APPLICANT PACK

SENIOR SCIENCE TECHNICIAN

Harris Academy Riverside

Grade 4

How To Apply

Please visit **www.harriscareers.org.uk** to apply online and submit your application. We only accept applications submitted before the closing date via our careers website. Please refer to the last page of this candidate pack and our website for guidance on applying to opportunities within the Federation.

Safeguarding Notice

The Harris Federation and all our academies are committed to ensuring the highest levels of safeguarding and promoting the welfare of children and young people, and we expect all our staff and volunteers to share this commitment. All offers of employment are subject to an enhanced Disclosure and Barring Service (DBS) check, references, an online search, and where applicable, a prohibition from teaching check will be completed. Before applying, please review our **Policy Statement on the Recruitment of Ex-Offenders.**

About the Harris Federation

The founder and sponsor of the Harris Federation, Lord Harris of Peckham, opened our first school in 1990. We have, over the past thirty years, implemented ideas and initiatives that have transformed the opportunities of pupils from working class and disadvantaged backgrounds. Harris academies are widely recognised as a force for social mobility. We are immensely proud of the role that our alumni are now beginning to play in the world and of what we believe our current generation of pupils will go on to achieve.

The Harris Federation has a track record of accomplishment in achieving success through rapid school improvement and has built an unrivalled reputation for running outstanding academies. We now have over 50 schools educating more than 40,000 young people across London and Essex, and employ over 5,000 staff across our academies and head office. With the majority of our academies located in areas of high socioeconomic disadvantage, a high-quality education is key to the futures of the pupils we serve.

Our Vision

We are a pioneering education charity, and one of the leading multi-academy trusts in the country. We have built a reputation for transformative change, taking on some of the most challenging schools in London and turning them into places where every young person can access a high-quality education and have opportunities to succeed.

Our vision, from the start, has been to provide the structure and services needed for our schools to amount to more than the sum of their parts, and to free-up our teachers and leaders to focus on one thing and one thing only: the outstanding education of all their pupils. Our young people and communities are at the heart of everything we do. Our core mission has always been to close the educational gap between young people from disadvantaged backgrounds and their peers. Our ambition is one where every child in London, no matter their background, has equal access to high quality education, giving them the same opportunities and potential to succeed.

Our Values

We have exceptional teachers, support staff, and leaders that come from a wide range of backgrounds. They bring many different skills, but they all share a strong commitment to delivering an outstanding education and creating an inspiring and happy school environment. We know there are many challenges facing our young people and the communities we serve, and that's why we need determined people like you to help us tackle those inequalities.

Whilst each of our academies has their own unique cultures and values; as a whole Federation, we have four core values which are central to successfully achieving our vision: **Excellence, Collaboration, Support, and Innovation**. We are proud of our values because they guide us in how we work allowing us to achieve the best possible outcomes for our young people, communities, and colleagues. No matter what your role is, where you're based, or what your career goals are, our values act as a guide to empower you to do your best work.

What Sets Harris Apart

We are a Federation rather than a chain, and the autonomy of our Principals, and their individual academies is a key element of our success. In addition, the support structure from our central team provides a range of efficient and time-saving services to our academies, but Principals have ownership of running their schools to determine the best curriculum and other local policies to suit the context of their school, staff, and students.

Our head office based in East Croydon, provides expertise and guidance across Commercial, Governance, IT and Data, Finance, Estates, Procurement, HR and Recruitment, Sixth Form and Marketing. Harris academies are funded on the same basis as other state schools in England, but by negotiating shared contracts and services, and delivering other economies of scale, our academies save over £5m per year, all of which goes back into the education of our students.

As part of the central team we have more than 70 consultants, each a subject specialist and highly-skilled teachers who are available to our academies as a resource to use as they need. Their job is to create curriculum excellence in every subject. Our schools are able to access their full support to ensure the most effective curriculum intent, implementation, and impact.

From Our CEO

We see Harris as a system disrupter – whose purpose is to make life fairer for children in and around London. Our focus is to take on the most challenging schools and turn them into exceptional places of learning where everyone – staff and students – thrives.

We strive to deliver an excellent education to our young people so they can progress into top careers and the very best universities and apprenticeships, giving them the chance to fulfil their potential, no matter their background.

The secret of our success is that every Harris academy is different; every school has its own culture and ethos nurtured by its leadership team to suit the local community and context. However, all Harris academies are united by a determination to constantly improve and to quickly identify and share what works to ensure that every pupil is successful regardless of background.

As we grow, we are delighted to welcome new and experienced teachers, leaders, and support staff into the Federation, all of whom are crucial to our ongoing success. We encourage staff in their learning and development, our CPD is regularly described as 'outstanding', and all of us are committed to growing our expertise and sharing it with each other.

