

# Recruitment Information Pack



## Science Technician

30 hours per week term time only, plus 3 training days

Grade 6 - £16,413 – £16,689 (actual salary)

Required from autumn 2024

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# Vision, Values and Ethos

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## **Widening horizons and enabling excellence**

Staff and Students have created the values that Winstanley stands for in promoting learning for life.

All members of the community SHINE.

This means we believe in:

**Supporting others**

**Hard work**

**Independence**

**Never giving up**

**Excellence**

Everything we do is related to these values

**We SHINE**

# The Application Process

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Completed application forms should be returned to [shambleton@winstanleyschool.org.uk](mailto:shambleton@winstanleyschool.org.uk) or by post to

**F.A.O:**  
**Mr Dave Bennett, Executive Headteacher**  
The Winstanley School,  
Kingsway North,  
Leicester,  
LE3 3BD

An email will be sent to shortlisted candidates with details of the interview process.

## Queries

If you have any queries on any aspect of the application or need additional information please contact the school office on 0116 289 8688 or email [shambleton@winstanleyschool.org.uk](mailto:shambleton@winstanleyschool.org.uk) or visit our website [www.winstanleyschool.org.uk](http://www.winstanleyschool.org.uk)

Thank you

## Science Department

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Science is a strength of the school and the department is in very good shape with a lead practitioner, within a team of 6 teachers led by a dynamic head of department. We have a fully equipped prep room managed by a fantastic lab technician.

Triple Science is now being taught to all classes from Year 9 onwards and has provided all students the opportunity to study science at a greater depth.

There will be a high level of support from the Head of Department, as well as the informal support offered by what is a closely knit team. Science is taught for six hours per fortnight at Key Stage 3 and ten hours per fortnight at GCSE from Year 9 onwards.

# Advert

## Science Technician

**30 hours per week over 38 weeks per year plus 3 training days (68.68 % contract)**

**Actual salary: Grade 6 - £16,413 - £16,689 (pro-rata of £23,898 - £24,300)**

The LiFE Multi-Academy Trust is seeking to appoint an enthusiastic and committed Science Technician to work within our Science department at The Winstanley School. The successful candidate will have a real passion for science and helping our students to achieve their full potential. You will possess a real passion for contributing to the learning of our young people and be able to promote the vision, and to live the values, of the LiFE Multi-Academy Trust.

The Winstanley School is a popular and expanding 11-16 school situated in the heart of the vibrant and engaged Braunstone Town community. The Winstanley School is increasingly the school of choice for parents living in the local community and has recently been recognised as good by Ofsted. The school is part of the LiFE Multi-Academy Trust of which Bosworth Academy is the lead institution.

**GCSE 'C' or above in maths & English (or equivalent) are essential.**

Please contact the school office on 0116 289 8688, via e-mail [shambleton@winstanleyschool.org.uk](mailto:shambleton@winstanleyschool.org.uk) or visit [www.winstanleyschool.org.uk](http://www.winstanleyschool.org.uk) for further details and application form.

**The closing date for completed applications is 9am on Tuesday 7<sup>th</sup> May 2024**

*LiFE Multi Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment will be subject to a DBS check and an online search.*

*At LiFE Multi Academy Trust we embed the principles of equality, diversity and inclusion into everything we do. As a Trust we actively encourage applications from those in minority groups and with diverse backgrounds.*

The Winstanley School, Kingsway North, Braunstone Town, Leicestershire, LE3 3BD

Tel 0116 2898688, email [office@winstanleyschool.org.uk](mailto:office@winstanleyschool.org.uk)  
Executive Headteacher: Dave Bennett

April 2024

Dear Applicant

**Science Technician**

Thank you for your interest in the above post.

Thank you for your interest in the above post. As Headteacher, I am very proud to lead the Winstanley School. It is a small, dynamic school which is a very welcoming and friendly place to work. The staff are passionate about providing all the young people, irrespective of the challenges and difficulties they face, with the best opportunities and experiences possible. At the heart of our mission is providing hope for our community through our SHINE values.

We are seeking to appoint someone who has energy, enthusiasm and who enjoys working supportively with young people as a Science Technician. This role can be challenging and the person appointed will need to be able to work creatively with a range of individuals across our academy, have stamina and will need a sense of humour

The following information is included in this pack:

- Job Profile and Personnel Specification
- An application form can be downloaded from our website
- Details of our most recent Ofsted report can also be found on our website or the Ofsted website.

