



Mill Chase Academy

Science Technician

32.5 hours per week – term time

Salary range £18,795 - £19,945

Actual £14,182 – £15,054



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Job Advert

We are looking for a hard-working, well-organised and enthusiastic person to join the Science Technician team of our highly successful Academy. You will work under the guidance of the Senior Science Technician alongside a full department. In October 2019 we will be moving to our brand new school with six state of the art laboratories and two preparation areas.

This is a varied and interesting post and you will have the opportunity to work independently and also as part of a busy, supportive team who lend their skills and expertise to support the teaching staff in Biology, Chemistry and Physics lessons. In addition, some administration and other general maintenance tasks will be undertaken. Previous experience in a similar role would be a distinct advantage, though not essential as full training will be available for a suitable candidate.

The ideal candidate will possess the following qualities:

- Well organised and able to prioritise work
- Both methodical and flexible to the demands of the job
- Ability to remain calm at times of pressure
- Enjoy working independently and as a team member
- Innovative and able to think and plan ahead
- A good level of computer literacy

Welcome from the Head Boy and Head Girl

We would like to welcome you to Mill Chase Academy. We are delighted to say that during our five years at Mill Chase Academy we have really valued the experiences and education that we have been offered. Our academy is a small, vibrant and caring establishment that believes in having high expectations and achieving excellence.

At Mill Chase Academy our teachers work hard and really care about each of us and our education as individuals. There are many opportunities to extend our learning to ensure that we really do achieve our best.

Student Leadership is very important within the school and starts from Year 7 onwards with our Student Leadership programme and School Council. We feel that we have a voice and can make a valuable contribution to the decisions being made within the academy.

The student body behave well and fully engage with their learning, something that is noted and commented on by the many visitors that we welcome into the academy.

Our students really do have **Ambition** and **Courage** in order to achieve **Excellence**.



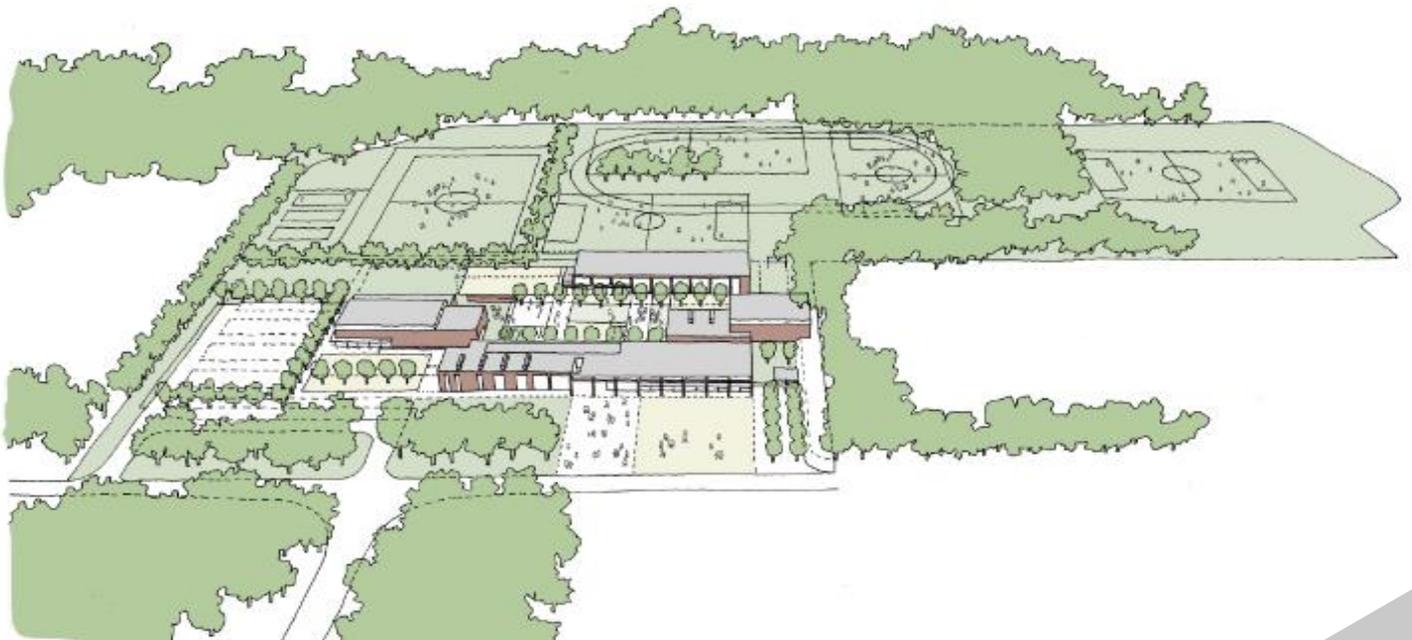
Relocation to new premises in 2019

Mill Chase Academy will be opening its new building a short distance from its current location in October 2019, creating a vibrant and exciting learning environment.

