



Senior Science Technician

Recruitment Pack

Hawkley Hall High School



MAXIMISING POTENTIAL



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Welcome

Dear Applicant,

Thank you for your interest in the Senior Science Technician position at Hawklely Hall High School.

We are seeking to appoint a dedicated and enthusiastic individual who is ambitious and has an excellent work ethic to join our team.

Hawklely Hall is a school with a very positive outlook and a “can-do” approach amongst staff and students. A strong learning culture is evident because there is an acknowledgement that we are all learners and we can all improve.

To help you decide if the job would suit you, please find enclosed some details, which we hope will give you a flavour of what Hawklely Hall High School and The Rowan Learning Trust are about.

If your values and ambitions mirror ours and you believe you can deliver that vision, then we would be delighted to receive an application from you.

Visits to our school are welcome after school on Monday 28th September 2020 and can be arranged by contacting my PA, Rebecca Lister on 01942 204640 or email r.lister@hhhs.net

We are committed to safeguarding all members of our community; therefore, all posts are subject to enhanced disclosure procedures and pre-employment checks.

Yours faithfully,

Mr M Klinck
Headteacher
Hawklely Hall High School



Hawkey Hall High School

Hawkey Hall is a high performing, heavily oversubscribed, mixed comprehensive school of around 1060 students.

In June 2017, Hawkey Hall High School was awarded Teaching School status and in April 2018 became the lead school of the Greater Manchester Science Learning Partnership, part of the DfE funded national network, STEM Learning.

We see successful education as a partnership between parents, students and ourselves. Links with parents are of paramount importance, with regular and frequent contact via parents' evenings, reports, newsletters and the school planner contributing to a continuing dialogue about the education we provide for our children.

The school is situated in the south western part of Wigan, close to the M6 motorway, in an area of substantial private development. A wild fowl nature reserve borders the school grounds providing an open attractive outlook to the site.



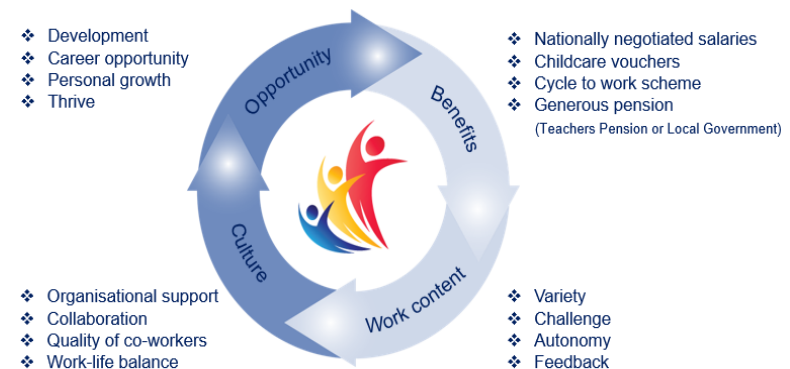
The Rowan Learning Trust

The Rowan Learning Trust (RLT) was established as a Multi-Academy Trust in 2012 to maximise potential of all children, students and adults in our schools and to support them in their journey to become outstanding.

Currently the RLT family comprises four schools: two high schools, an all-through alternative provision academy and a primary school. Together we share a set of common values:

- Mutual respect
- Fairness
- Equality of opportunity
- Individual growth
- Kindness

We believe in an inclusive workplace – one that is built on fairness, merit and respect to help our employees perform to their greatest potential.



Job Description

Senior Science Technician

Reports to: Head of Faculty, Business Manager

Location: Hawkley Hall High School, Carr Lane, Wigan, WN3 5NY

Salary: Grade 5, scale points 8-14 pro rata

Hours: 37 per week, term time plus 2 weeks

Overall purpose of post

- Work under the reasonable direction of the Headteacher / senior staff to carry out the professional duties in line with the job profile.
- Work with staff and students to co-ordinate the use and development of practical resources and facilities including the provision of guidance and support in meeting the practical requirements of the curriculum.
- Support the aims and objectives of the School.