Sir Dan Moynihan
Chief Executive

Our Benefits

We know our success is a direct result of the hard work and dedication of our teams. No matter what your role, by joining the Harris Federation, you will be making a difference to young people across London and in recognition of this, you will be able to enjoy the tangible and intangible benefits of working at Harris.

Harris has a strong culture of collaboration and best practice, with professional development and career planning at its centre. We invest in our staff with support, coaching, mentoring, and a wide range of top-quality training programmes delivered at every level.

You will also have access to a variety of benefits, support programmes and initiatives. Visit our website to discover more.

Diversity and Inclusion

We are committed to encouraging and sustaining a positive and supportive working environment for our staff, and an excellent teaching and learning experience for our young people. As a provider of employment and education, we value the diversity of our staff and students, and all our staff are equally valued and respected. We are committed to providing a fair, equitable and mutually supportive learning and working environment for our students and staff.

Our work will impact many generations to come, and our staff come from all backgrounds and walks of life, coming together to inspire young minds. We promote an inclusive culture that embraces the valuable and enriching contribution that all of our community make. We continue to be proactive in uplifting and supporting all voices at Harris.

Job Purpose

- To support the academic staff in the delivery of the Science curriculum (Biology, Chemistry and Physics).
- To ensure Health & Safety responsibilities are met.

Main Areas of Responsibility

Operational/Strategic Planning

- Ensure all equipment prepared for lessons in accordance with Teacher specifications.
- Organisation, preparation, repair, cleaning, transport and collection of all Subject related equipment and materials.
- Assist & support in practical lessons as requested.
- Participate in enrichment activities as requested.
- Understand the Schemes of Work & syllabi of Science in order to prepare for practical lessons.
- Preparation of Stock Orders.
- Responsibility for general Departmental administration including photocopying etc.
- Ability to keep up to date records and logs of all necessary paperwork (including stock records and maintenance logs).
- Participation in all appropriate INSET activities.
- Ensure full implementation of all H&S regulations across the Subject areas.
- Carry out Risk Assessments for Technician activities.
- Organise the safe and secure disposal of hazardous waste.
- Organise the efficient storage and record keeping of chemicals, equipment and machinery.
- Carry out safety checks on Science equipment and record faults and action taken.
- Keep up to date with H&S regulations and with Subject specific developments.
- Attend regular meetings with other support and technical staff.
- Attend Subject specific meetings.
- Under the general direction of Subject Leader undertake other tasks that may be required commensurate with the level of the postholder.
- To assist in the development of appropriate resources, schemes of work and teaching strategies in the subject area.
- To contribute to the Academy's Improvement Plan and its implementation.
- To ensure the effective/efficient deployment of resources.
- To attend all appropriate meetings.
- To plan and prepare adequately for the purposeful accomplishment of your responsibilities.
- To contribute to the whole Academy's planning activities.

Reporting to:	Director of Science
Liaising with:	Principal, Senior Leadership Team, Directors, Deputy Directors, Subject Leaders, Student Support Services and relevant staff with cross-Academy responsibilities, relevant non-teaching support staff, parents and Governors and other stakeholders.

Additional Responsibilities

- To manage the allocation of work between the postholder and the other technician(s). To ensure the quality of the work provided by the other technician(s) is of an appropriate standard for the purpose required, arrange training, appraisal and performance management.
- To assist and advise staff on the preparation and layout in the classrooms for practical exercises. To undertake demonstrations and help students with learning activities when required by the teacher.
- To be responsible for the safety, repair and general maintenance of all resources, equipment and tools in conjunction with the appropriate line managers.
- To advise these on any maintenance or inspection needed by the equipment which is beyond postholder's competence.
- To be responsible for the welfare and care of the plants and animals in the science area and the security of the equipment.
- Carry out and ensure that photocopying is carried out and filing on behalf of the relevant areas as well as other general admin duties required from time to time.
- To be responsible for stock keeping, using the computerised stocktake database to include chemicals, equipment, textbooks, stationery, etc. and ensuring that appropriate levels of stock are maintained. Carrying out regular stocktaking checks and ordering as necessary.
- Raising orders for stock and monitoring budget expenditure, in conjunction with the relevant subject area needs.
- To ensure supplies, materials and equipment are correctly invoiced, placed on the inventory and are stored with due regard to health and safety.
- To make up special equipment or modify from existing equipment as necessary from sketches or instructions supplied by the science teaching staff.
- To work in close association with other technical staff and admin support staff as required and to assist in keeping areas in neat, clean, tidy and safe condition.
- In conjunction with the appropriate teachers to advise students on the safe and proper use of tools and equipment and on the correct and safe way to carry out learning activities. To also advise and train staff, as necessary, on Health and Safety issues and on the best way to carry out practical work, new ways of demonstrating experiments, new techniques or procedures available.
- To pay due regard to Health and Safety in the school, including the update of the Science Health & Safety Policy (in conjunction with the Head of Department). Science Department risk assessments and make arrangements for the necessary inspections to comply with the existing legislation liaising with the Local Authority Officer at the annual Health & Safety Audit.
- To contribute to the update and improvement of the different areas in response to changing needs.
- To seek opportunities to develop the role of technician in order to better serve the changing needs of the school.

