



BYRCHALL HIGH SCHOOL

NEW SCHOOL
NEW START
NEW YOU!



CANDIDATE INFORMATION PACK
SCIENCE TECHNICIAN

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April 2024

Dear Applicant

Re: Science Technician

Thank you for your interest in this post.

We are looking for an enthusiastic and Science Technician to provide, develop and promote a high-quality technical support service in the delivery of all science courses within school.

Please find enclosed the following documents:

- ◆ Job Description
- ◆ Information about the School
- ◆ Job Description
- ◆ Person Specification

Applications should be returned to the School Office via email to delkin@byrchall.wigan.sch.uk by 9.00am on Friday 26 April 2024. Applications will be reviewed upon receipt.

If you have any questions about this post, or wish to visit the school, then please do not hesitate to contact Mrs Katrina Millward at school.

Yours sincerely

Mr A R Birchall
Headteacher



GENERAL INFORMATION

Formerly the Ashton Grammar School, Byrchall High School is now an 11-16 co-educational Comprehensive School of 1000 students. The school takes its name from Robert Byrchall, the original founder of the school in 1588.

The school is governed by the Makerfield Academy Trust, which is a charitable company. The members of the Trust agree its visions and values. The Board of Directors set the strategic direction of the organisation, ensure the vision and values are upheld and ensure financial probity. The school has a Local Governing Body who oversees the leadership and management of the school.

The current Byrchall High School is a modern, forward looking establishment. We aim to be at the forefront of teaching and learning developments and are highly committed to CPD. Our emphasis on learning and achievement is allied to a strong moral and ethical dimension that reflects our founding principles. The school was judged as 'Good' in all areas by OFSTED in September 2022. They noted that the school has high expectations of what pupils should achieve, and it has a clear and ambitious strategy for school improvement. It said the pupils behave well around the site and that they have positive attitudes to their education.

Byrchall High School has a truly comprehensive intake, ranging from students who will go on to study at top universities to those who require additional support. All students are valued equally. Byrchall High School has a strong academic record.

Our students participate and achieve in a wide range of academic competitions including Debating and Public Speaking, the UK Maths Challenge, The Big Book Quiz, Engineering and Stem Challenges.

The school is situated on a very pleasant site on the outskirts of the small town of Ashton-in-Makerfield in the Wigan Local Authority. The school is opposite Haydock Park Race Course and very close to the junction of the A580 and the M6 motorway; it is, therefore, easily accessible from any number of directions and within easy reach of Manchester and Liverpool. The school is having a substantial new build programme, which is scheduled to open in September 2024. This includes new sports facilities, drama studios, classrooms, dining facilities, Learning Resource Centre, Administration offices, SEN suite and specialist teaching rooms for Science, ICT, Product Design, Food, Art and Music





SCIENCE TECHNICIAN

1. INTRODUCTION

MAIN PURPOSE

To provide, develop and promote a high quality technical support service in the delivery of all science courses within the school.

To assist in the day-to-day management of science support staff.

To uphold the vision and aims of the school and present oneself in a manner which upholds the values of the school and enhances its reputation in the local community.

Line Management

Reporting to – Head of Science

Responsible for - No line manager responsibility

Liaising With

Senior Leadership Team and all staff

Salary Scale

Grade 6 (£27,334 - £30,296)

Working Time

37 hours, full year

DBS Disclosure Level

Enhanced



DUTIES AND RESPONSIBILITIES

The duties and responsibilities below are illustrative duties. The position holder will be expected to become involved in a range of work, on occasions, that may not be illustrated below:

