

Bedford High School

A Specialist Business and Enterprise College



To Care - To Learn - To Achieve

Senior Science Technician **Temporary to cover maternity leave**

Vacancy Information booklet



Senior Science Technician (temporary to cover maternity leave) at Bedford High School

We are looking for an experienced, committed, and enthusiastic Senior Science Technician who is able to provide support to our Science department.

We are a friendly, supportive department which is made up of 9.6 teaching staff, who teach in nine fully equipped rooms all of which have interactive Whiteboards. We have a dedicated ICT room for the use of the Science department.

We also have a Science staffroom with ICT facilities and three fully stocked prep rooms.

Seven labs and the computer suite are housed in the science block.

We are very proud of our department and our successes.

All other staff have many years of teaching experience in the school, with the time to support and wisdom to advise you.

We truly believe that every child matters and we push to get the best out of each student. Not all of our pupils have access to the same resources or opportunities outside of the school gates: we want to look and learn new ways to encourage learning and revision.

The successful candidate will be joining the school at an exciting time. Bedford High School is a mixed comprehensive school, which was judged “good” by Ofsted in 2023. The school is now full throughout KS3 and KS4 with a waiting list of families.

Our school is based over 2 sites with excellent facilities which include our 3G pitch, beautiful green outside space, dedicated outside classroom and large Bistro food court area, onsite gym and second food court area. We had new English classrooms completed Spring 2023. Our inclusive values drive our vision and ethos across all stakeholder groups. Positive student/staff relationships, which are based on mutual respect embedding our SPIRIT ethos of Strive, Perseverance, Independence, Respect, Integrity and Tolerance are a key strength of our school. Student and staff voice are used across our school to help inform decisions and shape our school development plans.

We look forward to welcoming a new member to our team.

Dear Colleague

Thank you for your interest in working at Bedford High School.

At Bedford High School we are dedicated to offering our students a high-quality education in a well ordered and purposeful school environment. Our values are: To Care, To Learn, To Achieve. We seek to develop happy and successful citizens who will make a valuable contribution to their community. We were judged to be a 'Good' school in October 2023. We are proud of what we have achieved but we are far from complacent and we are acutely aware that there is more to do to achieve our ambition to become an 'outstanding school'. To support our aim, we have extremely challenging data targets, underpinned by strong development planning and rigorous accountability. In return we offer you a committed staff and student body enjoying excellent relationships as well as dedicated, professional, hard-working Governors; you will be well supported.

If you feel you have the necessary skills and qualities to undertake this role, we will be delighted to receive your application. Please complete the application form (we do not accept CV's) which is available on our website at www.bedfordhighschool.co.uk. Please return completed application forms to recruitment@bedford.wigan.sch.uk or by post to Mrs Claire Taylor, HR Facilities & Communications Manager at the school address.

I very much look forward to receiving your application.

Yours faithfully

A handwritten signature in dark ink, appearing to read 'P. McCaffery', written in a cursive style.

Mr P McCaffery
Headteacher

Our School

Bedford High School was established in 1976 when it was formed by merging Leigh Boys' Grammar School and Manchester Road Secondary Modern School, which were located next to each other. The former grammar school buildings now form the U Block and the secondary modern buildings form the L Block.

Our School Values

To Care, To Learn, To Achieve.

Our School Vision

We relentlessly strive to help our students to discover, develop and demonstrate their potential. This is our core purpose. Our aim is for every 16-year-old student to leave us as a rounded individual, who feels excited about the opportunities the world has to offer and is equipped with the qualities, virtues, skills and knowledge to be happy and excel in life.

At Bedford High School we put staff first by developing, nurturing and retaining a high-quality workforce, where there is a high-quality teacher in every classroom delivering high quality lessons every hour, every day. There are many opportunities for staff across all departments to make an invaluable contribution to the success of the school, getting involved in different aspects of school life.

