



# Science Technician

## Application Pack

The Hathaway Academy,  
Grays, Essex

# Contents

The Hathaway Academy,  
Grays, Essex



01

About Academy  
Transformation  
Trust

Page 3



02

The Hathaway  
Academy  
Information

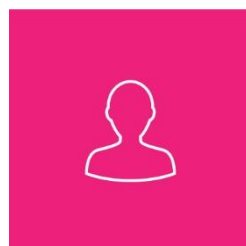
Page 4



03

Job Description

Page 5 - 6



04

Person  
Specification

Page 7



05

How to apply

Page 8

#TransformingLives



# 01. About Academy Transformation Trust

## We're on a mission

Our mission is to provide the very best education for all pupils and the highest level of support for our staff to ensure every pupil leaves our academies with everything they need to reach their full potential.

giving academies everything they need to realise their full potential.

## These are the things we hold dear

### Transparency

As a charity founded on strong ethical practices, Academy Transformation Trust takes pride in being open, honest and crystal clear in everything we do.

### Innovation

We are constantly striving to do all we can to make education the best it possibly can be. We are brave in our actions and do everything we can to have a positive impact on whole child development.

### Collaboration

We believe the future of education relies upon effective collaboration between academies, and better collaboration between academies and their local communities.

### Ambition

We are determined to improve education nationwide by encouraging collaboration and

**We believe every child matters and deserves a first class education.**

Our team knows first-hand how to make education better for schools, pupils and their teachers.

For us, the future of UK education relies upon schools working closely together to share best practices, giving every child the best chance in life. We set up ATT to make this vision a reality.

As a not for profit trust, we work with our growing family of primary and secondary academies, and further education providers in the Midlands,



## 02. The Hathaway Academy Information

The Hathaway Academy is part of the Academy Transformation Trust family of academies.

Rated as 'Good' by Ofsted in June 2015, at Hathaway we aim to change the aspirational horizon of our students and their community. Everything that both our students and staff do will be done to ensure, that through engagement, self-worth and purpose, pupils will be the very best they can be.



The balance of academic excellence and opportunities underpins our high aspirations and provides students with the skills and confidence they need in their future journey.

We offer a personalised, engaging and relevant 21st century curriculum, which will develop pupils into thinking, articulate, responsible and successful citizens.

This is supported with a wide and varied extracurricular programme that not only supports academic progress but also embeds the specialism of digital media and performing arts.

Our faculty system runs throughout the academy which each faculty attached to a charity and a number of fundraising initiatives taking place throughout the year,

We are extremely proud of our brand new £1.5m food technology, hospitality and catering facility which has recently opened.

We also have a number of partnerships with organisations in our community including the Duke of Edinburgh and the Royal Opera House.

To find out more, please visit [www.hathawayacademy.attrust.org.uk](http://www.hathawayacademy.attrust.org.uk).



## 03. Job Description

### Science Technician

<b>Purpose of the job</b>	In accordance with the practices and procedures of the Academy, ensure that a safe, effective and efficient laboratory technical service is provided for the use of students and teaching staff. To provide technical advice and assistance in the classroom to support students and assist teaching staff with learning activities.
<b>Principal Accountabilities</b>	<p><b>Provision of Practical Facilities and Resources</b></p> <ul style="list-style-type: none"><li>• To prepare and assemble apparatus and components for demonstration, class practical work, assessments and examinations. To prepare solutions and materials.</li><li>• When requested by teaching staff, to demonstrate the use of different equipment and materials with particular regard to safety, including providing technical advice, assistance and supervision to students during practical's, project work and assessments. To advise teachers, when required, particularly those teaching outside the specialism.</li><li>• To install, test and calibrate both existing and new equipment.</li></ul> <p><b>Construction and Development of Apparatus and Equipment</b></p> <ul style="list-style-type: none"><li>• To construct and devise equipment to meet the changing needs of practical programmes, including the manufacture of teaching aids. To adapt apparatus and basic storage facilities.</li><li>• At the request of teaching staff, to provide practical advice and safety instructions to students.</li><li>• To construct and maintain the plug-in peripheral equipment for computers and electronic measuring devices.</li></ul> <p><b>Maintenance of Departmental Facilities and Resources</b></p> <ul style="list-style-type: none"><li>• To ensure that equipment, materials and apparatus, including teaching aids, are maintained in a serviceable and safe condition.</li><li>• To undertake repairs when necessary and, where applicable, recommend or arrange outside repairs, replacement or maintenance.</li><li>• To ensure that any scientific debris or hazardous materials/spills are removed from the sinks, bench tops and other areas to provide a safe environment for cleaning staff and others. To deal with spillages/emergencies during practical activities.</li><li>• To ensure that gas and water taps are turned off, and that electrical connections, chemical solutions and other materials are left stored in a safe and secure condition, ready for re-use.</li><li>• To monitor the condition and stock levels of all apparatus, reagents and materials with regard to shelf life, safety and economy by undertaking regular checks. To diagnose faults and take necessary action accordingly, including proposing alternatives for damaged/faulty equipment.</li><li>• To ensure that appropriate levels of stock are maintained to meet the requirements of the department.</li><li>• To ensure that residues and outdated stock are disposed of in a safe, efficient manner.</li><li>• To maintain all safety equipment used by teaching staff and students to the highest standard.</li></ul>

