



# THE URSULINE ACADEMY ILFORD

*A Catholic Secondary School for Girls Aged 11-19 in the Diocese of Brentwood*



## MISSION STATEMENT:

*We are a Catholic community of faith, love and service  
rooted in the spirit of St Angela.*

*Through Christ and the Gospel and in our diverse community  
we strive to provide an environment for young women  
to flourish spiritually, academically and socially.*

*Together we are the Ursuline Academy Ilford.*

## SCIENCE TECHNICIAN

April 2024



## WELCOME FROM THE HEADTEACHER



The Ursuline Academy Ilford is a four-form entry Catholic comprehensive school for girls aged 11-19, serving students who are supportive of and fully committed to the Catholic ethos of the school. Students who come here, join a community that is committed to success.

The school was founded by the Ursuline Order in 1903 and has been providing high quality education and pastoral care ever since. The school has a strong sense of community underpinned by Gospel values. Visitors regularly remark on the purposeful working atmosphere in which all are expected to do their best. We have an inclusive and community-focused ethos of which we are very proud. Our pupils are welcoming, engaging and articulate. They are ambitious for the school and for their own life beyond it. Consequently, students' behaviour for learning is exemplary.

Governors and staff at the school commit themselves to:

- Recognising the value and uniqueness of every student we teach
- Ensuring that the school is a safe place to be and one where the interests of justice are served
- Creating a community which is inclusive, one whose basis is mutual respect and equality
- Maintaining the long tradition of trust, cooperation and courtesy
- Generating good order and discipline based on sound relationships between staff, students, parents and carers
- Nurturing the religious and intellectual lives of our students through curricular and extra-curricular activities
- Inviting parents and carers to play an active role in their daughter's development, academically, spiritually and morally.

I am delighted you are interested in our school and hope this gives you some insight into who we are and what we stand for.

Fiona A Stone  
Headteacher

# THE URSULINE ACADEMY ILFORD

## SCIENCE TECHNICIAN

**From: Dependent on candidate availability**

**2 days, 11 hours per week (Term Time only)**

**FTE Salary; £26,523 (inc. Outer London Allowance) per annum**  
**Actual Salary: £7,095 (inc. Outer London Allowance) per annum**  
**Pay Scale 4 – Range 7 to 11**

We are looking to recruit a suitably experienced Science Technician to join our team. S/he will be a key contributor to this hugely successful, popular and oversubscribed Academy whose ethos is underpinned by Gospel values and the Ursuline motto of "Serviam".

The successful candidate will ideally be an enthusiastic, motivated, friendly and well-organised individual who is able to work effectively with a range of colleagues as well as self-manage their own tasks and workload. The successful candidate will have suitable experience working within a school setting. The person appointed will make a significant contribution to the smooth running of the academy's science department.

### **HOW TO APPLY**

Application Form is available to download from [www.uai.org.uk/vacancies](http://www.uai.org.uk/vacancies). Please submit a letter of application together with your application form, your letter should address the selection criteria and include your thoughts on what makes a good Science Technician within a school environment.

Please return your completed application form via email to: [applications@uai.org.uk](mailto:applications@uai.org.uk)

Visits can be arranged by appointment please contact our HR Officer for details.

**Applications will be assessed upon receipt and we reserve the right to interview and appoint prior to the closing date. Early applications are therefore strongly advised. References will be taken up prior to interview.**

The Academy is committed to safeguarding and promoting the welfare of children. To ensure that this is achieved we expect all employees to share this commitment and staff will be recruited and selected in line with Safer Recruitment Policy and practice. The successful applicant will undertake an enhanced DBS check.

***Please note we are unable to accept CVs.***

**Closing Date:** 30<sup>th</sup> April 2024

**Interview Date:** To be confirmed



## JOB DESCRIPTION

### SCIENCE TECHNICIAN

**REPORTING TO:** Head of Science  
**LIAISING WITH:** SLT, Teaching and Support Staff and others as required

Fundamental to fulfilling the responsibilities of this post is the ability to respond flexibly, positively and successfully to the changing demands that are a part of school life. This Job Description is a guide to the level and range of responsibilities the post holders are expected to undertake. It is neither exhaustive nor inclusive and may change from time to time to meet changing circumstances and demands.