Technical Duties

1. To keep up-to-date with current procedures and practices through continuing professional development.
2. To assist the Head of Science with the day-to-day management of the science support staff organising workloads.
3. To supervise and organise workload for Science Technician(s).
4. To contribute to the design, development and maintenance of specialist resources and/or long-term projects, and offer professional guidance, assistance and support to students and teachers on the practical aspects of the curriculum.
5. To be responsible for the preparation, removal, cleaning and storage of materials and equipment required for practical lessons.
6. To develop and maintain a general maintenance programme of all science resources, including fixtures and fittings. This will include:
 - Carrying out regular maintenance checks and minor repairs on equipment
 - Report, organise and liaise with external agencies in the authorised repair of relevant equipment
 - Be responsible for the effective maintenance and general good order of the relevant teaching areas
7. To be responsible for the application of good practice when dealing with the use and storage of materials and equipment, ensuring compliance with current health and safety COSHH and other relevant regulations including own risk assessments.
8. To provide technical advice and support on Health & Safety issues to teaching and technical staff.
9. To be responsible for the safe disposal of chemical and biological waste in accordance with safe working practices.
10. To be responsible for ensuring the availability of suitable materials and equipment, compiling orders and liaising or negotiating with suppliers and finance departments. This will include sourcing, costing and suggesting economic alternatives to maintain stock levels.
11. To assist in the organisation of the effective/efficient use of science equipment in the Department, including relevant record keeping.
12. To assist in the preparation of resource materials including audio visual aids and learning packs.
13. To be responsible for the organisation and distribution of KS3 and KS4 examination materials.
14. To be responsible for the organisation of Open Evening and attendance on the evening.
15. To develop and maintain a record system for stock items and equipment within the faculty (manual or computerised).



16. To assist in the organisation of effective usage of school accommodation in relation to the needs of the department.
17. To promote teamwork and motivate staff to ensure effective working relations.
18. To provide support in monitoring/evaluating the effectiveness and achievements of the section to seek modification and improvement where required.
19. To provide cover/support for other science technicians as required.
20. To co-operate and actively participate with others in providing quality learning for all within the school.
21. To contribute and develop initiatives which may benefit the department and the school.
22. To carry out Health & Safety and Risk Assessments relating to laboratory work and apply COSHH regulations and assessments.

General

1. To plan ahead, prioritise and manage the workload to avoid pressure points.
2. To comply with Data Protection requirements and maintain confidentiality at all times.
3. To co-operate with all other sections in the provision of an effective and efficient support staff service to the school.
4. To participate in the Professional Development Review for School Support Staff.
5. To attend any training organised by the school and contribute as appropriate.
6. Any other duties commensurate with the grade and job title as directed by the Headteacher.

SCHOOL ETHOS

1. To participate in supporting the school business and development, its distinctive mission, values and ethos and encouraging staff and students to follow this example.
2. To actively promote the school's corporate policies.
3. To maintain an up-to-date knowledge of legislation, regulations, policies and procedures relating to the postholder's job role. To provide advice to all school stakeholders as necessary.
4. To comply with the school's Health and Safety Policy and assists in developing risk assessments and safe working practises as appropriate.



PERSON SPECIFICATION

SCIENCE TECHNICIAN

QUALIFICATIONS AND PROFESSIONAL DEVELOPMENT	Essential	Desirable
Educated to A level standard	✓	
First degree or equivalent		✓

KNOWLEDGE AND UNDERSTANDING	Essential	Desirable
Adaptable to handle a multi-functioning role	✓	
Highly organised with good time management skills and the ability to work under pressure and independently	✓	
Adaptability and flexibility in working practices and the ability to use their initiative	✓	
A high degree of professionalism in their approach to work and tasks set	✓	
Communicate clearly with all sections of the School Community both orally and in writing	✓	
Ability to handle sensitive issues keeping confidentiality as required	✓	
Knowledge of Microsoft Office and be confident in their use. Be willing to learn new computer systems	✓	
Be able and willing to undertake staff training and development courses, some of which may be outside normal working hours, to develop and maintain technical qualifications for the role	✓	
Ability to adhere to working procedures and policies within the school environment	✓	
Ability to form good working relationships with colleagues, students and parents and work as part of a team	✓	
Previous experience of working within a school science department/laboratory	✓	
An understanding of basic health and safety requirements		

QUALITIES	Essential	Desirable
Demonstrate a positive, active and cooperative outlook	✓	
An approachable, accommodating attitude	✓	
High standards embracing honesty, integrity, loyalty and trustworthiness	✓	
Ability to be flexible, adaptable and know when to use own initiative	✓	
Able to remain calm and act sensibly under pressure	✓	
A good team player and collaborative worker	✓	
Present a good role model to students	✓	