



**Cheney School**

Think for yourself; act for others



## JOB INFORMATION PACK

### **Science Laboratory Technician**

# HEADTEACHER'S WELCOME

We are a school: we will educate a new generation to view the world critically, make their own decisions, and act in a way that benefits the wider community, not just themselves.

This is summed up in our motto, "think for yourself; act for others." Cheney is a genuinely comprehensive school, in the best sense of the term, with a fully inclusive intake, which represents not just our catchment area, but also modern Britain. The ideals of the comprehensive movement have been met in Cheney, in a way that is very rare. We value creativity over conformity; education over league tables; the needs of students over data; self-discipline over sanctions; nuance over simplification; curiosity over acceptance; honesty over

reassurance; the judgement of our community over the judgement of the official world.

We value emotional intelligence equally to academic intelligence; well-being equally to success; self-knowledge to factual knowledge; humanity to rigour.

This is not to say that the things we value less are worthless; in their place, and in their time, quite the reverse.

In fact, we believe if we get the first things right, the second will follow. Please contact us if you have any questions or would like to visit.

While you are here, you might like to visit the Rumble Museum, the only Arts Council-accredited museum in a state school, and a great example of what creativity and curiosity looks like at Cheney.





## GREAT REASONS TO WORK AT CHENNEY

|  |   |
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| Noticeable warmth and friendliness of staff and students                         | Employee Assistance Programme – free counselling and practical advice |
| Genuine priority of staff workload in decision making                            | Comprehensive support programme for ECTs                              |
| Positive commitment to the environment ( Sustainable Secondary of the Year 2024) | Thoughtful and extensive CPD offer for all teaching and support staff |
| Cycle to work scheme, E-bike loan scheme and EV charging                         | Staff social events, sport and other activities                       |

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### TESTIMONIALS FROM STAFF

“Everyone is encouraging and wants you to succeed and fulfill your potential.”

“I feel valued and feel part of something beautiful.”

“The staff really make the school, it is because of them that the school is such a nice place to work.”

“The school obviously cares about its pupils, but it cares about its staff just as much.”

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# RIVER LEARNING TRUST

Cheney School is part of River Learning Trust (RLT), a multi-academy trust responsible for primary and secondary schools across Oxfordshire and Swindon, and a school-centred initial teacher training provider that serves Oxfordshire, Berkshire and Wiltshire.

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## OUR VISION

Education has the power to change lives, communities and society for the better.

At the River Learning Trust we believe that we can achieve more for our pupils, trainees, staff and communities by working together rather than alone.

All of the schools in the River Learning Trust are united by a common belief in the benefits of working together, and by our commitment to our shared principles. Our vision is for our schools and SCITT to improve rapidly, continuously and sustainably: to be better faster together.

Our 'Why?' is that children and young people 'only get one go' in school and our schools should improve faster and be better as part of RLT to ensure the best possible 'go' for our pupils.

Our 'How' is through the highest possible support and challenge for our schools and each other, underpinned by our three principles. We use the principles of 'aligned autonomy' to empower colleagues in schools to perform well; we rarely direct from the centre but rather support leaders and other colleagues to do their work exceptionally well in their own context.

The schools and SCITT are united by their commitment to the principles of the trust and a common belief in the benefits of everything that is gained by working together.

## WHAT MATTERS TO US

The River Learning Trust is a community of children, young people and adults with shared principles. These principles are:

- Commitment to Excellence; striving for the best educational experience through continuous improvement.
- Everyone Learning; creating and taking opportunities that enhance lives through evidence-based practice supporting adult and pupil learning.
- Respectful Relationships; acting with care, integrity, and fairness in all we do.

## THE POWER OF PEOPLE

High-performing organisations have the right organisational culture, effective processes and well-trained, motivated colleagues in the right roles.

We focus a great deal on people and the importance of continuous professional learning and development.

# THE TRUST'S SCHOOLS

We currently educate around 16,000 pupils and have around 2,200 colleagues working in the trust. The SCITT (school-centred initial teacher training provider) trains around 110 trainees a year in Oxfordshire, Berkshire and Wiltshire.

## **SECONDARY SCHOOLS**

Cheney School  
Chipping Norton School  
Gillotts School  
Gosford Hill School  
Kingsdown School  
The Cherwell School  
The Marlborough CofE School  
The Oxford Academy  
The Swan School  
Wheatley Park School

## **PRIMARY SCHOOLS**

Barton Park Primary School  
Bayards Hill Primary School  
Beckley CofE Primary School  
Charlbury Primary School  
Cutteslowe Primary School  
Edith Moorhouse Primary School  
Edward Field Primary School  
Garsington CofE Primary School

Horspath CofE Primary School

Larkrise Primary School  
Madley Brook Primary School  
Middle Barton Primary School  
New Marston Primary School  
Rose Hill Primary School  
Sandhills Primary School  
Seven Fields Primary School  
Tower Hill Primary School  
Witney Community Primary School  
Windrush CofE Primary School  
Wolvercote Primary School

## **ALTERNATIVE PROVISION**

Meadowbrook College

## **TEACHER TRAINING**

OTT SCITT

## **TEACHING SCHOOL HUB**

Oxfordshire Teaching School Hub



# JOB DESCRIPTION

**Title of Post:**

Science Laboratory Technician

**Contract Terms:**

Part time

**Grade:**

Grade 6, Scale Point 8 - 13

**Accountable to:**

Science Technician Supervisor

**Job Purpose:**

To provide vital technical support to the school science department, ensuring safe, efficient and effective operation to enable high-quality science teaching and learning.

