



**Senior Science Technician**  
**Scale 4/5 FTE = £20,092 - £24,491**  
**Actual £16,756 - £20,621**  
**37 hours per week, Term Time Only**

**Required for immediate start**

**Recruitment Information Pack**

Immanuel College  
Idle, Bradford BD10 9AQ

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Dear colleague,

Thank you for taking an interest in joining my staff team here at Immanuel College. We are well on our way to becoming an outstanding learning community and this is an exciting time to join us.

We are a thriving and successful 11-18 Church of England Secondary Science College serving the communities on the northern border between Leeds and Bradford.

Our ethos is very important to us as it means that our students will develop within a caring Christian environment. Immanuel means 'God with us' and sums up what we believe. Our last faith inspection confirms we are an **Outstanding** Church school that is outstanding at meeting the needs of all learners. In 2016 we joined Bradford Diocesan Academy Trust this has offered a wide range of opportunities for colleagues to work with, and to support, colleagues across the academy chain

Our goal at Immanuel College is to become an outstanding school that delivers educational excellence. The community we serve faces levels of socio-economic deprivation and the achievement of their children is a vital basis for their future life chances. As Headteacher I am fortunate to work with a talented staff team who demand the highest standards of teaching and learning and deliver this with commitment and enthusiasm. We need staff with energy and commitment who recognise the potential of our students.

In 2019, Ofsted judged us to be a 'good' school, which has *'established strong and determined middle and senior leadership teams, who are ambitious for the school's future and have the capacity to effect the rapid changes and actions the school needs to improve towards becoming outstanding.'* Our students make excellent progress and our GCSE and A level results are good with outstanding results in many subjects. We have a thriving and inclusive Post 16 and are proud of the successes of all our students, many of whom move onto higher education, including Russell group universities.

We offer a comprehensive and personalised CPD programme consisting of internal and external courses and training, which are intended to develop teacher expertise. We place great emphasis on common goals and teamwork, and as a school we are consistently looking for ways to further 'raise the bar' both for our students and staff.

If you share our enthusiasm for learning and would like to visit us at our best then please get in touch.

I look forward to meeting you, and reading your application.

With all good wishes,

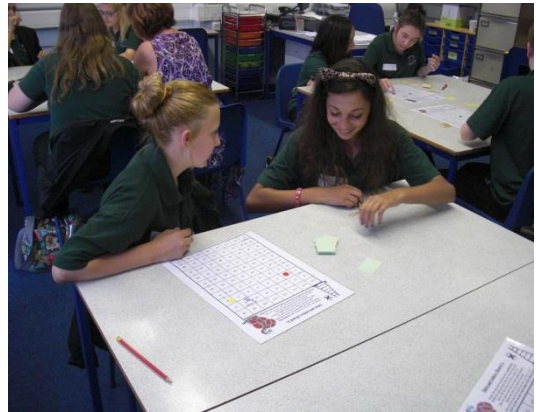
**Jane Tiller, Headteacher**

## Science Department

The department comprises of twelve teachers, one of whom are members of the senior team. The department is supported by one full-time technicians. Working alongside the Deputy Head responsible for science are 4 progress leaders, and 2 assistant progress leaders and a colleague who holds a TLR.

A wide variety of courses are offered. At Key Stage 4 all students study AQA trilogy combined science. At Key Stage 5 A Level Biology, Chemistry, Physics, along with Level 3 BTEC Applied Science.

Science is taught in dedicated science laboratories based on three floors with lift access; two prep rooms to serve the laboratories.



## Immanuel College Our Goals and Values

Immanuel College is founded on a Christian ethos with a strong aim of working cohesively in the best interests of our students. This is reflected in our vision:

***"A whole school - a family of students, teachers, parents, carers, governors and the Church that puts our students' academic and personal development at the heart of all we do."***

Our goal is to continue to be a successful school, by any measure, because we set high standards and we aim for excellence. We value our past but look to invest in our future to leave the school even stronger than when we joined it.

We will achieve the three pillars of our vision by living and breathing a common set of behaviours.

### **1. One School – The Immanuel Family**

We are one school, a collective team that aims to bring the best of Immanuel to our students, recognising them as individuals. We create an enjoyable environment to learn and grow. Sharing and teamwork will be natural. We will:

- aim to get the best from our students
- be agile and flexible
- share knowledge and bring fresh insights
- always act in the interest of the whole school

### **2. A Place of Learning and Development**

Our students and staff will relish their time and experience at Immanuel College. We have talented, enterprising and intellectually curious people who will use their knowledge and skills to achieve success. It is this purpose that enables us to attract, develop and excite students, staff and indeed all our stakeholders. We will:

- be positive and energise others
- invest in personal relationships
- listen with interest and curiosity, encouraging diverse views
- have a thirst for learning and developing others

### **3. Do the Right Thing**

We take pride in all we do and do it with integrity, confidence and humility. We support one another and our communities. We have the courage to express our views. We will:

- put ourselves in each other's shoes
- never be satisfied with second best
- treat people in a way we would like to be treated
- always be brave enough to challenge the unacceptable
- act with integrity and enhance our reputation

We must all accept personal responsibility to play our part in driving our school, demonstrating these values and behaviours - opting out is not acceptable. Put simply, this is how we define success.

