



**NOTTINGHAM**  
FREE SCHOOL

Job Application Pack

## **Science Technician**

Salary: Scale 3 £18,795 - £19,171 pro rata per annum

Contract: Permanent, Full Time (37 hours pw), Term time only

Closing Date: Monday 25 November 2019 at 9am



## **Letter from the Head of School**

Dear Candidate

Thank you for expressing an interest in working at Nottingham Free School. On behalf of the whole Nottingham Free School community, I extend you a very warm welcome.

I am really proud to be the Head of Nottingham Free School which opened in September 2014. We currently have over 500 students in years 7 to 12 and are over-subscribed with applications for each year group. Our sixth form provision starting with year 12 opened in September 2019 offering a suite of A Level courses.

Our aim is to be an 'Outstanding' school for our community with high aspirations for all of our students both academically and socially. The extended school day enables us to provide our students with a rich variety of activities both within curriculum subjects, study support and our enrichment lessons.

It is our core belief that every student has the innate ability to succeed whatever their starting point and our experienced staff will work hard to ensure excellent rates of progress for every individual.

The next few years will continue to be a very exciting time as we grow and develop together and we are looking for staff with a flexible approach and a desire to be part of an excellent educational provision.

**Jenny Brown**  
Head of School



## **Letter from the CEO**

Dear Candidate,

We are immensely proud of the Nottingham Free School which opened in September 2014. The Nottingham Free School exists as a direct result of the local community's need for good secondary education provision within the Sherwood area.

This small, friendly school embodies an ethos of high aspiration for all its students whilst at the same time nurturing and supporting personal growth.

The very nature of the Nottingham Free School demands staff of the very highest calibre and we would encourage applications from people who share our vision and high expectations.

Working at Nottingham Free School is a unique opportunity and privilege.

Thank you for your interest.

**John Tomasevic**

CEO of the Torch Academy Gateway Trust



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## **Application Details**

Thank you for your interest in the Science Technician vacancy at the Nottingham Free School. Further details of this post, the school and the Trust are included in this pack and details of how to apply can be found below.

## **How to Apply**

Should you wish to apply for the post, please complete an online application form and attach a covering letter addressed to Mrs. Brown, which clearly demonstrates your suitability for this role.

The online application form for this role is located on the current vacancies page of the school website [www.nottinghamfreeschool.co.uk](http://www.nottinghamfreeschool.co.uk). Wherever possible, please provide email addresses for your referees.

## **Closing Date**

Please ensure your application arrives by 9am on the closing date of Monday 25 November 2019.

## **Interview:**

Interviews dates for the role have yet to be confirmed. If you have not heard from us within 2 weeks of the closing date, please assume that unfortunately, on this occasion, your application has not been successful.

## **Safeguarding**

The Nottingham Free School is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.



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## **Job Description - Science Technician**

Reports to: Head of Department

### **Key purpose of the job**

To assist curriculum leaders and teachers to deliver successful practical lessons.

### **General Responsibilities**

- To promote the corporate image of the school and high standards of behaviour and courtesy among students
- Establish effective working relationships and set a good example through presentation and personal and professional conduct.
- To communicate effectively with the public and wider community and provide effective support for teaching staff and students.
- To promote and support the implementation of the school's aims, policies and values.
- To work flexibly as part of the support staff team to contribute to the smooth operation of the school.
- To use the schools computer hardware and software packages where appropriate.
- Contribute to the corporate life of the school through effective participation in meetings and management systems necessary to coordinate the management of the school.
- To commit to safeguard and promote the welfare of children and young people.

### **Key responsibilities**

- Preparing equipment and material for KS3, KS4 and KS5 biology, chemistry and physics lessons including stock and standard solutions, specimens and set up apparatus required for class demonstrations and practical work.
- Deliver equipment and chemicals to laboratories in a safe manner. Heavy items to be split when possible, seeking assistance from others when required and transported using appropriate aids.
- Check and return of equipment and chemicals to store after lessons.
- Assisting students and teaching staff with classroom practicals and demonstrations.
- Advising teaching staff on performing demonstrations, conducting practicals and the safe use of chemicals used within said lessons.
- Maintenance of a safe working environment, including the cleaning of laboratory sinks and surfaces.
- Ensuring the availability of materials, apparatus and equipment for demonstration lessons and student practical work.