### 03. Job Description

	<p><b>General Responsibilities</b></p> <ul style="list-style-type: none"><li>• To liaise with external agencies such as suppliers and manufacturers regarding the provision, installation and repair of equipment, furniture, etc.</li><li>• Where applicable, to undertake administrative tasks associated with the post, including stock recording, ordering, reprographics etc.</li><li>• To be aware of, and to comply with, all departmental/Academy instructions and procedures relating to health and safety at work and to recognise the main responsibilities required under the Health and Safety at Work Act 1974 and associated legislation. To contribute to safe working practice in preparation/storage/teaching areas.</li><li>• To maintain an up to date knowledge of technical developments in the field.</li><li>• To undertake general tasks according to the needs of the department such as maintenance of laboratories, preparation of store rooms, transporting supplies, reprographic duties, preparation of audio/visual material as required by departmental teaching staff, etc.</li><li>• To undertake any other duties within the scope of the post, as required by the Head of Department or other appropriate person.</li><li>• To support First Aid within the Academy, by being on call as required.</li></ul>
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## 04. Person Specification

### Science Technician

Criteria	Desirable
<b>Qualification Criteria</b>	<ul style="list-style-type: none"><li>• Right to Work in UK</li><li>• GCSE Mathematics and English (Grade C/4 or above)</li><li>• Good numeracy/literacy skills</li><li>• Strong written and oral communication skills</li><li>• A Level or equivalent qualification (desirable, not essential)</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Experience of working with young people</li><li>• Experience of delivering activities and sessions for young people</li><li>• Experience in use of all Microsoft IT platforms e.g. Excel</li><li>• Awareness and understanding of best practice to ensure safeguarding and child protection.</li></ul>
<b>Behaviours - Specific skills</b>	<ul style="list-style-type: none"><li>• Ability to keep highly organised and work efficiently and effectively even when demands of the job are high</li><li>• Able to establish good working relationships with students and staff</li><li>• An understanding of the importance of confidentiality and discretion</li></ul>
<b>Personal characteristics</b>	<ul style="list-style-type: none"><li>• Genuine passion and belief in the potential of every student</li><li>• Resilience</li><li>• An enthusiasm for working with young people</li><li>• Helpful, positive, calm and caring nature</li><li>• Able to follow instructions accurately but make good judgments and lead when required</li><li>• Be prepared to work flexibly</li><li>• Be motivated to continually improve standards and achieve excellence.</li></ul>
<b>Other</b>	<ul style="list-style-type: none"><li>• Commitment to equality of opportunity and the safeguarding and welfare of all students</li><li>• Willingness to undertake training</li><li>• This post is subject to an enhanced Disclosure and Barring Service check</li></ul>



## 05. How to apply

### The Hathaway Academy, Grays, Essex

#### Hours:

37 hours per week for 38 weeks

#### Salary:

NJC 10-14, starting prorated salary £17,959.29 per annum

#### Closing date:

12 noon, 30<sup>th</sup> April 2021

#### Interviews:

Will be on a rolling programme

#### Start Date:

September 2021

#### Visits to the school:

For further information about the role and the academy, please contact Ms Whippey at the academy on 01375 371361. Due to Covid-19 restrictions, visits to the Academy cannot take place.

#### Applying

Please apply by visiting  
[www.academytransformationtrust.co.uk/vacancies](http://www.academytransformationtrust.co.uk/vacancies)



# Forward as one. Improving Education Together.

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