With an investment in excess of £30M, the facilities will be cutting edge, including science and technology laboratories, performing arts centre, 300 seat theatre, 4G pitch, a 6 court sports hall and forest school learning area.

It is a rare opportunity and an exciting time to join the academy, collaborating with the Trust, architects, designers and local community to create a legacy for the future. Our location will be at the heart of a new learning community which will continue to grow as we welcome families locating to a new developing community in Bordon, Hampshire.

We work within a supportive learning community of staff, parents and students, enabling a world of learning opportunities which will inspire and motivate students of Mill Chase Academy to achieve excellence and create the successful path for their future. We are creating an academy where each day will be a journey of discovery to fire their imagination, establish their sense of worth, and to gain the confidence and courage to take a full part in the wider world.



Working at Mill Chase Academy – A View from the Staffroom

At Mill Chase Academy you are trusted to deliver high quality lessons. You can deliver high quality lessons because the academy has worked extremely hard to reduce the administrative burden for their teaching staff freeing our time to focus on what is most important, the progress of our students. I can genuinely say coming to school each day is a pleasure!

Mr Riley, Computing Department

Mill Chase is a place where you can make a real and positive difference to our pupils' lives. What's just as good is that they will make a real and positive difference to your life!

Mr Carney, Library Manager

Since joining Mill Chase Academy as a NQT in 2015, I have had the support of my colleagues every day, and have always felt trusted and valued as part of the team.

Mrs Carter, English Department

I have worked in quite a few schools during my working life and I can honestly say that none of them compare to Mill Chase Academy. There is a really nice sense of belonging and knowing that you are all equally part of a team, we are all striving for the same thing...to better the school, to make a happy working environment, to give students and staff the opportunity to learn new things and to be encouraged to shine. With all of this in place results come naturally....

Mrs James, Science Technician

There has been a real focus on reducing workload and unnecessary meetings. This has resulted in fewer after-school meetings. Even more significantly, we now have a whole-class feedback policy which has reduced time spent marking and given staff more time to focus on planning for progress.

Mr Denton, Mathematics Department

Mill Chase is a great school, as well as a supportive school, to develop as a teacher. There is a clear focus on getting rid of unnecessary bureaucracy and using strategies that benefit the child to help them progress, which is where the focus should be.

Mrs Hatter, English Department

I have worked at Mill Chase School/Academy for over 14 years. In those years I have loved working here. We have a special staff team who are extremely supportive of one another. The students I work with are appreciative of the work I do and are always grateful for the time I give to help them.

I have been given many professional development opportunities over the years which led to my current role as Academic and Pastoral Leader.

I always said I would look to work in another school after 5 years of arriving but the wonderful students and staff have kept me here.

Mrs Hale, PE & Technology Departments

I have worked at Mill Chase Academy since September 2018 and, as a new member of staff, have been really impressed by the warm and friendly environment around the school. The staff work collaboratively and the pupils' well-being is at the heart of everyone's work. Coming from a primary background, I like how the year 7s are welcomed into the school and I think the mixed mentor groups is a real strength, providing a great sense of togetherness amongst the year groups.

Mrs Pullinger, English and Mathematics Department

The University of Chichester Multi-Academy Trust

The University of Chichester Academy Trust is uniquely placed to make a difference to the local education landscape. With access to the University's extensive resources, we provide both educational expertise from the University's Institute of Education and expertise from professionals within HR, Finance, ICT, Estates and Communications.

The Trust has an inclusive and an aspirational vision. People and relationships matter to us and we share the University's belief that education has the power to transform society.

Our Vision is for all young people to be inspired by an excellent education that raises their aspirations and enriches their lives.

Our Mission is to create a vibrant inclusive and aspirational family of academies, transforming life chances for pupils through excellent teaching and learning.

Our Shared values are:

- **Aspirational**
- **Inclusive**
- **Collaborative**
- **Dynamic**
- **People-focused**

University of Chichester as sponsor

As a University we believe education has the power to transform society and we should play a role in enabling people to exceed their own expectations, creating a positive impact on our local and regional communities.

Our belief is all schools can be successful and that student progress and the retention and growth of high-quality teachers should be at the heart of our work. We have years of experience in working with outstanding and improving schools as well as those less successful and were proud when we established the Academy Trust in 2012.

We believe there are five key factors that distinguish the University of Chichester as an academy sponsor:

- Teacher training and schools have been fundamental to the University since 1839;
- Tailor-made solutions designed on merit not a one size-fits-all compliance model;
- Wide ranging experience of working in partnership with a rich variety of schools backed up with school focused CPD and classroom-based action research;
- The University is judged as a good provider of Initial Teacher Training;
- High quality teaching and learning, recruitment, training, development and retention are all at the heart of the University ethos, which is shared by the Trust.

