Hove Park School
"Together We Achieve"

Nevill Campus: Nevill Rd, Hove, East Sussex, BN3 7BN
Tel: +44 (0)1273 295000/1 **Fax:** +44 (0)1273 295009

Valley Campus: Hangleton Way, Hove, East Sussex, BN3 8AA
Tel: +44 (0)1273 295002/3 **Fax:** +44 (0)1273 294994

Email: office@hovepark.org.uk

Mr Jim Roberts- Headteacher

Senior Science Technician
Science Department

NJC Scale 6 £23,866 – £25,463 pro rata (actual £21,204- £22,622)
37 hours per week
Monday to Thursday 8:00 am to 4:00 pm, Friday 8:00 am to 3:30 pm
Term time only, 46.2 weeks per year

Commencing: October 2018

Hove Park School is seeking to recruit a Senior Science Technician to join the Science and Technology team. This is a wonderful opportunity to develop your career in a supportive and forward thinking environment. Hove Park is an excellent school in which to work and was judged Good in our last inspection in March 2017

Under the overall direction of the Assistant Faculty Leader 2C and Lead Technician, and in accordance with the practices and procedures of the school, the Senior Science Technician will provide technical support to the department, through the preparation of chemicals, equipment and materials for lessons. The technician role forms a central part of the work of the department. They will work closely with teaching staff and the technician team to support, develop and further extend the work of the department and the experiences of the students.

Information about this post and an application form can be downloaded from our website: www.hovepark.brighton-hove.sch.uk/vacancies

Please submit your completed application form to recruitment@hovepark.org.uk or apply directly through TES.

Hove Park School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidates will be subject to an enhanced DBS check.

Deadline for applications – Sunday, 23rd September 2018
Interviews: Friday, 28th September 2018

Hove Park School celebrates diversity and welcomes applications from all areas of our community as we aim to have a staff body that is representative of our socially, culturally and ethnically diverse student population.

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JOB TITLE: Technician – Science Role C

SECTION: Schools

Please note; this is a Generic Job Description. It describes the level of responsibility that you will be required to *undertake*. Within this role you will be required to carry out the majority of the tasks listed, and your line manager will *advise* you of those that are not applicable.
Text marked in *italic* refers to words that can be found in the glossary, text marked in **bold** indicates the differences from the previous level.

PURPOSE OF JOB

To *manage* and support the technical, practical and administrative needs within the Science department enabling teachers to concentrate on the provision of a high standard Science education in line with the National Curriculum.

To ensure and promote the maintenance of a healthy & safe working environment through:
• Actively contributing to the assessment, monitoring and review of both health & safety procedures and information resources;
• Keeping up to date with current procedures and practices through continuing professional development;
• The provision of technical advice and support on health & safety issues to teaching and technical staff;
• The safe treatment & disposal of used materials including hazardous substances and responding to actual or potential hazards;
• The healthy & safe storage and accessibility of equipment and materials.

PRINCIPAL ACCOUNTABILITIES

- To prepare and **distribute** required equipment and materials for teaching and demonstration purposes including making up chemical solutions within agreed time scales in order to support learning activities.

- **To *manage*, *supervise* and co-ordinate a team of technicians, including training and monitoring work and organising workshops and induction/training courses**.

- **To *ensure*** the *routine* maintenance of equipment, resources and materials to *ensure* a clean, safe, and orderly working environment.

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- **To *undertake* and oversee** stock taking, ordering and taking delivery of supplies of chemicals, equipment, stationary and other resources as required in line with National Curriculum requirements.

- **To *ensure* the cleanliness of the** equipment/resources/work area after use including chemical/biological spillages, ensuring own safety of that of colleagues, and pupils.

- To check and test equipment/resources for safety, reporting any faults/problems/damages, **authorising and organising replacements or repairs by outside contractors where necessary,** to *ensure* that planned learning activities can be undertaken.
- To *undertake* repairs to equipment within own capabilities whenever possible.

- To arrange and *monitor* safe, secure and orderly storage of laboratory equipment and resources, ensuring that Health, Safety and COSHH guildlines are complied to.

- To *ensure* that chemicals are disposed of safely in line with Health & Safety regulations and COSHH guidelines. This may include the safe disposal and handling of radioactive materials.

- **To create and maintain records and databases** to document use of chemicals, equipment and technical resources such as videos, books and catalogues relevant to the National Curriculum. To *ensure* that such records are in accordance with COSHH recommendations.

- To liaise with, and provide support to the teaching staff in relation to the preparation and delivery of new units for the National Curriculum, for example; to *assist* with research, experiements and the testing of new equipment.

- To provide advice and practical support to students and NQT's (Newly Qualified Teachers) and to *advise* compliance with safe working practices; this may include students studying at A Level.

- To assist the team-leader with the day-to-day organisation and development of technical staff to ensure that essential performance standards are achieved.

- To contribute to the design, development and maintenance of specialist resources and/or long-term projects and offer professional guidance, assistance and support to students and teachers on the practical aspects of the curriculum.

- To support the team-leader technician in ensuring the availability of suitable materials and equipment, helping to compile orders and liaising or negotiating with suppliers and finance departments.

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- Under the (overall) guidance of the team-leader technician, to ensure that both routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment are carried out to the required standard.

- To deputise for the team-leader technician and take a lead role in a specialist or subject area as required.

- **Contribute and/or lead meeting** and discussion forums with colleagues, students and NQT's as appropriate

- **To *monitor* expenditure within an agreed budget for the purchase of materials and resources in accordance with school policies and procedures**.

- **To make/control petty cash expenditure and *ensure* receipts are passed to the schol finance department in accordance with financial requirements.**

- To be aware of and act in accordance with the council's Equalities Policy

- To be aware of and act in accordance with the schools' Health & Safety Policy and agreed codes of practice.

Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job. You will be consulted about any proposed changes. The list of duties in the job description should not be regarded as exclusive or exhaustive.

There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

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PERSON SPECIFICATION

Post Title: Science Technician (Role C)

Department: Children, Families & Schools

Section: Schools (Science Department)

Essential Criteria

Job Related Knowledge, Experience and Qualifications

- **NVQ Level 3** or equivalent in a Science related subject
- **Five years** Laboratory experience
- Experience of working in a school environment
- Health and Safety knowledge of COSHH
- **Detailed** knowledge of Key Stages 3 & 4 within National Curriculum Science
- **Knowledge/Experience of safe use of radioactive materials**
- **Knowledge/Experience of sterilisation techniques**

Skills & Abilities

- ***Excellent*** Numerical Skills
- ***Excellent*** Communication Skills
- **Ability to lead, organise and motivate a team**
- **Ability to identify, safely handle, store and dispose of Micro-organisms**
- **Ability to safely handle, store and dispose of Chemicals**
- **IT skills including use of Word & Excel**
- **Organisational Skills / Record Keeping**
- **Able to work independently as well as part of a team**
- **Able to take Immediate Measures in the case of first aid.**

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Other Requirements

- To be extremely aware of safety regulations when dealing with hazardous materials and that if they are not adhered to, the implications could be extremely serious, even lethal.