



MOUNTS BAY
ACADEMY



Science Technician

Application Pack

Welcome to the Leading Edge Way



I would like to start by wishing you a warm welcome to 'Leading Edge'. We are currently a group of six distinct and unique schools located in beautiful coastal and island settings in Cornwall and the Isles of Scilly. We are lucky to include a mix of primary and secondary schools, as well as an all-through school with boarding provision and off island bases. This diversity makes for a dynamic and varied perspective.

The Trust achieves its vision and mission through co-construction, with everyone empowered to shape the future and contribute towards the Trust's success. We do this while embracing the distinctiveness of each school and holding children at the heart of every decision we make. The Central Team, on behalf of its schools, is driven by integrity and keeps a close eye on the 'value added' that being part of Leading Edge brings. We put fun, happiness and caring relationships at the heart of Trust and school development.

Our schools share a vision, are values driven, like-minded, and passionate about empowering children, young people, and adults to reach their personal best. All our schools strive for a curriculum which inspires and offers something for everyone; it offers breadth through wide ranging and extraordinary opportunities and prepares our pupils for their future. Digital technology is used to support teaching pedagogy, reduce teaching workload and enhance accessibility for all pupils.

We may be situated in the most south-westerly part of the UK, but this does not stop us from being a forward thinking and outward looking team. Within our 'Trust offer' runs a thread of local, regional, national, and international networks, which support both personal and school development.

Leading schools is one of the most fulfilling and enjoyable jobs, but it is easy to get swept up in the complexities of statutory and legal responsibilities. Leading Edge strives to support schools by having sound operational systems and processes in place, giving school leaders the freedom to do what they do best and most

importantly, to sleep at night. We embrace collaboration where it adds value although equally, celebrate the uniqueness of our schools and support their individuality.

We recognise that strong governance across the Trust is fundamental to its success. We have an excellent body of Trustees in place with wide ranging skills and experience. The Trust board is ultimately accountable but can't know everything, therefore each school has its own Local Academy Committee (Board of Governors) who are the vital 'local lens' for their school.

So, what does the Leading Edge way look like?

We have created a visual map to illustrate the many ways Leading Edge can add value to your school, building on individual successes and facilitating further opportunities for educational excellence. We'll provide the systems and people that will support your school to continue to shine.

Kelley Butcher

Chief Executive Officer



Principal – Mr S Royle BA (Hons) PGCE NPQH
Mounts Bay Academy
Boscathnoe Lane
Heamoor
Penzance
TR18 3JT
www.mountsbay.org

Salary scale: E
Contract Type: 21 hrs per week Term Time Only
Contract Term: Permanent

Science Technician

We are looking for a Science technician to join our thriving Academy in supporting our Science provision.

Ideally the post would suit an experienced individual, but we would also welcome applications from someone willing to learn and develop in the role. Applicants should be flexible, organised and able to work on their own initiative. Attention to detail and accurate record keeping are essential along with competent IT skills and ability to relate well to young people and their learning. Applications must be able to work in a team environment. This is a term time only position so the successful post holder will benefit from the school holidays.

The successful candidate will also work proactively alongside a highly motivated team of professionals, to ensure that practical science can be delivered effectively as part of our curriculum.

Mounts Bay Academy is a caring and dynamic Academy where students are placed at the centre of everything we do. We provide a broad and balanced curriculum to all our students, who are set challenging academic and personal targets and given the inspiration to succeed.

The successful candidate will also contribute to the strategic goals of the Academy and be able to support a vision within which students are well prepared for the modern world.

Application forms and an information pack are available via our school website or on request by telephoning the Academy.

For further information, please contact Malvina Jenkin HR Manager at Mounts Bay Academy 01736 352399 or email: mjenkin@mountsbayacademy.org

Closing date for applications: 28/10/2024
Interviews: TBC
Start date: Asap

MBA is committed to safeguarding and promoting the welfare of students and expects all staff to share this commitment

Please send your completed application form to Malvina Jenkin mjenkin@mountsbayacademy.org

The successful candidate will be subject to reference checks with previous employers and an enhanced DBS disclosure check.

Welcome

Dear Applicant,

Thank you for expressing an interest in the post of Science Technician. I hope you find this information pack helpful and that, in due course, we shall receive an application from you.

Mounts Bay's reputation for excellence has grown from over half a century of generating new ideas, encouraging divergent thinking and nurturing a learning community of highly motivated staff and students.

We are passionate about developing talent and have created an environment where everyone is empowered to reach their true potential. We pride ourselves in fostering a natural ability, ambition and confidence in students to become forward thinking, highly employable entrepreneurs who drive creativity and inspire new levels of academic and professional success.

