



## **Science Technician**

**Dates:** 16<sup>th</sup> April 2018  
**Salary:** Single Status 4  
**Location:** Chailey School - East Sussex  
**Contract term:** Permanent

Chailey is a thriving, successful school set in rural Sussex, just north of Lewes, and within easy reach of Brighton and Haywards Heath. We are proud of our traditional values and innovative approaches to Teaching and Learning. Staff are friendly, dedicated and supportive and our students are happy and proud to be part of the school. Chailey is a school where teachers and students can thrive. Visitors to Chailey School often comment on the calm teaching environment and fantastic relationships between students and teachers. We had our last Ofsted visit in January 2017 which we were very pleased with.

The Ofsted report contained comments such as:

- 'an established culture and ethos of the school, which is enhanced by the strong relationships between staff and pupils'
- 'pupils make good, and sometimes better, progress'
- 'pupils appreciate what staff do for them and, therefore, their conduct is typically exemplary, both in lessons and around the school'

We believe that this is a very strong foundation from which to aspire to excellence in everything we do.

We are seeking to appoint a Science Technician to support the Science Faculty. The Science Department at Chailey School is very successful and you will be joining a friendly and supportive team of colleagues.

If you have a strong desire to help students of all abilities to achieve the best they can, whilst fulfilling your own potential, then we would be very pleased to hear from you.

For further information or to submit your application please contact Amanda Hilton, at the school address shown or email: [ahilton@chaileyschool.org](mailto:ahilton@chaileyschool.org).

The application form for support staff is available on the school website under Choosing Chailey/Working Here.

**Closing date:** Apply by midday on Friday 9<sup>th</sup> March 2018

Chailey School  
Mill Lane, South Chailey,  
Lewes, East Sussex, BN8 4PU

Tel: 01273 890407  
11-16 Specialist School for Language and Humanities

**Head Teacher: Mrs Helen Key**

*East Sussex County Council is committed to equality of opportunity. We positively welcome applications from all sections of the community. This authority is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will need to undertake, or currently hold, a Disclosure & Barring Service (DBS) clearance for this authority.*



## **JOB DESCRIPTION**

<b>School:</b>	Chailey School
<b>Job Title:</b>	Science Technician
<b>Grade:</b>	Single Status Grade 4
<b>Working Hours:</b>	37 Hours per week + 1 week in the Holidays/45.08 weeks per year
<b>Responsible To:</b>	Senior Science Technician/Faculty Team Leader

### **Main purpose of the job**

Under the overall control of the senior technician, to co-ordinate the use of practical resources and facilities, and provide assistance and advice in meeting the practical needs of the science curriculum, including liaising with teaching staff, and support staff outside the department

### **Main Functions**

1. To ensure the maintenance of a healthy and 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 and safety issues to teaching and trainee technical staff
  - the safe treatment and disposal of used materials including hazardous substances and responding to actual or potential hazards
  - the healthy and safe storage and accessibility of equipment and materials
2. To carry out health and safety and risk assessments relating to laboratory work and apply COSHH regulations and assessments.
3. To assist the Senior Science Technician with day to day organisation to ensure that essential performance standards are achieved.
4. To collate, catalogue and store worksheets, exam papers and internally produced booklets
5. To undertake administrative tasks for the Science Faculty as required to ensure the smooth and efficient running of the Faculty, including production of resources for use by staff and students.
6. To support the senior technician in ensuring the availability of suitable materials and equipment, helping to compile orders and liaising or negotiating with suppliers and finance departments. This will include sourcing, costing and suggesting economic alternatives to maintain stock levels. Keeping up-to-date records of stock.
7. To contribute to the design, development and maintenance of specialist resources and/or long term projects.
8. Under the overall guidance of the senior 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.
9. To assist in practical classes and demonstrations



10. To be 'first responder' for any first aid required for students and staff in the Science, Art and Technology areas of the school.
  11. To carry out the above duties in accordance with the Education Department's Equal Opportunities Policy.
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This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

### **Safeguarding Children**

*The authority and school are committed to safeguarding and promoting the welfare of all children and young people and expect all staff and volunteers to share this commitment. It will be necessary for the appropriate level of criminal record disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences.*

*This post will be exempt from the provision of Section 4 (2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendment) Order 1986. Applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of employment being taken up, any failure to disclose such convictions will result in a dismissal or disciplinary action by the school. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not exclude you from consideration for this post. Successful applicants will need to undertake enhanced DBS checks before commencement of employment.*

*In addition to the candidate's ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:*

- *Motivation to work with young people*
- *Ability to form and maintain appropriate relationships and personal boundaries with young people*



## PERSON SPECIFICATION

**Post Title:** Science Technician  
**Location:** Chailey School  
**Grade:** Single Status 4

	<b>Essential Criteria</b>	<b>Desirable Criteria</b>	<b>Method of Assessment/ Source of Information</b>
<b>Key Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• Ability to carry out risk assessments in relation to laboratory work</li> <li>• Ability to maintain a range of tools and equipment</li> <li>• Ability to prepare equipment and materials for lessons, as requested by the teaching staff</li> <li>• Ability to work in an organised and methodical manner</li> <li>• Ability to identify work priorities and manage own workload within agreed parameters</li> <li>• Ability to establish positive relationships with pupils, including those with special educational needs</li> <li>• Able to converse at ease with customer and provide advice in accurate spoken English</li> <li>• Ability to maintain accurate work records and inventories</li> <li>• Ability to work effectively as part of a team</li> </ul>		Application/ Interview
<b>Education &amp; Qualifications</b>		<ul style="list-style-type: none"> <li>• NVQ2 in Laboratory and Associated Technical Activities (LATA) or NVQ2 for Laboratory Technicians in Education or Level 2 Certificate in Laboratory Technical Skills or equivalent</li> </ul>	Application/ Interview
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge of Health &amp; Safety legislation as it relates to the work of a school</li> <li>• Knowledge of COSHH and ESCC regulations in relation to the safe handling and storage of chemicals</li> </ul>		Application/ Interview



	<ul style="list-style-type: none"> <li>• Knowledge of safe working practices in relation to the handling and usage of hazardous equipment and tools</li> <li>• Some knowledge of National Curriculum requirements</li> </ul>		
<b>Experience</b>		<ul style="list-style-type: none"> <li>• Previous experience of working in a school environment</li> </ul>	Application/ Interview
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Ability to demonstrate commitment to Equal Opportunities</li> <li>• Willingness to participate in further training and developmental opportunities offered by the school and county, to further knowledge</li> </ul>		Application/ Interview

### **Health & Safety Functions**

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you applying for. This information will help you if successful in your application identify any health related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

Using display screen equipment	X
Working with children/vulnerable adults	<input type="checkbox"/>
Moving & handling operations	<input type="checkbox"/>
Occupational Driving	<input type="checkbox"/>
Lone Working	<input type="checkbox"/>
Working at height	<input type="checkbox"/>
Shift / night work	<input type="checkbox"/>
Working with hazardous substances	<input type="checkbox"/>
Using power tools	<input type="checkbox"/>
Exposure to noise and /or vibration	<input type="checkbox"/>
Food handling	<input type="checkbox"/>
Exposure to blood /body fluids	<input type="checkbox"/>