



Science Technician
Westlands Secondary School
Information



CONTENTS

Welcome	3
Job Description	4
Person Specification	5
Working at Westlands School	6
How to find us	6
Application Process	7
Overview of Swale Academies Trust	9



Welcome

Dear Applicant,

Thank you for expressing an interest in joining us at The Westlands School.

I hope this pack will give you a flavour of what it is like to be part of our successful and dynamic school. However, you are very welcome to come and visit us during the school day to see for yourself why we are so proud of the students and staff who make up our school community.

We are a large, non-selective secondary school in the town of Sittingbourne, situated on an extensive site that boasts plenty of open green spaces for our pupils and our own school farm. We have also benefited from significant investments in new buildings that complement the more traditional parts of the school.

Our school has a well-established local reputation for success that is built on an inclusive, nurturing and aspirational learning environment; we are oversubscribed in every year group and have a large and thriving Sixth Form.

At Westlands, traditional values concerning personal responsibility, excellent behaviour and hard work are combined with a strong sense of community that encourages kindness and care for one another. This ethos is encapsulated by the school's RADAR system which promotes Respect, Achievement, Diversity, Aspiration and Resilience.

Our staff lead by example and work hard to ensure that our students and our colleagues feel happy, valued and supported. We believe that this is one of the reasons why successive Ofsted reports have praised the 'strong relationships between staff and pupils'. Indeed, why the most recent report stated that 'the school is a harmonious environment'.

All new colleagues at Westlands are made to feel welcome, with their own tailor-made induction package. The professional development of staff is one of our top priorities and we offer all our staff an extensive package. This ranges from a highly praised ECT induction package to nationally recognised programmes (including the Outstanding Teacher Programme and the Outstanding Leaders in Education).

If you would like to find out more about our school, our curriculum and our facilities, please visit our website (www.westlands.org.uk).

Please do not hesitate to contact us if have you any questions or would like to know more about the role.

Yours faithfully,



Christina Honess
Headteacher

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Job Description

Job Title: Science Technician
Grade: SAT B
Responsible to: Head of Department

Purpose of the Job:

Under the overall direction of the Subject Leader for Science and Senior Science Technician, support the teaching and learning in the department by ensuring the effective preparation, maintenance and storage of tools, equipment and materials and undertake learning activities with pupils and teachers.

Main duties and responsibilities (Accountabilities):

1. Carrying out risk assessments for practical and technical activities
2. Preparing necessary solutions and equipment for practical experiments
3. Maintaining, repairing and taking inventory of apparatus
4. Liaising with staff over equipment and safety issues
5. Running trials of experiments and demonstrations
6. Safely and securely store allocated equipment and materials
7. Set up experiments and related resources including iPads ready for use in lessons
8. Ensure the safe treatment and disposal of used materials, including hazardous substances, and respond to actual or potential hazards
9. Perform duties in line with health and safety
10. Undertaking basic record keeping as directed
11. Order and purchase supplies and inventory tracking
12. Identifying and applying for suitable grants
13. Support the overall work of the science department

General accountabilities:

- Be aware of and comply with policies and procedures relation to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person.
- 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 relevant meetings as required.
- Participate in training and other learning activities and performance development as required
- Assist with the supervision of students out of lesson times e.g. clubs, extra-curricular activities as appropriate.

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others' health and safety.

This job description sets out the key outcomes required. It does not specifically detail the activities required to achieve these outcomes. In consultation with you, the job description may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Person Specification