Staff Wellbeing

Our fabulous surroundings provide an excellent working environment, which in turn can have a positive impact on our employees' well-being. However, this isn't the only benefit to working with us.

- Membership to Greater Manchester Pension Fund or Teachers' Pension fund
- Employee Assistant Programme confidential advice and support service available by telephone, website and App supporting you and immediate family members 24/7 with legal information for issues that can cause anxiety and distress including debt management, consumer, property or neighbour disputes, bereavement support, medical information, online CBT and counselling sessions along with a Wellbeing portal which offers a virtual library of wellbeing information
- Committed Wellbeing Team with 9 fully trained Mental Wellbeing First Aiders
- Cycle to work scheme
- Family friendly policies
- Staff rewards
- Dedicated off site wellbeing hour for all staff
- Gym facilities
- Continued professional development

All the wellbeing initiatives make for a good work life balance and make you feel appreciated in the work place

Feedback from our staff wellbeing survey tell us that our staff...

There are many, many things that this school does better than many others that I have worked in.

I'm very happy here and feel respected and looked after.

Bedford is a great place to work.

Since arriving at Bedford I have found the staff to be friendly, welcoming, supportive and are a credit to the school.

Job Description

Role Title:	Senior Science Technician (temporary to cover maternity leave)		
Job purpose:	To prepare for all Science National Curriculum lessons in Years 7 – 9 and for the 20% of the curriculum of all students in years 10 and 11. This may include preparation for practical examinations, and assessments as demanded by the various examination syllabi. To be responsible for the servicing and maintenance of 2 laboratories in the Upper School Building and 7 laboratories plus a compute suit in the Science block. To be responsible for the upkeep of one Prep/stock rooms in the Upper School building and two Prep/stock rooms in the Science Block		
Reporting to:	Teaching & Learning Leader Science		
Responsible for staff:	Minor day to day supervision of other technicians where applicable		
Liaising with:	Headteacher, Senior Leadership Team, other members of staff teaching and non-teaching, external agencies		
Grade of post/salary:	G4 pro rata actual salary £20,123 to £21,153 pa	Gauge	
Hours:	37 hours per week, term time plus one-week core hours 8am – 4pm		
Contract:	Temporary to cover maternity leave		
Disclosure level:	All offers of employment are conditional subject to an enhanced disclosure with child barred list, appropriate overseas checks, medical clearance, relevant qualification certificates and references satisfactory to the school. In line with recommendations from Keeping Children Safe in Education Guidance we will carry out an online search as part of our due diligence for all shortlisted candidates, you will be required to complete a self-declaration of any criminal records or information that would make you unsuitable to work with children. At Bedford High School safeguarding is everyone's responsibility. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment and to adhere to the school's safeguarding policies and procedures. This post involves working with children, young people or vulnerable adults and is therefore exempt from the Rehabilitation of Offenders Act.		
Base	Bedford High School		
Date:	March 2024		

Job Outline

- Preparation of apparatus and materials required for laboratory practical lessons, and recording of same.
- Preparation of chemical solutions to specific concentrations, following appropriate measures for Health and Safety.
- Removal, cleaning and storage of equipment as and when necessary.
- To carry out regular risk assessments and manage the organisation of maintenance and repair of equipment and report any building defects to the Premises Manager.
- Ensuring that technical and teaching staff keep up-to-date with health and safety

requirements and developments.

