

July 2017

Dear Applicant,

Thank you for your interest in the post of **Chemistry Technician (Maternity Cover)**.

The following documents will assist you in your application:

- Job Description and Job information
- Summary of Terms and Conditions for Support Staff
- Support Staff pay scale
- Application and Monitoring Form

They are available to download from the college website (www.godalming.ac.uk) and as hard copies from Personnel Services. The closing date for receipt of applications is **9am on Monday 7th August 2017.**

Completing your application

Please complete the application form giving full details in each section as requested. In addition to the form, please include with your application a covering letter demonstrating how you feel your skills and experience are suited to the role. This will enable the selection panel to assess each applicant's relative strengths against the criteria in the specification.

Returning your application

You may return your application form and covering letter either by post or by e-mail as attachments to personnel@godalming.ac.uk.

Short-listing and interview arrangements

Since we will not be able to respond to all applicants, if you have not been contacted by **10th August**, please assume that you have been unsuccessful. All applications are considered carefully and objectively against pre-determined criteria. Please feel free to contact Personnel Services if you would like to enquire about the progress of your application. **We plan to hold interviews on Friday 11th August and will notify short-listed candidates as soon as we can after the closing date.**

Thank you for your interest in the College. I hope you will find the information useful and look forward to receiving your application.

Yours sincerely,



Emma Young
Principal

JOB DESCRIPTION FOR SCIENCE LABORATORY TECHNICIAN - CHEMISTRY

Post Title	<i>Science Laboratory Technician - Chemistry</i>
Responsible to	<i>Director of Services & Head of Chemistry</i>
Hours of Work	<i>Full-time, term-time only (39 weeks per year)</i>
Scale 3 (Spine points 21-25)	<i>Full-time salary is £17,964 to £20,275 plus Surrey Allowance £994 Actual salary is £16,231 to £18,210 per year The salary point will be determined depending on experience and qualifications</i>

PURPOSE OF THE JOB

To provide a technical science support service to Godalming College in accordance with Health and Safety Regulations and to maintain that support to a high standard to enable the provision of quality education.

SPECIFIC DUTIES AND RESPONSIBILITIES

The Science Laboratory Technician - Chemistry will be responsible on a day to day basis to the Head of Department, Chemistry for:

- the maintenance and security of laboratories and ensuring the cleanliness and proper functioning of all technical equipment
- the provision and cleaning of glassware and other equipment and preparation of reagents needed for teaching purposes
- assisting with the preparation and duplication of resources needed for teaching purposes
- routine support in the form of monitoring and storage of resources
- routine administrative work
- cataloguing resources and maintaining stock and budgetary records
- assisting with the development of experiments and computer applications for teaching and demonstration purposes

The Science Laboratory Technician - Chemistry will undertake any other duties which may be assigned, that are reasonable and commensurate with the overall nature and purpose of the role.

PERSON SPECIFICATION

You will need:

- a chemistry qualification at A-Level or above and/or experience of working in a similar laboratory environment
- to be able to demonstrate, by example, good practice in the handling of laboratory apparatus and chemical reagents when assisting students
- good organisational skills coupled with the ability to identify and agree priorities with staff and meet deadlines set
- IT skills for data entry, routine stock-control and cataloguing and willingness to acquire or develop these skills for other applications within the Department
- good interpersonal skills and ability to communicate effectively with members of staff and students
- a flexible and adaptable approach in responding to changes in teachers' and students' needs
- to be able to work independently and manage time effectively to facilitate the smooth day to day running of the Chemistry Department

THE COLLEGE

Godalming College is one of the best performing sixth form colleges in the country and a great place to study and work. In each of the last five years the College has achieved at least a 99% pass rate and a 60% A*-B grade rate at A level. Value added scores are excellent and the College is rated Outstanding in all areas by Ofsted. Recently published statistical evidence shows how Godalming College students outperform other organisations in both the state and independent sector using indicators such as average point score and university progress.

