



# **Ballymena Academy**

## **Science Technician 2 - Biology**

Ballymena Academy, established in 1828, is a successful and forward-looking, co-educational, non-denominational Voluntary Grammar School with an enrolment of 1200 pupils, including more than 300 pupils in Sixth Form. The Board of Governors is the employing authority and the school is funded directly by the Department of Education. There are over 80 members of the teaching staff and additional appropriate support staff.

The school has earned its reputation for high standards of attainment by its pupils, with our young people achieving excellent examination results which are well in excess of N.I. Grammar School averages at GCSE and 'A' Level. The focus is to realise the Mission Statement: 'Ballymena Academy Cares for the Individual and Inspires Learning and Achievement'.

The Board of Governors seeks to appoint a Term-time, Permanent **Science Technician - Biology** from April/May 2024. Details of the post and an Application Form are available from the school website: <https://www.ballymenaacademy.org.uk/>

### **Information about the Appointment**

The Science Technician will provide technical support and assistance to teaching staff in the implementation of the school's/department's educational programme.

This is a term-time, permanent appointment – 35 hours per week, times to be negotiated. It may also be necessary to work for a few days during holiday periods if specific tasks need to be completed.

Remuneration will be in the region of NJC pts 5 – 6; £23,500 – £23,893 per annum pro rata.

### **Job Description**

The post includes the following responsibilities:

#### **PROVISION AND MAINTENANCE OF FACILITIES AND PRACTICAL RESOURCES**

- Assist teaching staff in the development and manufacture of teaching aids and models.
- Preparation of resources for all classes including the setting up, testing, demonstration and dismantling of suitable resources as per agreed schemes of work.
- Collect, clean and store all equipment and materials securely in designated storage areas.
- Ensure items are maintained in a state of 'ready for use'.
- Dispose of used materials in a safe and approved manner.
- Ensure that mandatory and/or statutory checks of materials and equipment are carried out by qualified personnel.
- Inform the designated line manager of materials and equipment found to be in an unsatisfactory/unsafe condition and arrange for the repair and disposal of such items.
- Ensure no unauthorised person has unsupervised access to equipment and materials when not in use.
- Advise on health and safety issues in relation to the use of equipment.

#### **ADMINISTRATION**

- Development, maintenance and operation of manual and/or computerised systems in relation to administrative tasks associated with the area of work.
- Maintenance of an inventory/records of departmental resources.
- Assistance in the ordering/purchasing, receiving, checking, storing and distribution of resources.

## **GENERAL**

- Support all staff in ensuring the general safety of pupils.
- Assist with evacuation in emergencies.
- Undertake photocopying as required.

## **OTHER DUTIES**

- Such other duties as may be assigned within the level of the post.

The Job Description may be subject to amendment or modification from time to time, following consultations with the holder of the post, to meet the changing needs of the school.

## **Criteria for the Appointment**

The person appointed to this post must be able to demonstrate by means of his/her application and, if short-listed, the responses he/she makes to the questions asked at interview that he/she meets the following criteria.

### **(a) Essential Criteria:**

#### **Qualifications**

- Minimum GCSE A\*-C in Mathematics and English Language or level 2 equivalent.
- GCSE Grade A\*-C in GCSE Biology or other level 2 equivalent.

#### **Skills/Abilities**

- Organisational skills.
- Good interpersonal skills.
- Ability and willingness to work as part of a team and contribute to areas beyond the work of the Science department.
- Ability to work on own initiative.
- Sound ability in ICT including confident use of Word and Excel.

#### **Personal Qualities**

- Good record of punctuality and attendance.

### **(b) Desirable Criteria:**

- Hold a minimum of 'A' level Biology grade A\*-E.
- Hold a third level qualification in a Science subject.
- Experience of using Microsoft Word, Excel and email.
- A minimum of 3 months' experience working as a Science Technician in a school.
- A good record of attendance in any previous employment.
- Experience of working unsupervised on own initiative.