'The headteachers and chairs of governors of all of the schools play an important role in the leadership of the trust through forums such as the termly advisory group. Consequently, officers, headteachers and members of local governing bodies share a strong sense of common purpose.'

University of Chichester Multi-Academy Trust
Ofsted Report, 2017

Together we make a difference

Our Promise to you:

- Be a member of a high performing team
- An academy which is committed to continued rapid progress and the achievement of excellence
- Involvement in a brand new, purpose-built academy with carefully planned internal and external spaces, well-equipped ICT resources, learning resource area and state of the art technology

A focus on you:

- Opportunities for shared learning and collaboration across the University of Chichester Academy Trust and the wider network
- Extensive professional and personal development opportunities
- Access to current research and expertise from the University of Chichester

Reward and Benefits:

- A pay and reward package which values all staff and recognises the importance of staff in contributing to the achievements and success of the Academy and Trust
- Eligibility to join NUS Extra saving you £££'s on a range of goods and services
- Teachers' Pension Scheme
- Childcare Voucher Scheme

Be part of something bigger:

- The support of the University of Chichester Academy Trust, its Board and colleagues from the University of Chichester
- Security of knowing you are joining an organisation whose sponsor has been promoting education for the past 150 years!

Job Profile

Job Title:	Science Technician
Job No:	CAT0063MCA
Reports to:	Senior Science Technician
Location:	Mill Chase Academy, Mill Chase Road, and from 1/9/19, Oakmoor School, Budds Lane, Bordon but required to work at any location where business is conducted that is within reasonable distance of the Academy/School.

Function of the post

Contribute to the success of the technical services provision for the Department of Science. Under the direction of the Senior Science Technician, you will support and enable class teachers to provide engaging teaching and learning through a quality provision, helping to create a supportive, innovative and encouraging environment for staff and students.

Principal Accountabilities:

1. Provide a wide range of technical services required for teaching and learning of science, including preparing, setting-out and clearing the classroom; ensuring the equipment and supplies are safe, serviceable and appropriate for purpose.
2. In line with Department and Academy policy and procedures, ensure the safe handling and secure storage, recording and maintenance of equipment, apparatus and materials (including chemical, radioactive and microbiological materials); locking laboratories and stores when not in use and ensuring compliance with health and safety regulations.
3. As directed by the Senior Science Technician, source and procure appropriate equipment, apparatus and materials on time and within budget, in line with the Academy's financial regulations and adhering to the principles of best value.
4. Responsible for the preparation, assembly, setting up, and testing of materials, components, apparatus, tools and equipment and ensuring their retrieval, and clearing away after use in line with Academy policy and procedures.
5. Process Departmental requirements, prioritising requests as appropriate, to ensure resources and equipment are prepared and ready for class when required, advising staff of any issues.
6. Undertake practical experiments and demonstrations as directed by the Senior Science Technician, in accordance with department guidelines and health and safety policy, ensuring students operate equipment safely, and provide technical advice and assistance to teachers and pupils including constructing and/or modifying simple apparatus using basic workshop skills.

7. Assist in the preparation of formal examinations/assessments, including attending practical examination previews as appropriate, ensuring strict adherence to the examining body's guidelines.
8. Support the Senior Science Technician to ensure the department's apparatus and equipment is of a safe and acceptable standard for use, coordinating the maintenance and repair of apparatus and equipment by the appropriate persons, including annual insulation, earth bond testing of mains electrical equipment and annual monitoring of fume cupboards as required by COSHH legislation. Ensure records of maintenance, repair and testing are maintained and are accurate and current.
9. Under the direction of the Senior Science Technician, collect specimens for curriculum purposes and for specialist resources within the Department, including animal and plant collections, observing Home Office regulations and Academy policy and procedures.
10. Assist in the disposal of hazardous waste products, including chemical and biological waste, produced within the laboratories as directed within Health and Safety guidelines.
11. Provide first aid treatment of minor laboratory injuries, and ensure first aid equipment is replenished and stored in line with health and safety procedures.

Other Duties

You are required to undertake such other duties appropriate to the grade and content of the work as may reasonably be required of you. Therefore, the list of duties in this job profile should not be regarded as exclusive or exhaustive. Please note that, in consultation with you, The University of Chichester Academy Trust reserves the right to update your job profile to reflect changes in, or to, your post.

Equality and Inclusion:

We believe that everyone has the right to be treated equally and that the diversity of individuals and groups should be embraced, valued, and respected. We are committed to eliminating any form of discrimination be it direct, indirect, harassment or victimisation, and to support this the School has a number of policies that you should ensure you are familiar with and compliant to. All policies are available from the Head of School. Any breaches may lead to termination of employment.