## **Application Process**

The closing date for all applications is 12 noon on 7<sup>th</sup> December 2020

Completed applications must be returned to Katie Green at Immanuel College ideally by email to:  
[katie.green@immanuel.bradford.sch.uk](mailto:katie.green@immanuel.bradford.sch.uk)

Postal applications should be returned to Katie Green, Immanuel College, Leeds Road, Bradford, BD10 9AQ.

**All applications will be acknowledged within 24hrs. Should you fail to receive a confirmation, please call 01274 425900**

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 process or need any further information please contact Katie Green at Immanuel College, or email  
[katie.green@immanuel.bradford.sch.uk](mailto:katie.green@immanuel.bradford.sch.uk)

## JOB DESCRIPTION

**JOB TITLE:** Senior Science Technician

**TEAM/FACULTY:** Science

**JOB PURPOSE:** To assist in the provision of technical support service to the school including the preparation of equipment for practical sessions in the class, the safe preparation and disposal of chemicals and other scientific materials and managing the other technical staff within science.

**SALARY:** Scale 4/5

**ACCOUNTABLE TO:** Progress Leaders of Science

### **Supervisory/Managerial Responsibilities**

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To manage other technical science staff to ensure that provision to teachers is consistently and accurately achieved, to supervise temporary employees and work experience trainees from time to time and to ensure the correct safety precautions are taken with regards to scientific equipment.

#### **Supervision and Guidance:**

Expected to perform delegated duties with limited supervision.

On a day to day basis, generally works under the direction of the Progress Leaders of Science and line manager of science. Responsible to the Business Manager on pay and conditions/personnel matters including absence. Will receive technical guidance from the Progress Leaders of Science and line manager of science.

#### **Range of Decision Taking:**

Decisions limited to the technical aspects of the work, liaising with teaching staff to ensure time schedules are met. Generally works on tasks specified by Progress Leaders of Science.

Has a shared responsibility for Health and Safety of staff and students using school facilities and will take decisions to ensure the fulfilment of these responsibilities.

#### **Responsibility for Assets, Materials etc.**

Involved in the maintenance of all machinery/equipment/materials within the work areas.

## Range of Duties

1. To assist with the use or preparation of chemicals/equipment/machinery/materials as required by teaching staff. To advise and assist pupils in the setting up of, and use of machinery and equipment. To advise on skills and techniques as required.
2. To manufacture equipment/apparatus for use in the work areas, and ensure it's safety for use, as appropriate.
3. To assist in the maintenance of equipment/apparatus to appropriate Health and Safety, and operational standards, reporting health and safety hazards to a senior member of staff.
4. To ensure that work areas are maintained in a clean and safe condition appropriate to Health and Safety standards, reporting any health and safety hazards to a senior member of staff.
5. To prepare materials and equipment for students' use in practical work and examinations, as requested by teaching staff.
6. To remove and clean/check/put away materials and equipment used in lessons in a timely manner.
7. To liaise with teaching staff on the availability of materials/equipment for practical examinations.
8. To assist in the maintenance of stock levels, making out initial orders and checking deliveries, liaising with suppliers as appropriate. To maintain an inventory of chemicals/machinery/equipment/materials. To maintain files of chemical data sheets provided by manufactures.
9. To carry out regular laboratory checks using CLEAPSS checklists and keep appropriate logs of checks.
10. To undertake Radiation Protection Supervisor training and be responsible for the regular checking of radioactive sources.
11. To exercise vigilance for signs that children may be being abused and to report any such suspicions to the school's nominated child protection co-ordinator or the head teacher.
12. To support, uphold and contribute to the development of the School's equal rights policies and practices in respect of both employment issues and the delivery of services to the community.
13. May from time to time be required to undertake other duties commensurate with the grade and level of responsibility defined in this job description.



**Immanuel College  
Person Specification**

Criteria	Essential (Application form/ Interview)	Desirable (Application form/ Interview)
<b>Experience</b>		
1. Previous experience in a lab/ background in a Science environment		X
2. Experience of working with young people		X
3. Knowledge of Health & Safety Legislation as it relates to the work of a school		X
4. Knowledge of safe working practices in relation to the handling and usage of hazardous equipment and tools	X	
5. Managing of other staff	X	
<b>Personal and Professional Skills and Attributes</b>		
1. Ability to prepare equipment and materials for lessons, as requested by the teaching staff including preparation of standard solutions	X	
2. High Professional Standards	X	
3. Ability to effectively direct the work of a team and work as part of a team	X	
4. High quality organisational skills	X	
5. Ability to be flexible	X	
6. Effective time management and personal organisation skills	X	
7. The ability to cope with pressure and work to deadlines		
<b>Qualifications</b>		
1. GCSE Grade B or above in Maths and Grade C or above in English	X	
2. A-Level or Level 3 qualification in science subject		X

<b>Qualities</b>		
1. Energy, enthusiasm and a sense of humour.	X	
2. Adaptability to changing circumstances and new ideas.	X	
3. Reliability, commitment and rigour.	X	
4. Enjoyment of challenge.	X	
<b>Other Requirements</b>		
1. To be committed to Continuing Professional Development	X	
2. Ability to form and maintain appropriate relationships and personal boundaries with children and young people.	X	
3. Commitment to supporting the college's Christian ethos.	X	
We hope to scrutinise the above through the selection process which will include an interview		
Please note: This post is subject to enhanced CRB disclosure		