#### **Knowledge and Skills (will be assessed at interview)**

- Knowledge of the requirements of Technician 2.
- Knowledge of Health and Safety regulations and requirements in a school environment.
- Knowledge of general administrative processes and records.

#### **Personal Qualities (will be assessed at interview)**

- References reflecting good communication and social skills.
- Ability to work with children and adults.
- Professional manner.
- Ability to work under pressure to strict deadlines.
- Flexibility.
- Confidentiality.
- Approachability.

All appointments to Ballymena Academy are subject to the provisions of the Safeguarding Vulnerable Groups (Northern Ireland) Order 2007 (as amended by the Protection of Freedoms Act 2012), and the Rehabilitation of Offenders (Exceptions) (Amendment) Order (Northern Ireland) 2012. Any offer of employment will be subject to Enhanced Access NI clearance. This appointment procedure is in keeping with Department of Education regulations on Child Protection.

The appointment process is scheduled to take place during the week beginning **Monday 15<sup>th</sup> April**. Applicants who are shortlisted will be informed by Friday 12<sup>th</sup> April.

### **Returning your Application Form and Monitoring Form**

Completed Application and Monitoring Forms must be returned by the specified closing time and date using one of the following methods:

- post
- hand delivery
- e-mail

**Completed Application Forms must be received by 12.00 noon on the closing date (Thursday 11<sup>th</sup> April). Late, or faxed, Application Forms will not be accepted.**

If posting or e-mailing an Application Form, it is the responsibility of the applicant to ensure that the application is received by the closing time/date.

Please ensure that when e-mailing the Application Form that the subject line is completed with the Job Title as indicated on the Application Form.

For posted applications, please ensure that the correct postage for the weight and size (including thickness) of the envelope is adhered to in order to ensure that the application is received by the closing time/date.

Address (Postal/hand delivery):

The Monitoring Officer,  
Ballymena Academy,  
89 Galgorm Road,  
Ballymena,  
CO. ANTRIM.  
BT42 1AJ

e-mail address: [info@balacademy.ballymena.ni.sch.uk](mailto:info@balacademy.ballymena.ni.sch.uk)

All appointments to Ballymena Academy are subject to the provisions of the Protection of Children and Vulnerable Adults (NI) Order 2003, and the Rehabilitation of Offenders (Exceptions) Order (NI) 1979. Applicants must disclose any convictions, spent or unspent or any charges outstanding. A security check is carried out. This appointment procedure is in keeping with Department of Education regulations on Child Protection.

## **BALLYMENA ACADEMY**

### **TERMS AND CONDITIONS FOR POSITION OF SCIENCE TECHNICIAN 2 - BIOLOGY**

#### **1. Duties**

The main duties are set out in the attached job description.

#### **2. Remuneration**

Remuneration is based on the NJC for Local Authorities' Services Spinal Point 5-6. Salaries are paid directly to the employee's bank account by BACS 3 banking days before the end of each month.

#### **3. Hours of Work**

The hours of work are Monday to Friday, 8.00 a.m. to 4.00 p.m. (times may be negotiated).

#### **4. Overtime**

Overtime may arise from time to time and it is a condition of employment that employees agree to work a reasonable amount of overtime when called upon to do so.

#### **5. Holidays**

The person appointed will receive 12 days statutory holidays plus 21 annual holidays pro-rata. After the completion of 5 years' service the annual entitlement rises to 26 days pro-rata. Holidays must be taken during school holidays.

#### **6. Contract**

The person appointed will receive a contract of employment which will set out details of sickness/absence, grievance procedure and disciplinary rules and procedure as detailed in the Employee Handbook.

The person appointed will be on probation for a period of 6 months during which his/her progress will be monitored. (During the first 6 months, the contract can be terminated by either party giving one week's notice.) Provided a satisfactory standard is achieved and maintained, the appointment will then be confirmed. Thereafter, the employee must give one month's written notice of termination of employment. The School will provide statutory notice in the event of termination of employment and reserves the right, in the case of gross misconduct, to dismiss an employee summarily i.e. without notice and without payment in lieu of notice.