Qualifications	Essential / Desirable
NVQ level 3 or equivalent qualification in a science based area	E
GCSE or equivalent in English and maths	E
First Aid certificate	D
Experience	
Experience of working in a similar education environment.	E
Excellent knowledge of science acquired through formal education or experience	E
Experience of working in a science practical environment	D
Experience of budget / stock management	D
Skills and Abilities	
Ability to communicate effectively with all school staff/colleagues, pupils, parents/carers, suppliers, visitors.	E
Ability to assemble, disassemble and clean equipment.	E
Ability to work to deadlines, e.g. when setting up equipment for a class.	E
Confidence and ability to ask questions relating to achieving the task.	E
Proficient in technical, practical and computer skills	E
Knowledge	
Understanding the issues surrounding the safeguarding of children and commitment to child welfare and safety	E
Working knowledge of relevant policies / codes of practice and awareness of relevant legislation	E
Ability to relate well to adults and children	E
Personal Attributes	
Commitment to safeguarding and promoting the welfare of children and young people	E
Commitment to the principles of equality and diversity	E
To be an effective team member	E
To be able to work calmly under pressure	E
To be flexible and be able to manage time effectively	E
To work independently and collaboratively	E



Working at Westlands School

Westlands offers a stimulating, supportive and rewarding working environment, where all staff are valued and where you will have the opportunity to access a range of excellent professional opportunities to support your progression.

Benefits

- Enhanced Maternity Pay
- Local Government Pension Scheme – with a generous employer contribution
- Salary Sacrifice Shared Cost AVC (Additional Voluntary Contribution) Scheme
- Employee Referral Recruitment Incentive
- Access to training and development
- Discounts with local and national retailers, cinemas and restaurants

Well-Being

- Employee Assistance Programme – Wellbeing and advice
- Generous Holiday entitlement of 26 days (SAT A-E), 28 days (SAT F-J), 30 days (SAT K+) plus Public holidays, that increases on length of service
- Cycle to Work scheme

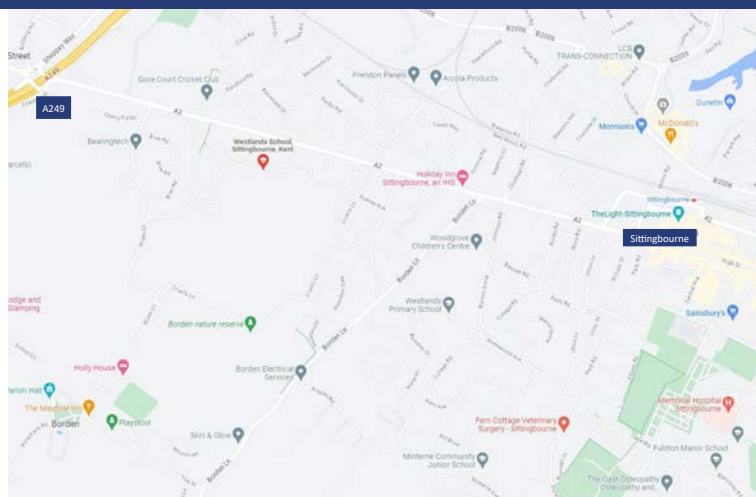
Finding Us

Westlands Secondary School
Westlands Ave, Sittingbourne ME10 1PF

01795 477475
westlandsoffice@swale.at

Closest Train Station: Sittingbourne Station
Approx. 27 minute walk

Closest Bus stop:
The Billet (From A249/Medway) - 328, 334, X3
The Billet (From Sittingbourne/Sheppey) - 328, 334, X3





The Application Process

Applications will only be accepted from candidates completing the appropriate application form. All sections of the form which are applicable to you must be completed as clearly and fully as possible.

Please note CVs will not be accepted in place of a completed application form.

Application forms can be found on the Kent-Teach website and applications should be made via this route. Alternatively, completed [SAT Application Forms](#) can be sent by email to wssrecruitment@swale.at or by post to the following address:

Mrs Ellen Apps
Westlands Secondary School
Westlands Avenue
Sittingbourne
Kent
ME10 1PF

The Shortlisting and Interview Process

After the closing date for this post a panel will conduct the shortlisting process. You will be selected for interview based entirely on the contents of your application form, it is therefore important that you fully read the Job Description and Person Specification prior to completing your form.

After the shortlisting process has been completed candidates who have been selected for interview will be informed, and provided with full details of the interview programme. If you have not heard from us within 10 working days of the closing date for this post, you have, on this occasion, unfortunately been unsuccessful.

