



# Science Technician Candidate Information

January 2022



**CHELTENHAM  
BOURNSIDE  
SCHOOL**

Empowering lives  
through learning



# CHELTENHAM BOURNSIDE SCHOOL



## Welcome to Bournside

### People are at the heart of Bournside.

Our staff and students are **Ambitious, Purposeful, Proud, Respectful, Curious, and Supportive**. These are our values and whilst you'll see them written on our website and on our corridor walls, where you'll really see them is in the way we work together, the way we talk to one another, the way teachers teach and students learn, and the way we ensure that every day, in and out of lessons we are living our vision: **empowering lives through learning**.

Bournside is a large school with over 200 staff and 1,700 students. That means we have the resources to provide a wealth of opportunities: a sports centre and 4G sports pitches; a fully equipped Drama studio, a large library, specialised English and Maths blocks, 12 science labs and specialist design, technology, computing and media rooms. Our highly successful sixth formers have their own large base with numerous study rooms.

No one gets lost in the crowd, however. The size of our school means that whatever your role, you'll benefit from having a dedicated, specialist team around you. Everyone is a member of one of our six houses; coupled with our vertical tutor group model, for students, the house system aims to nurture and enhance a sense of family and community, strengthen home/school communication, and provide opportunities for older students to act as role models for younger students, enabling them to have meaningful conversations about school life and their future aspirations.



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It's not at all unusual for several generations from the same family to have been part of Bournside school. We've been part of the community of Cheltenham for many years having moved to our present site in Warden Hill in the early 1970s. Our value to the local community is developed in many ways: working closely with our neighbouring schools, taking the arts into the community, being the central hub for very many sports local sports teams, and, of course, being the school of choice for families in our part of Cheltenham and beyond.

If you have any questions regarding the position please contact Andy Saundry, Director of Science [aks@bournside.gloucs.sch.uk](mailto:aks@bournside.gloucs.sch.uk). I would also very much encourage you to visit our school so you can see for yourself why it is a wonderful place to work.

There is a wealth of information about our school on our website, along with an application form should you wish to apply. We also ask for a supporting statement (maximum 2 sides of A4) outlining how you feel your experience, skills, and attributes would enable you to make a significant impact in the role. The deadline for applications is 9am Friday 4<sup>th</sup> February 2022.

I look forward to receiving your application to join us in **empowering lives through learning**.

**Steve Jefferies**  
Headteacher

# Science Technician

**Start date: Immediately**  
**Salary: Grade E4-8 £16,176-£17,509**  
**Contract: 37 hours a week, 39 weeks per year, Permanent**

An outstanding opportunity has arisen to work in Gloucestershire's largest comprehensive school.

We are an established 11-18 single academy trust with a good reputation (Ofsted 'Good' rating 2016), wide catchment, and a strong presence in our community. Our school is consistently oversubscribed with a PAN of 300, and most of our students choose to stay with us for their post-16 study.

We are looking to appoint a Science Technician to join a lively and enthusiastic Science Department at Cheltenham Bournside School, where Science is a popular subject. The successful candidate will be a key part of the Science team, who will support learning across the Key Stages and Science subjects, ensuring that the subject is delivered in an outstanding manner to highly motivated and talented pupils.

You will be joining a Science faculty consisting of the Director of Science, 3 Heads of Department, 9 teachers, and 3 other technicians.

The Science faculty occupies a central place in the academic life of the School, with the teaching of science grounded in



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SCHOOL**

Practical work is embedded in the curriculum, being carefully planned to

**Applications by:  
9am 4<sup>th</sup> February 2022**

support and extend the acquisition of knowledge and understanding. To see further detail of the student learning journey that the successful candidate will teach then please see the subject Curriculum Maps that are found [here](#).

A balanced science program, incorporating most of the features of the National Curriculum, is taught to pupils in Years 7 & 8. Each class has one or two science teachers. In Year 9, pupils are taught by three specialist teachers and start their studies of the GCSE science curriculum. Students are selected to study either AQA Combined Science GCSE or AQA separate science GCSEs depending on their progress in Y9 and Y10. A large number of students go on to study science at A Level and post-18 the numbers that choose Science courses at university are in stark contrast to national norms. Progress of students is above the national average at GCSE and typically in the top 25% of the country at A level.

