

Queen Elizabeth's High School

11-18 Mixed Grammar School

Headteacher: Mr David Allsop, BA(Hons) MSc NPQH



Vacancy Booklet

Assistant Science Technician

30 hours per week/38 weeks per year

Temporary to cover Maternity Leave

Required 03/09/2018 to 04/11/2018

Closing Date: Midday on Friday 13th July

Inside this booklet you will find information about QEHS, more details about the vacancy, a detailed job description, as well as information about how to apply.



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. Tel (01427) 612354 ·

Website: www.qehs.lincs.sch.uk Email: office@qehs.lincs.sch.uk



THE SCHOOL

Queen Elizabeth's High School is a school where children can grow and develop into successful young adults who are equipped with the knowledge, skills and qualifications to follow their dreams and aspirations. Qualifications are a key element of that success and our past results at both GCSE and A level speak for themselves; we are regularly listed in The Times top 200 schools list. However, education is more than that, and here at QEHS we provide a safe environment in which young people can grow and learn who they are, what interests them and who they would like to be in the future.

Intellectual curiosity is encouraged, as is scholarship. Our House system encourages healthy competition as well as developing team work and leadership. It also forms the basis of our pastoral support and all students are allocated a house when they enter in Year 7.

At QEHS we are proud of our heritage but are always looking forward, embracing changes which will benefit our students both now and in the future.

QEHS is very much a local grammar school and we are pleased to have made the positive choice to remain with the Local Authority. This allows us to continue to work both within our immediate locality and also more widely across the Counties that surround us, providing outstanding education and aspiration to the young people of Gainsborough and its surrounding villages and towns.

The governors, staff, parents and students all created our School Aims which are as follows:-

- *At Queen Elizabeth's High School, we aim for high standards in all we do.*
- *We strive to fulfil the potential of each student. We set out to develop knowledge, understanding, skills and values and we encourage endeavour and achievement of all kinds, academic, sporting, artistic and personal.*
- *We aim to achieve this through a carefully planned, broad education in which enthusiastic teachers use a variety of teaching styles in activities inside and outside the classroom. We work hard to involve students and parents in responsibility for learning. Staff set themselves high standards and expect the same from students. All members of the QEHS community are encouraged to contribute to the whole and from that gain a genuine sense of belonging.*
- *We aim to maintain a friendly and caring atmosphere, in which students and staff share a mutual respect. We expect responsible behaviour from students; they can expect fair treatment from staff. We intend to keep parents and students fully informed about our policies and achievements and to listen to their views.*
- *When they leave Queen Elizabeth's High School, we want students to be well-balanced adults, inspired to continue their learning and able to contribute positively to society. We recognise that school provides a solid and firm foundation upon which students build their lives. As such, we focus on traditional values set in a modern-day context.*
- *Queen Elizabeth's High School is committed to the highest possible standards of child protection.*

Staff appointed to the School would need to be comfortable with these aims and reflect them in their work. Existing staff are generous in giving of their time to support individual students and activities outside the classroom.

The selection criteria for student admission to QEHS in Years 7-11 benefits children of staff who have worked at our school for more than two years. See the full Admissions Policy on our school website.

THE VACANCY

This vacancy arises as a result of a maternity cover.

The successful candidate will work as an Assistant Science Technician in a large and successful Science Faculty. The Head of Science is Mrs C Medcalf who is also Head of Biology. Mr M Watt is Head of Physics and Dr S Horgan is Head of Chemistry. The Senior Science Technician is Miss D Howe.

The teaching team comprises 15 Science teachers. In Years 7 and 8 Science is taught in tutor groups (max. 32). In Years 9-11 Science is taught in set groups of up to 32 students. The Sciences are a popular choice at A Level and there are thriving groups in Biology, Chemistry and Physics. Practical assessments are currently undertaken at GCSE, AS and A Level in all three Sciences, preparation for which requires complete integrity on the part of the Technicians.

Where possible, Science in the school is mainly taught in specialist Biology, Chemistry and Physics laboratories. There are twelve laboratories in total which are located in three main areas within the school. The laboratories are served by four preparation rooms.

The successful candidate will join a team consisting of three Science Technicians. They will be energetic, willing to learn and keen to take advantage of the training opportunities available which may be in, or out of, school. Above all they will be friendly, flexible, good humoured and able to work effectively as part of a team.