The success of Godalming College is also about community with students from all walks of life enjoying a whole range of opportunities in a welcoming and friendly environment. It is guaranteed that students will enjoy a stimulating, lively and challenging learning and social experience; they will be treated as adults by specialist and dedicated teaching staff in facilities that have seen major investment over many years. We have recently completed a £14m building programme creating a new English and Modern Foreign Languages block, Media suite, new netball and tennis courts and an 11 acre site for Rugby and Football pitches.

The College employs around 200 teaching and support staff on both a full and part-time basis.

OFFERS OF EMPLOYMENT

All offers will be subject to the receipt of satisfactory references, enhanced DBS disclosure, medical report and proof of necessary qualifications. As the post is based in a Sixth Form College we have a responsibility to ensure that all staff are suitable to work in this environment and referees will be asked to confirm this.

SALARY

Salaries are paid in accordance with the Sixth Form College pay scale for Support Staff. The Corporation reviews salary scales against any cost of living increases on an annual basis, the changes being implemented from 1st September.

WORKING HOURS

The full-time working hours are 36.42 hours per week excluding lunch or other breaks. Starting and finishing times will be by agreement with your manager.

HOLIDAY ENTITLEMENT

Minimum of 22 days per year for full-time employees (Holiday Year 1st August -31st July) in addition to the College closure period between Christmas and New Year and public/bank holidays. Part-time employees are entitled to a proportionate number of days. Those working Term-Time only are expected to take leave within the College holiday periods. Salary calculations are based on a formula which takes holiday entitlement into account.

PENSION

Godalming College is an admitted body for membership of the Local Government Pension scheme which provides a full range of benefits. Full details are provided on appointment.

STAFF DEVELOPMENT & TRAINING

The College recognises the importance of the continued development of its staff and is committed to the support and promotion of staff development and training activities for all categories of staff.

CHILDCARE VOUCHER SCHEME

The College offers employees the facility to participate in a Childcare Voucher Scheme. This is a benefit which is provided through a 'salary sacrifice' arrangement, normally for the duration of the academic year.

OTHER INFORMATION

The College is within walking distance of Godalming Town Centre and the Railway station which serves the main London-Portsmouth line (South West Trains). Godalming is readily accessed from the A3 and free car-parking is available to staff on the College campus.

There is a Restaurant at the College providing a range of hot meals, salad bar and sandwiches. There is also a Snack Bar and mid-morning catering service available in the Staff Room.

An indoor sports facility, including a gym with state of the art fitness training equipment, is available for staff use between the hours of 8am to 5.30pm (when not being used for teaching purposes).

Godalming College Support Staff Payscale September 2016

Scale 1	13	14792
	14	15257
	15	15797
	16	16192

Scale 2	17	16548
	18	16822
	19	17140
	20	17461

Scale 3	21	17964
	22	18329
	23	18923
	24	19596
	25	20275

Scale 4	25	20275
	26	20945
	27	21619
	28	22290

Scale 5	29	22963
	30	23638
	31	24431
	32	25219

Scale 6	33	26095
	34	26966
	35	27840
	36	28708

Senior Officer	37	29500
	38	30291
	39	31085
	40	31878
	41	32667

Management 1	42	33462
	43	34253
	44	35126
	45	35997
	46	36867

Management 2	47	37739
	48	38691
	49	39562
	50	40510
	51	41461

Management 3	52	42412
	53	43363
	54	44316

Management 4	55	45290
	56	46285
	57	47303
	58	48347
	59	49409
	60	50496

Surrey Allowance £994

To calculate pro-rata payments –

Hours x weeks x annual salary divided by 1659

Example: point 20 scale 2 - £17461 + £994 = £18455

36.42 hours per week x 39 weeks per year = 1420

1420 x £18445 divided by 1659 = £15796.32 pa = £1316.36 gross per month
paid for 12 months

Support Staff Salary Calculations

Salaries for term time only staff are calculated using a denominator of 1659 which is the nominal full time equivalent annual hours taking into account holiday entitlements.

The normal full-time working hours are 36.42 per week

Hourly rate calculation

Full time annual salary / 365 x 7 / 36.42