Quality Assurance

- To ensure that challenging targets for achievement are met, communicated to staff and students and that all staff work positively towards reaching them.
- Accountable for ensuring rigorous and effective systems of self-evaluation and review are carried out in line with school policy and that information collected through the process is used to make changes that will impact positively on student achievement.

Communications

- To ensure all members of staff are familiar with the aims, objectives and policies of the school.
- To ensure effective communication/consultation as appropriate with the parents/carers of students.
- To attend meetings as appropriate.

Marketing and Liaison

- To contribute to the academy liaison and marketing activities.
- To contribute to the development of effective subject links with partner schools and the community, attending where necessary events in partner schools.
- To contribute to the effective promotion of the subject at open days/evenings and other events.

Student Support

- To contribute to the whole academy's planning activities.
- To assess record and report on the attendance, progress, development and attainment of students and to keep such records as are required.
- To maintain discipline in accordance with the Academy's procedures and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.

Academy Ethos

- To undertake such other duties as may be required, commensurate with the level of responsibility of the post
- To engage actively in the performance review process, addressing appraisal targets set in conjunction with the line manager each autumn term
- To participate in training and other professional development learning activities
- To promote equal opportunities and celebrate diversity in all aspects of the academy
- To play a full part in the life of the academy community, to support its distinctive aim and ethos and to encourage staff and students to follow this example
- To support and attend academy events such as Open Evening
- To promote actively the academy's corporate policies
- To adhere to the academy's Dress Code
- To comply with the academy's Health and Safety policy and undertake risk assessments as appropriate
- To be familiar with and promote safeguarding requirements, demonstrating adherence to the DfE Guidance 'Keeping Children Safe in Education and the academy's Safeguarding/Child Protection policies
- To be aware of and comply with all academy and Federation policies and procedures, in particular those relating to conduct, child protection (as above), health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The academy will endeavour to 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 (as defined in the Equality Act 2010).

Following consultation with you this job description may be changed by management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Person Specification

Area	Essential	Desirable
Knowledge & Experience	• Sound knowledge of Management information systems • Excellent numeracy, literacy, organisational and communication skills • Experience of working under pressure and meeting deadlines • Experience of working on one's own initiative and to work within a team • Experience of working flexibly in response to changing situations • Evidence of relevant qualifications & further training • Knowledge of appropriate Health & Safety regulations	• Experience of working in a school • Suitable qualifications in admin tasks
Skills & Abilities	• High Quality ICT Skills including Word, Excel & Power Point • Ability to work accurately under pressure and meet deadlines • Ability to use and adapt other CMIS & ICT packages to promote effective administration, organisation, communication and management • The ability to encourage and inspire young people to achieve • Excellent listening skills and sensitivity in complex situations • Ability to prioritise and set personal targets • Ability to be flexible and adapt to change • Ability to work as team player and to foster good working relationships with a variety of different people in Academy • Good telephone manner and presentation of professional image • Good organisational & interpersonal skills which indicate a warm, efficient and hospitable manner to all	
Academy Ethos	• Enthusiasm for and commitment to the achievement of the Academy's overall vision for success at all levels • Motivation to work with children and young people • Ability to build & sustain professional standards, relationships & personal boundaries with young people • Emotional maturity & resilience in dealing with challenging behaviours • Ability to contribute towards creating a safe & protective environment • Empathy with the aims and objectives of Harris Federation • Willingness to continue professional development • Commitment to maintaining high standards & expectations • Commitment to contributing to academy life as a whole • Commitment to equality of opportunity, valuing diversity and the safeguarding and welfare of all students	

We will consider any reasonable adjustments under the terms of the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post. The job-holder will ensure that academy policies are reflected in all aspect of his/her work, in particular those relating to:

1. Equal Opportunities
2. Health and Safety
3. General Data Protection Regulations (2018) and Data Protection Act (2018)

4. Safeguarding children

Applying For The Position

We encourage you to apply as soon as possible as we may interview and offer to a candidate before the closing date. Please note that we only accept applications submitted before the closing date via our careers website.

Thank you for your interest in the Harris Federation. We look forward to receiving your application.

Before You Start Your Application

Please remember to check your junk mail folders for our email communications and add us to your safe senders list to ensure all future email communication is received. This is important to ensure you are kept up to date on the status of your application and to avoid delays in the recruitment process.

To submit an application, you'll need to have ready:

- Personal information about you
- Details of your education and employment history
- Details of any qualifications and training gained
- A CV and/or supporting statement to upload

Help and Support

For our Help and Support completing your application, visit **www.harriscareers.org.uk**

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