The salary for this post is Grade 3: Point 8 (approximately £11,372 per annum). Wages are spread over 12 equal monthly instalments paid on the 23rd of each month. This post is for 30 hours per week/38 weeks per year. The working hours are expected to be 08.30 – 16.00 for three days each week and 08.30 – 13.30 for the other two days; these hours are worked term time only. QEHS works a two week timetable and therefore the shorter working days are likely to fall on Wednesdays each week and alternate Mondays and Tuesdays. These working hours can, however, be negotiable as long as the timetable is covered. There is a daily unpaid 30 minute break which will be taken at a time directed by the Head of Science/Senior Science Technician.

Candidates should find the job description enclosed in this booklet useful in describing the work expected of the successful applicant.

LINCOLNSHIRE COUNTY COUNCIL		V5
JOB DESCRIPTION		
DIRECTORATE: Education and Cultural Services		Division/Section/Branch: Education
Service/Sub-Division: Schools		
JOB TITLE: Assistant Science Technician		SAP Position No: JEM : 01-199
GRADE: G3		
REPORTS TO : Senior Science Technician, Head of Science		
1.	PURPOSE OF JOB: To provide technical support throughout the Science department.	
2.	MAIN RESPONSIBILITIES, TASKS & DUTIES	
	i.	To assist in the cleaning of equipment and maintaining hygiene standards throughout the Science department
	ii.	To prepare maintain and store apparatus and materials for demonstration
	iii.	To assist in control of stock, including ordering where necessary and liaising with finance and suppliers
	iv.	Keep records of stock breakages
	v.	Construct and repair Science equipment as required
	vi.	Ensure availability of resources as necessary
	vii.	Assist in pre-class preparation for displays and exercises
	viii.	Delivering checking and returning stock from classroom back to storage
	ix.	To always maintain safety in teaching spaces
	x.	Reprographic and administrative duties as may be required within department
	xi.	To assist teaching staff with practical supervision in the classroom
	xii.	To evaluate and improve own practice, which may lead to improvements in the day-to-day running of the school and to take responsibility for personal professional development
	xiii.	Such other duties as may be determined from time to time within the general scope of the post; duties and responsibilities outside the general scope of the post will only be required with the agreement of the post-holder

3.	<p>MANAGEMENT OF PEOPLE <i>[full managerial responsibility e.g. recruit, appraise, discipline etc]</i></p> <p>None</p> <p>SUPERVISION OF PEOPLE <i>[i.e. day to day supervision of & quality check of work]</i></p> <p>None</p>
4.	<p>CREATIVITY AND INNOVATION <i>What innovative and imaginative responses to issues are required to resolve problems?</i></p> <p>Some creativity may be necessary for example when carrying out minor repairs of science equipment</p>
5.	<p>CONTACTS AND RELATIONSHIPS <i>What personal contacts and relationships are required with other people and organisations to carry out the job?</i></p> <p>Day to day routine contact with staff and students regarding availability of resources. Liaison with suppliers of goods and services</p>
6.	<p>DECISIONS <i>A requirement to make decisions or recommendations. The extent to which policies, procedures or other guidelines affect your decisions.</i></p>
	<p>a) Discretion – The post-holder has the following discretions</p> <p>Post holder works within clearly defined rules and procedures, limited opportunity for decision making</p>
	<p>b) Consequences – The consequences of the post-holder's decisions can be anticipated to impact on the following:-</p> <p>Impact of decisions would be within the Science department and consequences would be quickly identified and remedied</p>
7.	<p>RESOURCES <i>The post-holder is personally accountable/responsible for the following:-</i></p> <p>Responsible for checking and returning technical equipment to and from the classroom</p>
8.	<p>WORK ENVIRONMENT</p>
	<p>a) Work Demands – <i>Impact of deadlines and changing and conflicting priorities.</i></p> <p>The post-holder's routine tasks may be varied but this does not impact on the completion of the overall task</p>
	<p>b) Physical Demands – <i>Continuing physical effort, bending, lifting, pushing etc</i></p> <p>Moving and handling technical equipment to and from storage to classroom on a daily basis</p>
	<p>c) Working Conditions – <i>Exposure to disagreeable or unpleasant conditions</i></p> <p>Work is carried out indoors in ventilated, well heated, well -lit environment and outdoors to collect specimens etc and to accommodate work on a split site The post-holder may be exposed to the noise levels associated with a classroom</p>

