



Job Application Pack

Science Technician

£18,795 - £19,945 (pro rata) Full-time
Term time plus two weeks

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Letter from the Principal

Dear Applicant

Thank you for your interest in our recently advertised post of **Science Technician** at the Nottingham University Academy of Science and Technology (NUAST).

NUAST is a centre of Excellence in Science, Engineering and Computing/IT. We are a specialist academy teaching students aged 11-19 years old. Our aim is to ensure that young people who are passionate about STEM have opportunities to realise their maximum potential with us. We currently have 550 students and we will grow to our capacity of 840 students during the next few years. NUAST opened as a 14-19 school in 2014 and we took our first Year 7 cohort in September 2018. NUAST is well regarded within Nottinghamshire and is over-subscribed for entry.

It is an exciting time to join NUAST as the academy moves towards its full pupil cohort. The person appointed to this role will have a key opportunity to develop and shape the academy.

The NUAST staff team is dedicated to ensuring that our strong and caring pastoral system encourages and supports our students to access the excellent specialised facilities and the unique opportunities available. NUAST has achieved excellent results and has firmly established a reputation for academic success.

Working at NUAST will be an exciting and challenging chapter in the career of any teacher. Along with the responsibilities associated with the position, the successful candidate will be responsible for helping to form the culture, ethos and working practices of the Academy at every level. Our OFSTED inspection graded us as Good overall and Outstanding for Sixth Form. We seek to appoint a Receptionist who will help us develop as we move forward to becoming Outstanding in every aspect of our work.

I look forward to receiving your application.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Robert White', is positioned above the printed name.

Robert White

Application Process

If you feel that you could contribute to the students and team at NUASt, we would welcome your application.

All applications need to be submitted online via Vacancy Filler
<https://www.vacancy-filler.co.uk/>

Wherever possible, please provide email addresses for your referees.

Closing date: please ensure your application arrives by 5pm on the closing date of Sunday 21st July 2019.

Interviews for the role will take place on Tuesday 13th August 2019.

If you have not heard from us within five days of the close of application this means that you have not been successful on this occasion.

About NUAST

The Academy

NUAST is an 11-19 academy based in Nottingham offering the very best educational opportunities for our students.

With specialist teachers, specialist facilities and the unique opportunity to work with the University of Nottingham and industry partners at KS3, KS4 and KS5. NUAST offers our students specialist STEM teaching and a broad range of subjects that will support their future progress to further study or employment.

Curriculum

Our curriculum balances specialist teaching in STEM with the other core subjects which students will need to get a place at a university or secure a good job or apprenticeship.

The Academy Day

To ensure that NUAST can offer the broadest set of experiences for each of its learners, the academy operates an extended working day.

Starting at 8.30am, the academy's formal curriculum offer operates until 3.00pm with additional after-school study provision available until 4.00pm Monday – Wednesday. Thursday sees student leave the Academy at 3.00pm with staff CPD taking place until 4.00pm.

This extended day allows us to deliver our unique curriculum and provides students with the opportunities to access a wide range of enrichment activities.

Pastoral Care

At NUAST student's well-being is of primary importance to us. As a small academy we can offer a high level of care and guidance. All students will have a learning mentor.

Mentors will guide and support students throughout their time at NUAST. In addition all students are offered specialist career advice with the support of our University and Industry partners.

In terms of behaviour, we have a very simple approach. Work hard and be kind.

Industry Partners

From the very start, NUAST has had the support and guidance of some of the biggest industry names in engineering and information technology. Their knowledge and understanding of the skills and attributes required to become a future employee in their fields has guided the curriculum and helped shape the facilities.

As students learn and train at NUAST, they will have the opportunity to work with these companies alongside NUAST teaching staff. Students will leave NUAST fully equipped to enter the world of work or higher education with an enviable set of experiences and

contacts.

NUAST has many partners, some of which are listed below:

Rolls-Royce Siemens Toshiba XMA Esendex Experian

Employer engagement has proved to be invaluable. We seek to expand this to all areas of the curriculum.

Education Partners

In addition, NUAST is sponsored by the University of Nottingham, which provides students with access to world-class research facilities and staff. The university will provide opportunities to develop academic experiences and knowledge.

Students wishing to pursue degree level courses will be given help and support when applying to university.

Finally, education provision is supported by the Nova Education Trust.

As education partners, the Trust deliver exceptional educational support with access to curriculum and pastoral groups, and support in areas such as safeguarding, Governance and other central service functions.

Facilities

Housed in a purpose-built, iconic building, NUAST offers the most advanced GCSE and Post 16 facility for the teaching of science, mathematics, engineering and computer science in the local area.

Industry standard science, IT and engineering facilities are complemented by a full suite of teaching rooms covering all key English Baccalaureate subjects.

Having opened in Autumn 2014, the building is designed to provide our students with all the experiences they will need to enter higher education or industry. The building has been designed as a modern workplace: open, light and attractive with excellent catering, study and outdoor spaces.

NUAST is a remarkable investment in the young people of the East Midlands.

For more information about the academy visit: www.nuast.org.uk



NUAST Job Description

JOB TITLE	Science Technician
HOURS OF WORK:	Full-time, 37 hours. Term time plus two weeks
SALARY SCALE:	£18,795 - £19,945 (pro rata) Term time plus two weeks
CONTRACT TYPE:	Permanent

This job description identifies our expectations of support staff at NUASt.

You are required to carry out your duties in line with the stated ethos and principles of the school.

Detailed information of your hours of work and leave entitlement are contained in your contract of employment. In general, support staff are required to work a 37 hour week (or pro rata) and arrangements for lunch breaks, start and finish times are by agreement with your immediate line manager and the Support Staff Line Manager. Annual leave and public holiday entitlements are as stated in your contract and all applications for leave should be approved by the Support Staff Line Manager.

You are required to carry out your duties in line with the stated ethos and principles of the school.

Directed time:

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on any or all of them.

PART A

General Responsibilities

- To promote the corporate image of the school and high standards of behaviour and courtesy among pupils.
- To communicate effectively with the public and wider community and provide effective support for teaching staff and pupils.
- 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.
- To commit to safeguard and promote the welfare of children and young people.

Specific 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 pupils and teaching staff and student teachers with classroom practicals and demonstrations.
- Advising teaching staff and student teachers 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.
- To support the other science technicians in ensuring the availability of materials, apparatus and equipment for demonstration lessons and student practical work.
- Repair and maintenance of science equipment and reporting equipment for repair if outside the capabilities of the technician.
- 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 and other technicians 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.
- Cleaning of apparatus used by teaching staff or pupils if it is difficult or dangerous.
- Sterilisation of equipment and apparatus which may require the use of pressurized 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.

Person Specification:

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