#### Science Technician

- To assist and advise teaching staff on the preparation and layout in classrooms for practical exercises, running trials of experiments, demonstrations and helping students with learning activities as appropriate.
- To ensure equipment and materials prepared for lessons are to the specification of the teacher requisitions, including making up special equipment or modifying from existing equipment as necessary from instructions supplied by the science teaching staff.
- 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 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 assist in 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.
- Ensure understanding of science syllabus and schemes of work in order to prepare for practical lessons adequately.
- To assist with stock keeping, using the computerised stock take 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.
- To undertake safety checks as required and comply with the requirements of Health and Safety, COSHH and other relevant legislation and school documentation. This to include carrying out appropriate risk assessments for practical and technical activities.
- Ensure Implementation of health and safety regulations across the subject area.
- To assist in ensuring that all equipment and materials are stored safely and securely, ensuring that they are maintained in good condition, with clear records, and readily available for issue.
- To dispose of used chemicals/hazardous waste in a safe manner as well as ensuring that hygiene and health and safety standards are maintained in the laboratory and preparation areas.
- To undertake basic maintenance and cleaning of equipment and to organise its construction, cleaning, servicing and repair as required in accordance with manufacturer's instructions.
- Keep up to date with health and safety regulations and with developments in practical science, attending relevant courses and reading publications;
- To work in close association with other technical staff to assist in keeping areas neat, clean, tidy and in a safe condition in readiness for lessons, as well as cleaning and making safe spills, breakages and related incidents that require careful handling and ensuring.

#### Additional Responsibilities

- 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 carry out specific tasks as directed by the Coordinator of Science/Senior Science Technician during academy holiday periods.
- To participate in academy day trips as requested.
- To support the overall work of the Science Department, as requested.



**General**

- Attend and participate in relevant meetings, training and other learning activities.
- Be aware of and comply with the policies and procedures relating to safeguarding and promoting the welfare of children, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To demonstrate an understanding of, and commitment to equal opportunities and diversity and to the standards of customer care.
- To support the policies and aims of The Ursuline Academy Ilford.
- Be responsible for own health and safety as well as that of colleagues, students and the public.
- Assist when required with general administrative duties as directed by the SLT.

**DECLARATION**

I have read the job description and agree to all the terms and conditions set out. I also agree to comply with all Academy Policies, Child Protection /Safeguarding and Health & Safety regulations. I further understand that the above does not constitute an exhaustive list and I agree to undertake any reasonable request made of me by the Headteacher or Deputy Headteacher acting on his/her behalf.

Name:

Signature:

Date:





## PERSON SPECIFICATION SCIENCE TECHNICIAN

<b>L = Assessed by Application</b>	<b>I = Assessed at Interview</b>	<b>R = Assessed by Reference</b>	<b>E = Essential</b> <b>D = Desirable</b>
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### MINIMUM EDUCATION / QUALIFICATIONS

Educated to A Level or equivalent (A Level in either physics, chemistry or biology)	L			E
COSHH training, as appropriate	L			D
Good understanding of a range of chemicals and their properties	L	I		D

### MINIMUM EXPERIENCE / KNOWLEDGE / SKILLS

Experience or solid understanding of working as a technician in a school or educational establishment, undertaking a range of practical tasks	L			D
Experience of managing and being responsible for own workload	L	I	R	D
Excellent verbal and written communication skills	L	I	R	D
Excellent organisation skills	L	I	R	D
Ability to work independently and as part of a team	L		R	E

### MINIMUM COMPETENCIES

Literacy/Numeracy skills	L			E
Ability to liaise effectively with members of and staff at all levels	L			E
Ability to prioritise and coordinate work	L	I		E
Ability to work as part of a team and on own initiative	L			E

### OTHER JOB REQUIREMENTS

Motivation to work with students/young people	L	I		E
Flexible approach to work	L	I		E

### SAFEGUARDING:

Be aware of and comply with the policies and procedures relating to safeguarding and promoting the welfare of children, health, safety and security, confidentiality and data protection	L	I	R	E
To demonstrate an understanding of commitment to equal opportunities and diversity and to the standards of customer care	L	I		E
Be responsible for own health and safety as well as that of colleagues, students and the public	L	I		E
Emotional resilience in working with challenging behaviours	L	I		E