**MAIN RESPONSIBILITIES:**

- Ensure a safe, effective and efficient laboratory technical service is provided for students and teaching staff within the department.
- Provide technical advice and assistance in the classroom to support students and to assist teaching staff with the provision of learning activities.
- Ensure that health and safety requirements and other relevant regulations are adhered to including the completion and recording of necessary checks and risk assessments.
- Contribute to the overall ethos, work and aims of the school.

**OPERATIONAL:**

- Assist line manager in the promotion and observance of a healthy and safe working environment.
- Ensure that staff in the science department are aware of and comply with all health and safety requirements and other relevant regulations.
- Ensure that equipment is in good working order and that the laboratories preparation areas and storerooms are in a clean, safe and orderly condition.
- Prepare, distribute and then clear away equipment, solutions and materials as required within the science department.
- Collect and care for insect and plant materials as necessary.

- Carry out routine and non-routine checking, cleaning and maintenance, calibration, testing and repairing of equipment to the required standard.
- Research the availability of suitable materials and resources, and suggest alternatives for suitability, sustainability and economy to her/his line manager.
- Provide technical advice and support in the classroom, for example, with practical experiments and resources.
- Under the direction of your line manager, dispose of laboratory waste safely (chemical and biological) and deal with spillages/breakages in accordance with regulations and procedures.
- Assist with implementing provision for practical school and public examinations
- Put up and maintain appropriate classroom and corridor displays within the science department.
- Provide technical assistance to students, either individually when they are carrying out investigations or projects, or in-class assisting or advising students and staff on the practical aspects of the curriculum.
- Assist in stock control, compiling orders, liaising with suppliers and maintaining appropriate records.

**ADMINISTRATIVE:**

- Ensure that all administrative duties, checks and documentation are completed to the required level of accuracy including photocopying, filing and returns.
- Assist in completing equipment and stock inventories as required.
- Collate information, statistics and prepare reports as required by their line manager, the headteacher and the governing board

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**GENERAL RESPONSABILITIES AS PART OF THE RIVER LEARNING TRUST TEAM:**

- To support teaching and learning by providing high quality support as part of a committed and flexible team;
- At all times act in accordance with agreed local and national policies and procedures;
- Contribute to the overall ethos/work/aims of the River Learning Trust;
- Appreciate and support the role of other professionals;
- Attend and participate in relevant meetings as required;
- Participate in training and other learning activities and performance development as required;

- Carry out other duties as required from time to time by line manager;
- Follow the Trust's Health and Safety rules and procedures and adhere to safeguarding principles.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

# PERSON SPECIFICATION

## (E) Essential      (D) Desirable

### **Qualifications & Training**

- Studied to a minimum standard of GCSE (grade A\* - C) (Grade 4) or equivalent, in English, mathematics and science. (E)
- Further/higher education/NVQ or equivalent qualification in a relevant discipline. (D)
- Experience of working in a school or similar establishment. (D)
- Experience of working with children/young people. (D)
- Experience of working in a relevant discipline within a laboratory or similar environment. (D)

### **Experience, Skills and Knowledge**

- Good standard of numeracy and literacy skills. (E)
- Ability to absorb and understand a wide range of information. (E)
- Ability to operate a range of ICT equipment and other specialist resources. (E)
- Ability to proficiently use computer software including word processing, spreadsheet, database and internet systems. (E)
- Working knowledge of relevant policies, procedures, regulations/legislation e.g. health and safety and COSH. (D)

### **Personal Attributes**

- Initiative and ability to prioritise ones own work and make informed decisions.
- Able to follow direction and work in collaboration with line manager. (E)
- Ability to build and form good relationships with students and colleagues. (E)
- Ability to work constructively as part of a team, understanding school roles and responsibilities including own. (E)
- Verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students and other professionals. (E)
- Able to work flexibly to meet deadlines and respond to unplanned situations. (E)
- Commitment to the school's ethos, aims and its whole community. (E)
- Recognition of the importance of personal responsibility for health and safety. (E)
- Desire to enhance and develop skills and knowledge through CPD. (E)

### **Safeguarding**

- Understanding of current statutory processes, procedures and associated documentation (E)

### **Safeguarding Statement**

*Cheney School and The River Learning Trust are committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people.*

*The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references (1 from current/latest employer) and evidence of the formal qualifications required for the role.*



[www.cheneyschool.org](http://www.cheneyschool.org)