We are an equal opportunities employer and value and respect diversity across our whole school community. Bournside is committed to safeguarding and promoting the welfare of children and young people. All posts are subject to an enhanced DBS check. We reserve the right to interview and appoint prior to the closing date.

## **Application pack:**

[www.bournside.gloucs.sch.uk/school-information/careers-at-bournside/](http://www.bournside.gloucs.sch.uk/school-information/careers-at-bournside/)

**Warden Hill Road, Cheltenham, GL51 3EF | [hr@bournside.gloucs.sch.uk](mailto:hr@bournside.gloucs.sch.uk) | 01242 235555**

# Job Description

## Science Technician

**Post title:** Science Technician

**Responsible to:** Senior Science Technician / Head of Science

**Hours per week:** 37 hours per week

**Working days and hour:** Monday to Friday

**Working Weeks:** 39 weeks per year

**Contract Type:** Permanent

**Salary:** Grade E4-8 £16,176-£17,509 (based on £18,933-£20,493 FTE)

This school is committed to safeguarding and promoting the welfare of children and young people according to child protection and safeguarding guidelines and expects all staff to share this commitment. A satisfactory enhanced DBS check is required for all Employees.

### Purpose

We aim for every student to develop the knowledge, skills, and self-confidence to become the best they can be. We do this by being open, energetic, outgoing, friendly, safe, supportive, healthy, professional, and self-aware.

### Duties

#### Part 1: Main Duties

- ✓ To offer expertise in Science Technology
- ✓ To co-ordinate on a daily and weekly basis the preparation and distribution of apparatus to the laboratories as requested by the teaching staff
- ✓ To attend and assist in practical lessons when required
- ✓ To liaise with technical and teaching staff regarding any problems in the ordering of apparatus
- ✓ To assist with the annual audit of equipment
- ✓ To assist with development of resources
- ✓ To be responsible for the safe storage of chemicals, and apparatus in accordance with Gloucestershire County Council Safety Procedures
- ✓ To deputise as Health and Safety representative for the Science Faculty, and attend Health and Safety meetings as required
- ✓ To deal with emergencies in classes, breakages and spillages of chemicals;
- ✓ To have knowledge of microbiological techniques – sterilisation and disposal of contaminated materials
- ✓ To take care of plants and any animals within the area
- ✓ Prepare and make teaching aids as required
- ✓ To maintain and clean any scientific apparatus on an annual basis
- ✓ To check materials and equipment before and after use by class for quantity and damage
- ✓ To set up and try out experiments before lessons, assessments and examinations to ensure that they work
- ✓ To work alongside the Science staff with the general running of the laboratories in a support staff capacity
- ✓ To contribute to the smooth running of the Science Faculty as a whole
- ✓ Assist with monitoring the Faculty Budget
- ✓ To have an overview of stationery and stock and assist in maintaining supplies.
- ✓ To help with the organisation of Science Faculty trips.

**In addition:**

- ✓ To assist in / organise cover work when teaching staff are absent
- ✓ To make suggestions to improve the ongoing effectiveness of non-teaching support;
- ✓ To comply with the requirements of Health and Safety, or relevant legislation and school documentation
- ✓ To undertake any other reasonable duties within the overall function, commensurate with the grading level and responsibility, of the job
- ✓ To take part in a Performance Review system
- ✓ All support staff will work on INSET Days
- ✓ All staff are expected to work in a flexible and versatile manner as directed by their line manager.

**Part 2: Personal and professional conduct**

A staff member is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout a teacher's career.

Staff members uphold public trust in the profession and maintain high standards of ethics and behaviour within and outside school by:

- treating students with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position
- having regard for the need to safeguard students' wellbeing, in accordance with statutory provisions and adhering to the school's Health and Safety Policy and Child Protection and Safeguarding Policy
- showing tolerance of and respect for the rights of others
- not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
- ensuring that personal beliefs are not expressed in ways which exploit students' vulnerability or might lead them to break the law.

Any staff member who leads or is a supporting member for a trip or visit, should abide by the school's code of conduct for school trips and visits.

**Other duties and responsibilities**

The postholder may also be required to carry out other duties that the Headteacher may reasonably request.