Secondary education is a key stage in the life and development of each young person and so we aim to work together with parents and carers to support the children; enabling them to develop and grow within our community and in building together a real sense of identity within Mounts Bay Academy

The Academy is committed to a leadership approach at all levels. We are all empowered to make a difference in terms of the school's ability to address its core purpose. We encourage creative planning to challenge and inspire both students and staff alike.

Mounts Bay Academy is an exciting place in which to work. We always seek to appoint new colleagues who enjoy challenge and believe that they can make a contribution in helping us improve what we offer our students.

I look forward to hearing from you.

Yours sincerely



Simeon Royle

PRINCIPAL

Job Description

Post Title:	Science Technician
Purpose	The Science Technician will provide essential support to the science department, ensuring that all practical experiments are prepared and delivered safely and efficiently. The technician will play a crucial role in maintaining laboratory equipment, preparing materials, and ensuring compliance with health and safety standards to facilitate a dynamic and safe learning environment for students.
Main Duties and Responsibilities:	<ul style="list-style-type: none"> ○ Key Responsibilities: ○ Laboratory Preparation & Support ○ Prepare equipment, materials, and solutions for science lessons, following teachers' instructions. ○ Set up practical experiments and demonstrations in the classroom/laboratory. ○ Support teaching staff during practical lessons when necessary. ○ Ensure that all apparatus and chemicals are safely stored and properly labeled. ○ Equipment Maintenance & Inventory ○ Maintain and clean laboratory equipment, including the servicing of basic equipment. ○ Monitor and manage stock levels of laboratory materials, ensuring timely ordering and replacement. ○ Maintain an accurate inventory of all scientific materials and equipment. ○ Report any damage or issues with equipment and arrange repairs as needed. ○ Health & Safety ○ Ensure that all work areas, including laboratories and prep rooms, comply with health and safety regulations. ○ Dispose of hazardous waste following proper procedures. ○ Conduct regular safety checks and ensure that safety equipment is available and functioning properly. ○ Keep up to date with health and safety guidelines in science education. ○ Administrative Duties ○ Maintain accurate records of chemicals and equipment usage. ○ Assist with departmental administrative tasks as required by the Science department. ○ Help in organising resources for departmental projects or events. ○ Professional Development & Collaboration ○ Work collaboratively with the science teaching team to support curriculum delivery. ○ Attend meetings and training sessions relevant to the role.

	<ul style="list-style-type: none"> ○ Keep abreast of developments in science education and technological advancements related to laboratory work. ○ ○
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Other Specific Duties	
Person Specification	
Essential Qualifications and Skills:	
<ul style="list-style-type: none"> • A minimum of GCSEs (or equivalent) in Science and Mathematics. • Experience working in a laboratory environment, preferably within an educational setting. • Good understanding of laboratory safety procedures and COSHH regulations. • Strong organisational skills and attention to detail. • Ability to work independently and as part of a team. • Good communication skills to liaise with teaching staff and other departments. 	
Key Competencies	
<ul style="list-style-type: none"> • Empathy: Understanding the needs of students, especially those facing challenges at home or school. • Confidentiality: Handling sensitive student information with discretion. 	
Safeguarding	
The successful candidate will be required to complete an enhanced Disclosure and Barring Service (DBS) check, as this post is deemed to involve working with or having regular contact with children.	
This job description outlines the key duties associated with the role but is not an exhaustive list of responsibilities. The school may require the post holder to undertake additional tasks commensurate with the role.	
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Reporting to:	Head of Science
Responsible for:	Ensuring that all practical experiments are prepared and delivered safely and efficiently
Liaising with:	Senior Leaders, staff, students.
Working time:	21 hrs per week, term time only.
Salary/Grade:	E
Disclosure level:	Enhanced DBS

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Principal. This job description may be amended in consultation with the postholder.

Person Specification

Requirements		Demonstrated By
Essential	<ul style="list-style-type: none"> • Good educational background with GCSE or equivalent in Science and Maths Grade 5 or above. • High standards of achievement and professionalism • Ability to communicate effectively, orally and in writing • Good organisational and planning skills including prioritising tasks • Ability to initiate within own role • Thinking creatively to anticipate and solve problems • High expectations of students • Successful experience of working within teams. • Staying calm and cheerful when working under pressure. • Confident in offering support and guidance to staff and students. • Commitment to the personal development of all students, staff and self. • Being prepared to take advice, recognising own need for development and being keen to learn new skills. • Support the ethos of Mounts Bay Academy • A commitment to safeguarding children and young people and an awareness of current national legislation relating to safeguarding and child protection. • Polite and effective interpersonal skills • Competent with common IT systems, e.g. Excel, Microsoft Office, MIS • Effectively analyse data • Ability to follow policies and procedures set by the school and external agencies 	Application Form / Interview
Desirable	<ul style="list-style-type: none"> • Successful experience in an educational setting • Educated to Degree level 	