If you are interested in applying for the post, please complete the following:

- Application form
- Send a covering letter, outlining your relevant experience and why you think you would be suitable for this role.

The Personnel Specification indicates the specific skills and qualities we are interested in and where we expect to make judgements of these in the selection process.

Further details about the school can be found on the website at [www.winstanleyschool.org.uk](http://www.winstanleyschool.org.uk)

**Your application should be sent to Miss S Hambleton at the school by 9am on Tuesday 7<sup>th</sup> May 2024.**

I look forward to receiving your application.

Yours sincerely



Dave Bennett  
Executive Headteacher

# Job Description

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<b>Title:</b>	<b>Science Technician</b>
<b>Job Purpose:</b>	To assist in the provision of a comprehensive, efficient technical and administrative service to the whole of the Science department
<b>Responsible to:</b>	Head of Department
<b>Functional Relationships:</b>	All staff within the Science department, both teachers and technicians, and other support staff
<b>Grade and Salary:</b>	LG Grade 6, actual salary approximately £16,413 - £16,689 depending on experience, per annum, term time 30 hours per week plus training days
<b>Conditions of Service:</b>	Local Government conditions of service as of 31.03.12

## Specific Duties and Responsibilities

### Objectives:

1. To provide a first-rate support service to the Science department.
2. To enable youngsters to access and succeed in the Key Stage 3 and KS4 Curriculums in Science.
3. To work positively and collaboratively with other members of staff.

### Principal Responsibilities:

1. To provide technician and administrative support to the Science department.
2. To be vigilant re. Health and Safety and report any concerns or incidents to the Head of Science.
3. To provide general help and supervision for students within the department.

### General:

1. To liaise closely with line managers, the Head of Science and the Additional Needs Manager.
2. To keep records as required.
3. To contribute to the development of the Science and Additional Needs department.
4. To uphold whole school and department policies and practices and support the school ethos.
5. To be vigilant re. the wellbeing of youngsters and be aware of child protection procedures, especially to report any concerns.
6. To contribute to a positive friendly and co-operative working atmosphere in the departments and in the school as a whole.
7. To demonstrate a commitment to one's own training and development.
8. To maintain confidentiality.



### Key Tasks:

1. To be the administrator for the Science department, to include:  
Maintenance of filing system; keeping accurate records; dealing with telephone queries; photocopying, distribution of revision books; collecting trip money; ordering materials and equipment in consultation with the Head of Science.
2. To provide equipment and materials to students and Science department staff.
3. To prepare apparatus for experiments, demonstrations and open days.
4. To prepare and ensure safe control of chemical solutions and substances.
5. To see that all areas are tidy and equipment returned to storage location.
6. To demonstrate to staff the use of Science department equipment as needed.
7. To supervise and support students as needed when using science equipment and computers in the Science department.
8. To provide displays in corridors and classrooms within the science department.
9. To maintain the Science department's inventory.
10. To provide basic maintenance and repair of Science department equipment.

### General:

1. To follow departmental and whole school systems.
2. To work flexibly as required, to allow attendance at occasional after school meetings, for example, all or part of a department meeting. Appropriate time off in lieu would be given.
3. To attend relevant Teacher Days, disaggregated Teacher Days which are after school staff training sessions.
4. To take part in performance review.

# Personnel Specification

Aspects	Essential	Desirable
1. Education	Good general education Level 2 qualification in Maths and English	Additional Science qualification
2. Experience	Keen interest in Science Willing to develop further expertise	Previous experience of working within an educational setting. Experience of young people in our age range (11 – 16)
3. Skills	Confidence to deal with challenging situations Ability to develop positive relationships with students Strong interpersonal skills Strong organisational skills Strong time management skills Ability to keep accurate records Good spelling and grammar Ability to prioritise tasks	Ability to engage students in their learning
4. Personal Qualities	Positive and cheerful disposition and a sense of humour Assertive but not confrontational Honest and trustworthy Ability to work as part of a team Courteous and helpful manner Conscientious and reliable Able to work under pressure and manage personal stress Good health and attendance record Able to take initiative Able to work independently Able to keep confidentiality Well-spoken and of smart appearance Adaptable to change Liking for and positive attitude towards young people	To demonstrate the potential for further career progression Ability to predict need
Communication	Good oral and written skills Keeps colleagues and line manager well informed	
School Ethos	Positively promotes the school and upholds school values Contributes to the wider life of the school	
Suitability to work with children	Satisfies all appropriate checks (e.g. Enhanced DBS check, Right to Work in the UK)	