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- Repair and maintenance of science equipment and reporting equipment for repair if outside of capabilities.
- Construction and/or modification of science teaching aids and testing new experiments.
- Operating an efficient system for stocking, storing, transporting and distributing all items in department.
- Maintaining a good stock of necessary materials and operating and administering stock control and ordering procedures, preparation of requisitions, checking deliveries etc.
- Being responsible to the Head of Department for the maintenance and upkeep of the preparation rooms and advising on any improvements which can be made in this respect.
- Monitoring of store and chemical temperature levels.
- The safe treatment and disposal of used materials including biological, chemical wastes and hazardous substances.
- Taking responsible care for health and safety of self and of others that may be affected by your activities and having a good understanding of CLEAPPS and COSHH.
- Making petty cash purchases.
- Cleaning of apparatus used by teaching staff or students if it is difficult or dangerous.
- Sterilisation of equipment and apparatus which may require the use of pressurised equipment.
- To maintain an up-to-date technical knowledge, participate in the school's appraisal system and other procedures to identify development needs.
- To work actively to secure continuing professional growth through participating in the schools training programme and other course/development projects as required.
- To attend department, staff and other briefings as required.
- To undertake other duties as may reasonably be required by the Head of School.

### **Health & Safety**

- Comply with all statutory requirements in relation to Health & Safety and be aware of the schools Health & Safety Policy.
- Be aware of the responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions.
- To support the department head with ensuring that all COSHH, ACOP, HACCP, risk management, health and safety policies and procedures and other relevant legislation are met.



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### Person Specification: Science Technician

Factor	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• 5+A*-C including English, Maths and Science</li><li>• A levels, ideally including a Science subject, or equivalent.</li></ul>	<ul style="list-style-type: none"><li>• A degree in a science related subject</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Significant practical experience of working in a laboratory environment</li></ul>	<ul style="list-style-type: none"><li>• Experience of working as a Science Technician in a school</li></ul>
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"><li>• Effective time management skills</li><li>• Ability to prioritise workload and work towards deadlines</li><li>• Adaptable approach to work and confidence to respond and deal with unanticipated problems</li><li>• Ability to work effectively as part of a team and a willingness to support others</li><li>• Capability to work independently and use own initiative as and when required</li><li>• High level of attention to detail</li><li>• Good knowledge of practical science</li></ul>	<ul style="list-style-type: none"><li>• Knowledge of CLEAPPS and COSHH</li><li>• Knowledge of the science curriculum (Key stage 3-5)</li></ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"><li>• Outstanding communication skills</li><li>• Approachable</li><li>• Ability to establish good working relationships with teaching staff and pupils.</li><li>• Reliable</li><li>• A commitment to safeguarding and promoting the welfare of young people</li></ul>	



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## **Overview of the Trust**

Nova Education Trust is a dynamic and growing Multi Academy Trust based in the East Midlands. Our Trust Group is committed to providing high quality education to all our students, regardless of their backgrounds. Our portfolio of schools covers both secondary and primary phases, working in a range of contexts.

Our values are central to the positive ethos that we develop throughout our group of schools. This approach is focused on securing success for all our learners and providing them with the very best life opportunities.

We believe nothing is more important than making a difference to children

## **Overview of the School**

### **Vision**

Our vision is to ensure all our students achieve a good career through university or equivalent training. Our high aspirations combine the key strands of a strong achievement, employability skills and consideration towards others, which is summed up in our motto 'work hard be kind'. These principles, which guide our school community, enable our students to reach this goal and be well rounded citizens who are highly desired by higher education and employers.

### **Ethos**

The ethos of the Nottingham Free School is highly academic embedded in a strongly disciplined learning environment. We believe that all children can succeed regardless of background or prior learning. All students will be treated as an individual and their needs understood and catered for in each and every lesson. Students will feel safe and supported at all stages in their intellectual, physical and social development. Strong support will be provided to guide students to make the right decisions. We will develop well rounded, confident, outward looking individuals who will be fully prepared to compete with the best and become future leaders. Nottingham Free School is developing partnerships with our community and our students will be active citizens during their time at school and beyond. Our school motto is 'work hard, be kind'



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To summarise:

- We ensure an 'achievement for all' culture, with the core belief that every student can achieve
- We offer a wide range of activities that enables students to reach their potential
- We provide a caring and supportive learning environment for students to develop in a safe and secure setting
- We develop student leadership skills and abilities and create enabled future leaders.
- We encourage students to be involved in decision-making and students will help shape our enrichment offer.
- Students are encouraged to take responsibility and act as role models to others.
- We develop students' communication skills, through explicitly teaching public speaking and LAMDA qualifications
- We deliver high quality, engaging lessons
- We expect students to develop independent learning skills and to complete work outside of the classroom
- We openly work with our community to develop working partnerships that enrich the lives of our students and the wider community.
- We explicitly aim to increase the number of students accessing higher education from our community.
- We promote traditional values of pride and respect
- We do not accept or tolerate any form of bullying or anti-social behaviour.

## **Achievement**

We have very high academic aspirations for our students and expect them to make rapid rates of progress in all of their lessons from each of their starting points.

We have developed a curriculum designed to challenge and engage students, offering them the very best preparation for examination success and the skills and confidence required to make full use of those qualifications.

Exciting, engaging and inspiring lessons lie at the centre of our curriculum and as a school we constantly strive to provide students with the very best educational experiences.

Should a student require additional support Nottingham Free School provides a range of support services that will ensure every student's success, whatever their individual educational needs.



## **CPD (Continuous Professional Development)**

A continuous professional development programme provided when necessary to fulfil the role to the required level.

## **Pastoral**

At the core of this provision is a year system led by a Head of Year and supported by the Achievement Co-ordinator, Tutors, Student Welfare and Learning Support teams.

This system provides students with the care they need whilst allowing them to nurture friendships and develop a strong sense of community.

Tutors play an active role in ensuring that students are happy, well supported and fully engaged in school life and serve as the first point of contact between school and home. There are regular updates of students' progress through termly reports, data on our online 'Insight' package, annual parent consultation days with tutors and a parents' evening with subject staff.

The attainment and well-being of students is closely monitored throughout each year, ensuring that they are recognised and rewarded when they succeed but also supported when things are more challenging.

Nottingham Free School is a very caring community and the health, happiness and well-being of students underpins our overall ethos and philosophy.

## **Curriculum**

Our curriculum follows National Curriculum guidelines and aims to provide a broad and balanced learning experience for all.

At Key Stage 3 our two-year programme covers all the National Curriculum subjects. Students are taught in ability groups in the majority of subjects.

During our three year Key Stage 4 programme the majority of students will study the English Baccalaureate core subjects of English, Mathematics, Science, a Modern Foreign language and a humanities subject such as Geography or History.

A wide range of option subjects including visual and performing arts, technology, sports, and ICT courses supplement the core curriculum. We expect all our students to achieve at least 8 passes at GCSE grade 5 or above including the English Baccalaureate subjects.



Students will continue to progress into years 12 and 13 to study a range of A Level facilitating subjects. These choices will enable students to have access to universities including those in the Russell group or employment and further training.

## **Enrichment**

Our extended school day is a compulsory provision for all students for four days a week. This gives students the opportunity to have dedicated time to complete homework and revision in a supportive, supervised environment and also take part in a wide range of enrichment activities. These will always include a wide range of activities which cover sports, creative and performing arts, science and activities which promote positive mental health. These sessions are supported and delivered by teaching staff, external providers and volunteers from our local community.

Music is very important to us and we encourage students to take up or continue playing a musical instrument. All year 7 and 8 students will have a traditional music lesson and an instrumental lesson each week. All year groups also have the opportunity to receive private music tuition during the school day.

We plan residential, trips and visits to complement the curriculum and trips abroad to widen horizons and raise aspirations of all students.

## **Student Voice**

Student voice is an active part of Nottingham Free School with a student council consisting of student representatives from each year group. They are included in some decision making for the school and may be part of the interview process for staff appointments.

Students will also have the opportunity to take on leadership roles by being Primary school ambassadors and coordinating and leading many initiatives within our enrichment and charity activities.

## **Safeguarding and Child Protection**

The Trust and all its schools are committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. All new staff within the Trust will be subject to an enhanced DBS check.



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Each school in the Trust has a designated senior member of the leadership team who is responsible for referring and monitoring any suspected case of abuse. All members of staff will receive training in line with our child protection policy.