# Person Specification

## Science Technician

Bournside School will use this person specification as the selection criteria for the post, gained from applications, references, and interviews.

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>NVQ 3 in Laboratory and Associated Technical Activities (LATA) Educational or NVQ3 Laboratory Technicians working in education or C&amp;G Advanced Science Technician, or appropriate equivalent qualification or experience.</li> </ul>	
<b>Experience, understanding, and knowledge</b>	<ul style="list-style-type: none"> <li>A passion for Science</li> <li>Experience in a related discipline.</li> <li>Supervisory experience</li> <li>A commitment to professional development</li> <li>An excellent standard of practical knowledge</li> <li>A working knowledge of relevant equipment.</li> <li>Ability to work constructively as part of a team, understanding academy roles and responsibilities and your own position within these</li> </ul>	<ul style="list-style-type: none"> <li>Good knowledge of the National Curriculum in the subject</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>Good communication skills, oral and written</li> <li>The ability to work well as part of a team, and to build trust and openness</li> <li>Discretion, courtesy, honesty and integrity</li> <li>Reliability, punctuality, diligence and good organisation</li> <li>Attention to detail</li> <li>Self-motivated and enthusiastic</li> <li>Ability to work independently</li> <li>Passionate about education and young people</li> <li>Evidence of commitment to professional development</li> </ul>	



## Settling in at Bournside

We will fully support you with your transition to Bournside. The HR department oversees the provision for new staff, including your induction, to support you in understanding and coping with your new role.

### Induction day

Depending on your start date, you may be invited to an induction day prior to joining us. Alternatively, this will typically be your first day. This full day of training provides information about the aspects of Bournside school life which will be needed as soon as you start, such as:

- School Leadership Structure – who to see for what
- School communication and meeting systems
- Induction procedures, performance management, and professional development
- ICT
- Health and safety procedures
- Safeguarding training
- Key policies
- Introduction to basic training requirements.

### Your mentor

You will also be allocated a mentor – probably your line manager – who will meet with you regularly to ensure you have the support you need.



### Continuing Professional Development

Bournside is forward-thinking in its approach to Continuing Professional Development (CPD). We use a variety of activities to engage staff with sharing best practice including whole staff training options, departmental development time, focused workshops, and time for performance management and review.



## Employee Benefits

### Support Staff

#### General

- Provision of all necessary IT equipment.

#### Lifestyle and wellbeing

- Attractive salary and pension
- Generous annual leave entitlement
- Free one-to-one wellbeing support
- Family friendly policies
- Onsite parking facilities and cycle storage
- Free access to the school's Gym
- Cycle to work scheme
- Discounted gift cards via Voucher Store
- Techscheme – save money on the latest tech from Apple and Currys PC World
- A comprehensive range of staff social events throughout the year
- Our dining centre and Pit Stop Cafe are open between 8:00am and 1:30pm every day.

#### Professional development

- Support to complete further academic study and professional qualifications.

#### Statutory and other benefits

- A wide range of statutory benefits including sick pay, maternity, parental, and adoption leave
- Enhanced Paternity Leave Policy
- We will honour your continuity of service in other state funded schools in relation to sick pay and pension rights.





# Our Values

## We are...

### **PURPOSEFUL**

We persevere to achieve our goals and aspirations

### **PROUD**

We celebrate everyone's effort and achievements

### **RESPECTFUL**

We care about each other and believe in equality and kindness

### **CURIOUS**

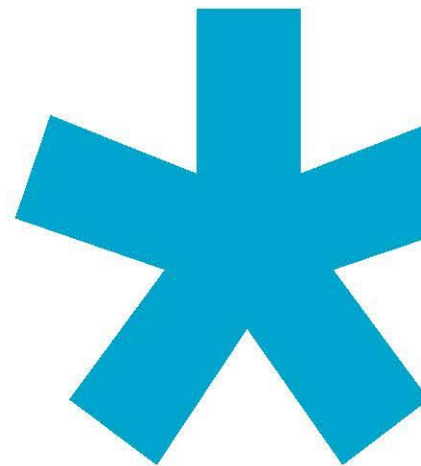
We have enquiring minds and are not afraid of challenge

### **SUPPORTIVE**

We make a positive difference to each other's lives

### **AMBITIOUS**

We aim for the very best in all we do



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