	d) Work Context – <i>Potential risk to safety & well-being, including abuse and aggression</i> Required to work with chemicals, biological hazards and radioactive materials		
9.	KNOWLEDGE AND SKILLS <i>required to be fully competent in the post</i> Knowledge of COSHH and other relevant Health and Safety Legislation. Relevant NVQ Level 1.		
10.	GENERAL		
Job Evaluation - This job description has been compiled to allow the job to be evaluate using the GLEA Job Evaluation scheme as adopted by the County Council.			
Other Duties - The duties and responsibilities in this job description are not exhaustive. The post-holder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post-holder.			
Equal Opportunities - The post-holder is required to carry out the duties in accordance with Council Equal Opportunities policies.			
Health and Safety – The post-holder is required to carry out the duties in accordance with the Council Health and Safety policies and procedures			
	Name:	Signature:	Date:
Job Description written by: [Manager]
Job Description agreed by: [Post-holder]
Note: Qualifications and Experience headings are included in the Person Specification; see ‘Using Competencies in Recruitment & Selection’ in the Employment Manual on George. Guidance on the completion of this JD can also be found on George or available from your Directorate HR Adviser.			
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HOW TO APPLY

The closing date for this vacancy is midday on Friday 13th July 2018.

Potential applicants are welcome to telephone (01427 612354) if they have any questions about the post. Please complete and sign the Lincolnshire County Council Standard Application Form (available on our website) – only applications submitted on this form will be considered. Accompany the completed form with a succinct letter of application – one side of A4 maximum. This letter should explain how you believe your experience to date equips you for this post, and outline some of your ideas on how you would approach the job at QEHS.

To apply for this post please visit our website and complete the application form via our Recruitment site. Only applications submitted in this format will be considered.

Please include in the Personal statement section of the application how you believe your experience to date equips you for this post, and outline some of your ideas on how you would approach the job at QEHS. We will contact your referees for a reference before the interviews, and for shortlisted candidates the references will be taken into account in deliberations at the conclusion of the final panel interviews.

Queen Elizabeth's High 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 candidate will be subject to an enhanced DBS check. Queen Elizabeth's High School is committed to staff development.

Candidates are asked to bring to interview certificates as evidence of A Level, degree, teaching and other relevant qualifications as well as proof of identity. Please bring one item of *photographic* evidence, e.g. current passport or new style UK driving license with associated counterpart licence; either a full birth certificate or marriage certificate and one item of *address-related* evidence, e.g. utility bill or a bank credit/mortgage statement containing your name and address. Please also bring evidence of your National Insurance number.

The school is an equal opportunities employer. Our policy is to ensure that no job applicant or employee receives less favourable treatment because of any protected characteristics. Staff are expected to set a good example in their appearance and smart office dress is a good guide for all staff.

Selection criteria and procedures will be frequently reviewed to ensure fair treatment and efficient selection. Successful applicants will be provided with access to the Staff Handbook in plenty of time to prepare for their new post. We are always happy to see new staff in school if they are able to visit us for preparation before taking up their appointment. There is an induction programme for new staff and full support for NQTs.

QEHS and Lincolnshire Children Services are committed to the highest standards of child protection staff development

THE TOWN



Gainsborough is situated in the north of Lincolnshire on the banks of the River Trent, the County's western boundary. It is within easy reach of the A1 and is Britain's most inland port, with a population of just under 20,000. Gainsborough's Old Hall, a fifteenth century manor house, is a local tourist attraction and, though it sits in a generally agricultural district, the town has both light and heavy industry.

Education in Lincolnshire schools is uniform to the end of the primary phase, but there is a range of good schools in the secondary sector, varying from selective to comprehensive. There has been more than the national average of academy conversions over the past few years. In the Gainsborough area, there are a number of very good primary schools; in the secondary sector, as well as Queen Elizabeth's High School, there is the Gainsborough Academy, an 11-16 non selective school, and an annex of Lincoln College.

More about our School

Over 200 students take part in organised drama in school, either in the School Play, House Drama Competition or Drama clubs.



Each year several students in Year 12 are trained and become qualified to run Beacon Clubs; after-school clubs for disadvantaged junior children. Around 60 students have completed or are undertaking to complete 200 hours of volunteering through the Millennium Volunteers Scheme set up in the school in 2003.



Every year, selected students from Years 8 and 9 take part in 'Challenge Plus!' – a whole day of activities for the most able.



Students in all key stages are offered opportunities to visit France, Germany and Spain. There is a thriving German exchange programme for Year 10 and the 6th Form.



Each year the School holds an Inter-House Debating competition sponsored by the local Rotary Club. Winners go through to the 'Youth Speaks' competition in Lincoln.