



Boroughbridge
High School

Technician

(Science & Design Technology)

Term Time Only (Plus 5 Professional Development Days).

NYCC Grade CD: £17,682 actual (Pay Award Pending)

Permanent

Immediate start or as soon as possible

32.5 hours per week (Monday to Friday)

Competitive salary, contributory pension scheme, employee discounts

Boroughbridge High School are currently seeking a flexible and self-motivated person with good communication and interpersonal skills to join our technician team. Working under the supervision and direction of teachers, you will provide technical assistance through the co-ordination, preparation and maintenance of equipment and teaching areas in Science and Design Technology lessons.

In return, we offer a competitive salary, an Employee Discount Scheme and access to a contributory local pension scheme.

We are seeking a highly motivated individual for this role.

The school is committed to safeguarding and promoting the welfare of young people and expects all members of staff to share this commitment.

An Enhanced DBS check will be required for this post.

Closing date: Midday, Monday 30th September 2024

Interviews: to be confirmed

For an application form please visit our school website. Completed application forms should be returned via email to vacancies@boroughbridgehigh.com or by post to Boroughbridge High school, Wetherby Road, Boroughbridge, YO51 9JX and marked for the attention of Wendy Firth

Please note that CVs will not be accepted.



Information on How to Apply

Please download an application form and complete.

Please use the section 16 “Supporting Evidence” on the application form to demonstrate how you can meet the criteria given in the advert.

Please note CVs will not be accepted. Please do not enclose a covering letter as this will not form part of your application.

We are committed to safeguarding and promoting the welfare of young people and expect all members of staff to share this commitment.

Closing date: **Midday, Monday 30th September 2024**

Interviews: to be confirmed

An Enhanced DBS disclosure is required for this post through North Yorkshire County Council. This will be arranged for the successful applicant.

Completed application forms should be returned via email to vacancies@boroughbridgehigh.com or by post to Boroughbridge High school, Wetherby Road, Boroughbridge, YO51 9JX and marked for the attention of Wendy Firth.

Thank you for your interest in this post. If you have not heard from us within 21 days of the closing date, please assume your application has been unsuccessful. In that event, may we wish you well in your search for a suitable position.

BOROUGHBRIDGE HIGH SCHOOL

ED045029

All job descriptions will be reviewed annually & set in the context of the school's aims & current development plan

BOROUGHBRIDGE HIGH SCHOOL

JOB DESCRIPTION

POST:	Technician (Science & Design Technology)
GRADE:	Grade CD (scp 3 - 6)
CONTRACT TERM:	Permanent Term Time Only plus 5 Professional Development Days (No holidays to be taken during term time unless under exceptional circumstances and with prior agreement of the Headteacher)
HOURS OF WORK:	32.5 hours per week (Monday – Friday)
RESPONSIBLE TO:	Headteacher, Heads of Department (Science & Design Technology)
STAFF MANAGED:	None
SAFEGUARDING STATEMENT:	<ul style="list-style-type: none"> • Required to work within school in supporting teachers with practical lessons e.g. Music, Science, Design Technology or Food, where the post holder may be subject to disagreeable working conditions. Due to the nature of the role, the postholder may be required to wear protective clothing for their own safety. • Enhanced DBS Clearance required.
JOB PURPOSE:	To work under the supervision and direction of teachers, as part of a technical team to support learning by providing technical assistance,