- Maintenance of an inventory of equipment and consumables including safe-keeping of chemicals. Advising science teachers of potential problems.
- Delegated responsibility for ordering, receipt and checking of material, including stationery, equipment, and chemicals.
- Assisting staff in the use and storage of materials in order to comply with Health and Safety regulations.
- Be familiar with the needs of courses within the Faculty.
- Care of plants within the Science Faculty.
- Safe disposal of chemical and biological waste.
- Responsibility for the day to day management and monitoring the performance and training needs of the Laboratory Assistant.
- Advising staff on suitability of practical projects, and advising staff and students on safety aspects of practicals.
- Reporting the non-arrival of cover teachers to the office staff and the short term supervision of students until cover teacher's arrival. Organisation and delivery of work required as indicated by absent teacher.
- Monitoring of Science Faculty budget and ensuring the Head of Faculty is kept informed.
- Photocopying and filing as and when circumstances permit.
- To liaise with the I.C.T. manager to organise setting up I.C.T. equipment, and ensuring the maintenance of same.
- To liaise with the Faculty Head and department heads within the Science Faculty.
- To report all matters of an administrative/clerical nature including absence through sickness/leave of absence etc. to the School Administrative Officer.
- Stock control of chemicals and equipment.
- Accompanying school parties on educational trips.
- Such other duties as the Headteacher and Head of Faculty may from time to time determine.

Other Specific Duties

- To carry out the duties in the most effective, efficient and economic manner available
- To continue personal development in the relevant area
- To participate in the staff review and development appraisal process
- To have due regard and comply with all school policies
- To supervise students as required
- To undertake training as required
- To participate in personal and team reviews/meetings
- To participate in annual appraisal and implement agreed targets
- Develop good working relations with other colleagues and students
- To contribute to the overall ethos/work/aims of the school
- To work flexibly in the interest of the school and to undertake such additional duties as are reasonably commensurate with the post and level of responsibility.

Health and Safety Training

- Effectively and proactively implement Health and Safety legislation and good practice, including office, individual and DSE risk assessments, taking into consideration disabilities and specialist equipment required to enable staff to undertake their daily duties.
- To undertake Health and Safety Training on areas within your remit.

Whilst every effort has been made to explain the duties and responsibilities of the post each individual task undertaken may not be identified.

Employees are expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date above but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

All staff at Bedford High School, teaching and support, have a crucial role to play in setting standards. Through a professional, caring and sensitive approach based on mutual respect, we achieve a great deal.

Person Specification

A. Experience

	Essential	Desirable	Source A = Application I = Interview R = References T = Task/Observation P = Presentation
Previous experience of working as a science technician/teacher in a secondary school, looking to move to a Senior Science Technician post		D	A, I, T
Previous experience of setting resources/materials/equipment and tools for experiments/lessons	E		A, I, T
Basic experience of working in ICT or general technician/resource support	E		A, I,
Previous experience of working in a school environment		D	A, I
Previous experience of working with children of a relevant age		D	A, I

B. Training and Qualifications

	Essential	Desirable	Source
NVQ Level 2 in ICT/technical discipline or willingness to work towards within an agreed timescale	E		A, I
Basic Health & Safety Certificate or willingness to work toward within an agreed timescale	E		A, I
Willingness to undertake basic first aid		D	I

C. Knowledge and Understanding

Applicants should be able to demonstrate knowledge and understanding of the following areas relevant to the post.

	Essential	Desirable	Source
Understanding of responsibilities of a school technician	E		A, I
Knowledge of computer/ICT systems	E		A, I

Understanding of the national/foundation stage curriculum and other basic learning programmes.		D	A, I
Ability to use initiative to respond to and resolve routine problems	E		A, I
Understanding of relevant policies, codes of practice and awareness of relevant legislation		D	A, I
Understanding of COSHH requirements		D	
Knowledge of Health and Safety requirements	E		A, I
Ability to use initiative to respond to and resolve routine problems	E		A, I

D. Personal Skills, Abilities and Competencies

Applicants should be able to provide evidence that they have the necessary skills and abilities required.

