-appointment checks if the applicant is short-listed. Information requested will include:

- Disciplinary offences relating to children, including anywhere the penalty is "time expired"
- Whether the applicant has been the subject of any child protection concerns
- The outcome of any enquiry or disciplinary procedure

Any discrepancies or anomalies in the information provided or issues arising from references will be taken up at interview.



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We may use internet searches using information held in the public domain to perform due diligence on shortlisted candidates in the course of recruitment, in terms of suitability for the post applied for. Where we do this, we will act in accordance with our data protection and equal opportunities obligations.

C Dewse  
Headteacher