	through the coordination, preparation and maintenance of teaching areas and equipment's for pupil
Operational Issues:	<ul style="list-style-type: none"> • Prepare resources/materials/equipment for lessons, as directed. • Supports practical activities for pupils • Give basic technical advice to teachers, technicians and pupils/students which may entail assisting with demonstrations. • Offer guidance, assistance and support to pupils & teachers on the practical aspects of the curriculum. • Record observations in an appropriate manner. • Assist with basic demonstrations. • Know your role in supporting and promoting development. • Keep up to date with current procedures and practices through continuing professional development. • Undertake record keeping as required
Communication	<ul style="list-style-type: none"> • Communicate effectively with all pupils and colleagues • Liaise with all areas of the school and outside organisations. • Remember and understand the procedures and legislation relating to confidentiality issues that apply to your role. • Interact with pupils in a supportive way to aid the development of their ability to think and learn • Listen to concerns; recognise and take account of signs of change in attitudes and behaviour. • Have the ability to use clear language to communicate information unambiguously to others including children, young people, their families and carers.
Resource Management	<ul style="list-style-type: none"> • Assist with stock control, compiling orders, liaising or negotiating with suppliers and maintaining appropriate records. • Assist with designing, constructing and modifying apparatus/equipment. • Lead on routine and non-routine checking, cleaning, maintenance, testing and repairing of equipment to the required standard. • Ensure the availability of suitable materials and equipment and suggesting alternatives for suitability and economy. • Participate in training and learning activities and performance development as required.
Safeguarding	<ul style="list-style-type: none"> • Be responsible for promoting and safeguarding the welfare of children and young people that you are responsible for and come into contact with. • Have awareness and basic knowledge, where appropriate, of the most recent legislation • Be able to recognise when a child or young person is in danger or at risk of harm and know who to report your concerns to.
Systems and Information	<ul style="list-style-type: none"> • Attend staff meetings and training days by agreement with their manager Support the use of ICT and adhere to relevant policies
Data Protection	<ul style="list-style-type: none"> • To comply with the County Council's policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality

Health & Safety	<ul style="list-style-type: none"> • Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure • To work with colleagues and others to maintain health, safety and welfare within the working environment • Contribute to the assessment, monitoring and review of both health & safety procedures and information resources through a process of self-evaluation. • Carry out electrical and other safety checks, fume cupboards, pressure vessels and first aid kits etc. • Ensure the healthy, safe storage and accessibility of equipment and materials. • Under the guidance of other technicians, ensure the safe treatment and disposal of used materials, including hazardous substances and responding to actual potential hazards.
Equalities	<ul style="list-style-type: none"> • We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities • Within own area of responsibility work in accordance with the aims of the Equality Policy Statement
Flexibility	<ul style="list-style-type: none"> • North Yorkshire County Council provides front line services, which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with County Council Policies and procedures.
Customer Service	<ul style="list-style-type: none"> • The County Council requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment • The County Council requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values • Understand your own role and its limits, and the importance of providing care or support
Date of Issue:	August 2023

PERSON SPECIFICATION

JOB TITLE: Technician (Science & Design Technology)

Essential	Desirable
Experience <ul style="list-style-type: none"> • Appropriate experience of working with children, ideally relevant to the subject area 	
Occupational Skills and Knowledge <ul style="list-style-type: none"> • Good written and verbal communication skills: able to communicate effectively and clearly with a range of staff, pupils and parents. • Good literacy and numeracy skills 	<ul style="list-style-type: none"> • Demonstrable ICT skills and ability to use them as part of the learning process, or, the ability to develop ICT skills in a reasonable time frame • Knowledge of specialist equipment and materials
Qualifications <ul style="list-style-type: none"> • NVQ Level 2 or equivalent in a relevant subject. 	<ul style="list-style-type: none"> • Appropriate first aid training (<i>dependent on the school's needs – insert as appropriate</i>)
Personal Qualities <ul style="list-style-type: none"> • Demonstrable interpersonal and communication skills • Ability to work successfully in a team • Able to exercise discretion & judgement • Self-motivated to complete required duties. • Confidentiality • Good time management skills • Flexibility 	
Other Requirements <ul style="list-style-type: none"> • Enhanced DBS clearance • To be committed to the school's policy and ethos. • To be committed to Continual Professional Development. • Motivation to work with children and young people • Ability to form and maintain appropriate relationships and personal boundaries with children and young people. • Emotional resilience in working with challenging behaviours; and, attitudes to use authority and maintaining discipline. 	
Equal Opportunities <ul style="list-style-type: none"> • To assist in ensuring that NYC's equalities policies are considered within the school's working practices in terms of both employment and service delivery. 	

NB – Assessment criteria for recruitment will be notified separately..