	Essential	Desirable	Source
Good presentation skills	E		A, I
Good communication skills in order to relate well to pupils and adults.	E		A, I
Ability to work under supervision and as a team member	E		A, I
Ability to work in accordance with the school's health and safety policies	E		A, I
Ability to recognise own learning needs and seek further opportunities	E		A, I
Ability to deal with minor injuries		D	A, I

Professional appearance and conduct	E		A, I
A committed lifelong learner willing to undertake further training to suit the needs of the role	E		A, I
Flexibility working outside of normal school hours may be required	E		A, I
The willingness to be generous in time and spirit	E		A, I
A sense of humour and positive outlook	E		A, I
A determination to succeed	E		A, I
Energy, enthusiasm, adaptability and flexibility	E		A, I
A willingness to support the schools aim of strengthening links with the community	E		A, I
The ability to build and maintain effective relationships	E		A, I
The ability to develop effective teamwork	E		A, I

E. Legal Issues

	Essential	Desirable	Source
Legally entitled to work in the UK	E		A, I

What to expect

If you feel you have the necessary skills and qualities to undertake this role, we will be delighted to receive your application form. Please complete the application form, we do not accept CV's and return to Mrs Claire Taylor, HR Facilities & Communication Manager at the school address or by email to recruitment@bedford.wigan.sch.uk.

It is important that you tell us about your skills and experience relevant to the role. Please ensure you answer all the questions on the application form and explain any gaps in employment or educational history, as the information you provide will be used in our shortlisting process.

Once we have received your application it will be reviewed and evaluated. If we feel that you may be suitable for the vacancy that you have applied for you may be invited to attend an interview, the format of which will be confirmed as part of the invitation.

Due to the high volume of applications we receive, if you do not hear from us within 4 weeks of the closing date then on this particular occasion your application will have been unsuccessful. We are not able to provide feedback on applications that have not been shortlisted for interview.

Should you wish to visit school please email us at recruitment@bedford.wigan.sch.uk and we will arrange a suitable time.

For more information on our school and to take our virtual tour please visit our website www.bedfordhighschool.co.uk

The interview process

Deadline: Monday 29th April 2024 10:00AM

Interviews: to be confirmed

Start date: 1st September 2024

Due to the nature of different roles within Bedford High School, we operate two separate streams for selecting the very best candidates.

For support staff positions the interview process will consist of a formal interview with senior staff members, written and/or verbal tasks and tour of school.

For teaching positions, the interview process will consist of teaching an observed lesson, interacting with students, a formal interview with students, formal interview with senior staff members and tour of school.

All interviews at Bedford High School involve a member of staff appropriately trained in Safer Recruitment.

If you are successful in securing a position at Bedford High School, you will receive your conditional offer letter and relevant documents and information about the new starter process from our Human Resources team. All offers of employment are conditional upon all pre-employment checks satisfactory to the school. A start date will be confirmed in writing on completion of our safer recruitment process.

Our commitment to safeguarding

All offers of employment are conditional subject to all satisfactory pre-employment checks which include an enhanced criminal record with child barred list through the Disclosure and Barring Service (DBS), appropriate overseas checks, medical clearance, references and verification of your qualifications satisfactory to the school. When completing application forms all candidates must provide a full employment history and any gaps to be clearly identified. At Bedford High School safeguarding is everyone's responsibility. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment and adhere to the school's child protection policies and procedures. All candidates must be legally entitled to work in the UK and comply with the Immigrations, Asylum and Nationality Act regulations. Applications from all sections of the community are welcome.

This post involves working with children, young people or vulnerable adults and is therefore Exempt from the Rehabilitation of Offenders Act.

Shortlisted candidates will be notified by email of the interview arrangements. Please ensure your correct email address is provided on your application form.

In line with recommendations from Keeping Children Safe in Education Guidance we will carry out an online search as part of our due diligence for all shortlisted candidates. Shortlisted candidates are also required to complete a self-declaration of any criminal records or information that would make you unsuitable to work with children.

As we receive many applications for posts, we regret that we will only be able to contact those applicants who are shortlisted for interview. Therefore, if you have not heard from us within four weeks of the closing date, please assume you have not been shortlisted for interview on this particular occasion.