Specific Responsibilities

- To have overall responsibility for the promotion and observance of a healthy and safe working environment in the specific Department, including. CLEAPPS and COSHH regulations.
- To ensure the safe treatment and disposal of used materials, including hazardous substances and responding to actual or potential hazards.
- To arrange the healthy, safe and accessible storage of equipment and materials.
- To ensure that equipment is resourced, organised and developed to meet the performance standards required by the Head of Faculty. (Changed from To ensure that the technical team is resourced, organised and developed to meet the performance standards required by the Head of Faculty)
- To take a lead role in the design, development and maintenance of specialist resources to support practical work.
- To offer professional guidance, assistance and support to pupils and teachers on the practical aspects of the Science curriculum including supporting practical activities in class.
- To take the lead role in stock control, compilation of orders and negotiation with suppliers.
- To ensure the availability of suitable materials and equipment for practical lessons.
- To undertake the lead role in the Science department on both routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment to the standard required by the Head of Faculty.
- To maintain the department database for stock

- To research and compile materials for teaching, including risk assessment for practical lessons
- Management of ICT resources within the faculty
- Administration duties as directed by the Head of Faculty

Support for the Curriculum

- To assist in maintaining the department data bases for stock and student assessment results.
- To assist in the research and compilation of materials for teachers.
- Demonstrate and assist others in safe and effective use of specialist equipment/materials as directed by head of faculty.
- To assist students with practical work.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as may be reasonably directed.
- Participate in training and other learning activities and performance management as may be reasonably directed.
- To be responsible for minuting the faculty meetings.

Support for the School

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as may be reasonably directed.
- Participate in training, other learning activities and performance management as may be reasonably directed.
- Assist with the supervision of students out of lesson times, including before and after school as may be reasonably directed.
- Accompany teaching staff and students on visits, trips and out of school activities and take responsibility for a group under the supervision of the teacher as may be reasonably directed.
- Be a designated first aider.
- Play a full part in the life of the school community, to support its distinctive mission and ethos.

Person Specification

Essential Criteria

- Enthusiasm for, and commitment to, the school's Mission Statement.
- Maths, English and Science GCSE at C grade or above (or equivalent qualification)
- Excellent communication skills.
- Highly developed inter-personal skills.
- Willingness to cooperate and collaborate with a wide range of colleagues as both a manager and as a member of a team.
- The ability to show initiative and accept responsibility.
- The ability to organise time and resources effectively.
- Awareness of the importance of Health and Safety procedures as required in a scientific laboratory setting.
- Interest in a wide range of Information and Communications Technologies.
- Expertise in the operation of an extensive variety of Science related technologies.
- Knowledge of current and upcoming developments in the Science curriculum.
- Willingness to be flexible and adaptable to achieve the objectives set in the School Improvement Plan.
- The ability to present as a positive role model for staff and others connected with the school.
- Willingness to be involved in continuing professional development

Desirable Criteria

- A'level Science qualification
- Significant work experience in a similar field

How to Apply

Please submit the enclosed application form and a supporting statement of no more than two sides of A4 outlining why you are interested in the opportunity and how your application addresses the requirements for the role.

Applications should be returned electronically to jobs@hhhs.net

Closing Date: Monday 21st September 2020 at 11.59am

Interview Date: Tuesday 29th September 2020





The Trust will make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

All appointments are subject to satisfactory references, proof of qualifications and eligibility to work in the UK.

The Trust is committed to safeguarding and promoting the welfare of all children and young people and expects all staff to share this commitment. An enhanced DBS check will be required.



The Rowan Learning Trust

Registered Office: Carr Lane, Wigan, WN3 5NY

Company Number 8010464



Maximising Potential | www.rowanlearningtrust.com



HAWKLEY HALL HIGH SCHOOL

JOB APPLICATION FORM FOR SUPPORT STAFF IN SCHOOLS

The School and Governing Body are committed to equal opportunities in employment and welcome applications from all sections of the community.

CARR LANE,

WIGAN, WN3 5NY

TELEPHONE: 01942 204640

FACSIMILE: 01942 403570

EMAIL: jobs@hhhs.net

1. POST APPLIED FOR

| | | | |
|-------------------|-------------------------|----------|--|
| Post Applied For: | | | |
| School: | Hawkey Hall High School | | |
| As advertised in: | | On date: | |

2. PERSONAL DETAILS

| | | | |
|----------------------|--|------------------------------|--|
| SURNAME: | | FORENAME: | |
| TITLE: (Optional) | | Date of Birth: (Optional) | |
| Address: | | | |
| | | | |
| POSTCODE: | | Email: | |
| Telephone No: | | Mobile No: | |

3. CURRENT POST

| | | | |
|---|--|----------------|--|
| CURRENT EMPLOYER AND JOB TITLE: | | | |
| DATE OF APPOINTMENT: | | SALARY: | |
| NOTICE PERIOD: | | | |
| MAIN DUTIES AND RESPONSIBILITIES | | | |
| | | | |
| Reason for this application | | | |