Right to Work:

Current British and European Law states that a person cannot be employed to this post if they do not have permission to live and work in the UK. For further guidance and information contact the Head of School.

Health & Safety:

To ensure an effective and safe environment that promotes the welfare of children and staff, you will take responsibility to be aware of the risks in the work environment and their potential impact on your own work and that of others. You should familiarise yourself with the School's Health and Safety policies.

Sustainability and Environment:

The University of Chichester Academy Trust is committed to sustainable development and environmental initiatives and supports the School in continuously seeking to find ways to improve its environmental performance. Staff are required to support these aims.

Data Protection:

You will be responsible for ensuring that workplace responsibilities such as confidentiality, treatment of personal information and records management are carried out in compliance with the requirements of the Data Protection Act 2018 and the Employment Practices Data Protection Code 2002.

Safer Recruitment:

The University of Chichester Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment.

New members of staff will be required to apply for Disclosure Service certification as part of the School's staff recruitment process. Further information about the Disclosure and Barring Service is available from the DBS website at www.gov.uk/dbs. Under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1075, applicants for teaching posts are among those who are not entitled to withhold information about any previous criminal conviction.

Principal Attributes and Person Specification:

Essential requirements are those, without which, the candidate would not be able to do the job. It is expected that the post holder will have the knowledge and qualifications indicated or equivalent qualifications and experience.

Desirable requirements are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

	Essential	Desirable	Evidenced through
Knowledge and Qualifications	<p>GCSE Science, English and Maths at grade C/4 or higher.</p> <p>Knowledge of science in relation to the main subject specialisms and curricular requirements</p>	<p>Awareness of learning theory and teaching methods</p> <p>Certificate for the testing of mains electrical equipment</p> <p>First aid certificate</p> <p>Understanding of the Electricity at Work regulations</p> <p>Relevant and current knowledge of health and safety regulations including COSHH</p> <p>General awareness of on-going trends and developments in curriculum content and teaching methods that impact the role of a science technician</p>	<p>Application</p> <p>Documentary evidence</p> <p>Interview</p> <p>References</p>
Experience	<p>Current and relevant experience as a Science Technician, ideally in a secondary education setting</p> <p>Providing technical advice and instructions</p>	<p>Experience of a similar post in a school</p> <p>Experience of undertaking practical demonstrations and experiments</p> <p>Experience of storing and disposing of hazardous material</p> <p>Experience of handling and preparing microbiological and radioactive substances</p>	<p>Application</p> <p>Interview</p> <p>References</p>
Skills	<p>Interpersonal and communication skills that enable effective collaboration with colleagues and external organisations to develop outstanding science education</p>		<p>Interview</p> <p>References</p>

	<p>High level of general laboratory technical skills with the ability to respond technically to changes in course content and teaching method</p> <p>Organisational and administrative skills to enable the delivery of an effective and professional technical services provision</p>		
Personal Attributes	<p>Professional and flexible, with a strong work ethic and an enthusiasm that supports a positive and supportive student centred culture</p> <p>Adaptable with the ability to work under pressure and manage an effective service when dealing with short notice changes or to tight timelines</p> <p>Team player with the ability to self-manage and work to agreed targets</p> <p>Ability to work proactively in managing the safe and efficient daily running of technical services to the science department, including the use of resources and space</p>		

April 2019

Applicants should complete an Application Form and Equality Monitoring Form which can be downloaded from the academy's website www.millchase.hants.sch.uk or the Trust's website www.unicat.org.uk/find-job and submit it, so that it is received no later than 09.00am on 21 October 2019.

Mill Chase Academy
Mill Chase Road
Bordon
Hampshire
GU35 0ER

T: (01420) 4720322

E: s.ainsley@millchase.hants.sch.uk

Application Form Completion

When completing the application form, please refer to the Job Profile and particularly the essential criteria within the Person Specification. Indicate, giving evidence, how you believe your knowledge and qualifications, skills, experience and personal attributes, either at work, or elsewhere, qualify you to undertake the duties and responsibilities set out in the Job Profile.

Selection Procedure

The shortlist will be drawn up on 21 October 2019. Further details will be sent to those candidates called for interview.

Failure to send your application form to the above address may invalidate your application.

Equality Monitoring

All applicants will be required to complete an Equality Monitoring Form.

Receipt of Application

Applications are acknowledged (by email whenever possible) within three working days of receipt. If you do not receive an acknowledgement within this time, please contact the Recruitment Team immediately on the number above.

Safer Recruitment

University of Chichester Academy Trust and Mill Chase Academy are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.

Data Protection Act 2018

You should be aware that the information you have provided will be stored on the HR secure database and will only be used to process your application. It will not be passed to any other organisation.