All candidates who are invited to interview must bring the following original documents:

- Documentary evidence of right to work in the UK
- Visual identification which includes a photograph, usually a passport or driving licence
- Documentary proof of current name and address
- Where appropriate any documentation evidencing change of name
- Certificates of educational or professional qualifications that are necessary or relevant for the post

Conditional Offer

Any offer of employment will be conditional upon a number of formalities, including, but not restricted to the following:

- Verification of right to work in the UK
- Receipt of two satisfactory references
- Verification of identity checks and qualifications
- Satisfactory enhanced DBS check, as well as additional checks that may be appropriate if you have worked or been resident overseas in the previous five years
- Satisfactory pre-employment health clearance
- A check against the Teacher Service Register for any teaching prohibition or restriction orders where you are applying for a teaching role or if you have previously held a teaching role in past employment.



Safeguarding

Our Trust has robust safer recruitment procedures to help prevent unsuitable people from working with children.

All individuals working in any capacity at our Trust will be subjected to safeguarding checks in line with the statutory guidance Keeping Children Safe in Education.

Swale Academies Trust schools will conduct an online check of shortlisted candidates in line with the Keeping Children Safe In Education guidelines.

Retention of information

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through the confidential waste system after six months from the date of the interview, in accordance with our retention of records procedure.

Privacy Notice

Please refer to the Trust's [Privacy Notice](#) for job applicants for information about how we use any personal data about them we hold.

Swale Acadmies Trust is committed to fostering a diverse and inclusive workplace where everyone feels valued and respected. We actively seek applications from individuals from all backgrounds and experiences.

Overview of Swale Academies Trust

Since its creation in September 2010, Swale Academies Trust has developed into one of the South East's leading Multi-Academy Trusts.

Our purpose is to develop good and outstanding schools and ensure the rapid improvement of schools with challenges.

As the Trust has grown and developed, we continue to ensure that effective school support and leadership is maintained. The Trust's approach to school improvement is based on a combination of CPD, capacity building and collaboration, with a relentless focus on teaching and pupil progress, in order to effect rapid and sustained improvements in outcomes for young people.

The Trust is an organisation which is driven by the belief that all children deserve a good quality education where they are seen as individuals and above all are exceptionally well cared for.

Swale Academies Trust - Schools

Primary

- Beaver Green Primary School, Ashford
- Istead Rise Primary School, Istead Rise
- James Dixon Primary School, Bromley
- Langney Primary Academy, Eastbourne
- Parkland Infant School, Eastbourne
- Parkland Junior School, Eastbourne
- Regis Manor Primary School, Sittingbourne
- Shinewater Primary School, Eastbourne
- South Borough Primary School, Maidstone
- Westlands Primary School, Sittingbourne

Secondary

- Meopham Secondary School, Meopham
- Peacehaven Community School, Peacehaven
- The Eastbourne Academy, Eastbourne
- The Holmesdale School, Snodland
- The North School, Ashford
- The Sittingbourne School, Sittingbourne
- The Turing School, Eastbourne
- The Whitstable School, Whitstable
- Westlands Secondary School, Sittingbourne

Central Support Services

- Human Resource Team
- Finance Team
- ICT Team
- Estate Management
- Governance and Communications

Swale

ACADEMIES

TRUST



OUR MISSION

A family of schools that **supports, inspires and empowers** everyone to be their best.

OUR VISION

A sustainable future where **every individual thrives** through personalised learning and opportunities that instil a sense of belonging and purpose.



Excellence

We pursue the highest standards, with the focus on continuous improvement and excellent pupil outcomes.

Integrity

We are honest and treat individuals fairly, acting in the best interests of our pupils.

OUR VALUES

Collaboration

We work together to achieve more than we could individually, sharing good practice and learning.

Agility

We are curious and innovative, embracing both challenge and change.

Empathy

We actively listen to understand another person's experience, nurturing an inclusive environment.



SWALE ACADEMIES TRUST, ASHDOWN HOUSE, JOHNSON ROAD, SITTINGBOURNE, KENT, ME10 1JS
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