4. PREVIOUS WORK EXPERIENCE

| Name of Employer | Dates of employment | | Post(s) held | Reasons for leaving |
|------------------|---------------------|----|--------------|---------------------|
| | From | To | | |
| | | | | |



5. OTHER RELEVANT WORK EXPERIENCE

| Post | Dates | | Employer | Grade/Salary | Reason for Leaving |
|------|-------|----|----------|--------------|--------------------|
| | From | To | | | |
| | | | | | |

6. GENERAL EDUCATION

| School | From | To | Qualifications – Grades, awarding bodies and dates |
|--------|------|----|--|
| | | | |



7. FURTHER AND HIGHER EDUCATION

| Name of College/ University | From | To | Qualifications – Grades, awarding bodies & dates |
|-----------------------------|------|----|--|
| | | | |

8. ANY OTHER RELEVANT QUALIFICATIONS

Please give details of any other relevant qualifications you have for this post.

| |
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| |
|--|

9. ADDITIONAL INFORMATION

| | |
|---|----------|
| Are you related to, or a close friend of, any member of the Trust or of the Governing Body of the school? <i>(If yes, please state relationship)</i> | Yes / No |
| Have you left any previous job for the reason of redundancy or are you in receipt of an occupational pension? <i>(If yes, please give details)</i> | Yes / No |
| Have you ever been dismissed from any previous employment on the grounds of misconduct or incapability? <i>(If yes, please give details)</i> | Yes / No |
| Do you hold a current and valid driving licence? <i>(if yes, please state the category)</i> | Yes / No |



| | |
|---|--|
| Please indicate if you have any special requirements to allow you to participate fully in an interview. | |
|---|--|

10. Criminal convictions or cautions

| | |
|--|-----------------|
| <p>You should note that the disclosure of any offence will not necessarily prevent the Rowan Learning Trust from employing you, but we reserve the right to consider its significance in relation to working with children.</p> <p>Work at the school is exempt under the Rehabilitation of Offender Act 1974. Any offer of appointment will be dependent upon the successful completion of the Disclosure and Barring Service (DBS) check at the Enhanced level.</p> <p>Where serious concerns as to an individual's suitability to work with children are expressed, the facts will be reported to the relevant authorities.</p> | |
| <p>Do you have any unspent criminal convictions, cautions or bind-overs?</p> <p>If yes, please forward details (date, offence and sentence) with a covering letter, in a sealed envelope marked "Addressee Only – Headteacher".</p> | <p>Yes / No</p> |

11. REFERENCES

Please state the names and addresses and telephone numbers of two persons from whom references may be obtained. **One must be your current or most recent employer.** In the absence of previous employment experience, a reference from your last place of full-time education will be a suitable alternative.

| REFEREE 1 | | | | REFEREE 2 | | | |
|--|----------|-----------|-----------|------------------------------------|----------|-----------|-----------|
| | | | | | | | |
| TELEPHONE NO: | | | | TELEPHONE NO: | | | |
| EMAIL: | | | | EMAIL: | | | |
| Reference Type: (Please circle) | Employer | Education | Character | Reference Type: (Please circle) | Employer | Education | Character |
| Please note that we will contact these referees if you are short-listed for this post and seek reference before interview. | | | | | | | |



12. FURTHER INFORMATION FOR CANDIDATES

- * You will receive no further communication unless selected for interview. If you have therefore not been contacted within three weeks of the closing date for applications, you should conclude that, unfortunately, you have been unsuccessful on this occasion.
- * Under the Data Protection Act, the Trust and the Governing Body will use the information given for the purpose of recruitment and selection. Strict confidentiality will be observed and if you become an employee, the information will be used for personnel, pay and pensions administrative purposes only.
- * To comply with the Asylum and Immigration Act 1996 (as amended by S.147 of the Nationality, Immigration and Asylum Act 2002), all prospective employees will be required to supply evidence of eligibility to work in the UK. If you are appointed to the post you will be provided with further information detailing what documents will be required.

THANK YOU FOR YOUR INTEREST SHOWN IN THIS APPOINTMENT

13. DECLARATION

To the best of my knowledge and belief all the particulars I have given are true. I understand that any false statements may disqualify me from employment or render me liable for dismissal. I also understand that no offer of employment made to me will be binding unless confirmed in writing.

I also understand that this post is subject to a satisfactory enhanced Disclosure and Barring Service (DBS) check and to satisfactory medical clearance and the provision of documentary evidence (e.g. NI Number) that shows I am entitled to work in the U.K.

Signature:.....Date:.....