



Lancing College

Appointment of
Science Technician (Physics)

September 2021

The College

The College stands in an impressive downland estate of some 550 acres, which includes playing fields, residential properties, and an educational farm. The distinguished Victorian buildings, including the spectacular chapel that was begun in 1868, are a familiar south coast landmark. The nineteenth century core has been complemented regularly by new buildings and extensions. Recently a co-educational house, a dance studio, gym and learning support suite have been formed by conversion. There is also major investment in funds for scholarships and bursaries, including the Foundationers' Campaign which funds a number of transformational bursaries annually.

Lancing first admitted Sixth Form girls in the 1970s and moved to full co-education in 2000. The College's modern history is one of evolution from an almost wholly boarding community to a mixed boarding and day school with an intake of local, national, and international pupils: a proudly cosmopolitan community. In 2002 the governors acquired what has now become Lancing College Preparatory College at Hove which is about five miles away from the College itself. As a result of a further acquisition Broadwater Manor School became Lancing College Preparatory School at Worthing in January 2014.

Lancing has a strong history of achievement academically, in the arts, and in a wide variety of sport. There is a modern swimming pool, squash and fives courts, a range of tennis courts and two all-weather surfaces in addition to a newly developed sports and fitness centre and a new Equestrian Centre. Music, drama, and art are very strong. The specialist music school is next to the Chapel, which possesses a modern Frobenius organ as well the original Walker instrument. The theatre has recently been re-furbished and a dance studio added to the College's facilities. The Art School brings art, photography, sculpture, and ceramics under one roof. Extensive work has taken place to re-model the Science Department. The College has a remarkable reputation in the arts. OLs include Sir Tim Rice, Christopher Hampton, and Sir David Hare who continue a tradition which reaches back to Evelyn Waugh, and other distinguished figures such as Archbishop Trevor Huddleston, Sir Peter Pears, Sir Roy Calne, Prof. Rana Mitter and more recently Zoe Conway, Oliver Soden and Racheal Ofori. The seam of independent thought and a willingness to challenge orthodoxy runs deep.

The College recruits a 13+ (Year 9) entry of approximately 100 and an additional Sixth Form (Year 12) entry of about 50-60 students in any given year. There are ten Houses (seven boarding houses, four boys' and three girls', and three-day houses, one each for boys and girls and one mixed). Lancing operates a six-day academic week with teaching on Saturday mornings and sports fixtures on Saturday afternoons, and day pupils are expected to engage fully with the life of the boarding community. The College was graded 'excellent' in all categories and sub-categories in the recent, 2017 integrated ISI inspection document which can be found here: <https://www.lancingcollege.co.uk/lancing-college/about/inspections>.

Academic standards are consistently high: A* - B grades at A Level average over 80% for the last ten years and the A* average since 2010 is over 20%.

The College has excellent IT provision. Since September 2013, all pupils have been equipped with a College iPad in addition to an impressively stocked VLE and supportive software.

Each year the College offers several academic scholarships and similar awards for Art, Music, Drama and Sport as well as for All-rounders, all of which may be enhanced by means-tested bursaries.

The Headmaster, Mr Dominic Oliver, has been in post since September 2014.

Woodard Schools

The Woodard Schools group now consists of some 16 independent schools and is affiliated with a further 27 state, independent, academy and overseas schools. The schools are responsible to the Woodard Corporation for good management but are separately incorporated as charitable companies.

As the Senior School of the Woodard Corporation, Lancing is closely identified with the worship and practice of the Anglican Church and its Catholic tradition. The Eucharist has always been the centre of worship in the Chapel. The College is involved in the work of the Corporation and the Woodard Southern Area Provost is an ex-officio member of the Governing Body. Candidates should be happy to work within this context and to support the Christian life and education of the College.

General

The College requires of all its employees a high standard of behaviour and integrity when undertaking duties and when in contact with pupils, parents, fellow employees, and visitors alike.

The Appointment

The vacancy arises as a long-standing member of the department leaves to take retirement.

Job Description

Job Title:	Science Technician (Physics)
Reporting to:	Head of Physics, Head of Science and Lead Technician
Job Purpose:	To ensure the effective supply, storage and provision of materials, equipment and other resources for science lessons in order to facilitate the provision of high-quality educational experiences to students. Support teaching staff within the Science Department.
The Role:	The candidate will be working mainly in the Physics Department but will also be required to support the Chemistry and Biology Departments when required.

Requirements:

- Be aware of and comply with policies and procedures relating to Safeguarding, Health & Safety, Security, and Confidentiality and strictly adhere to Data Protection regulations, reporting all concerns to an appropriate person/line manager.
- Contribute to the overall ethos/work/aims of the school.
- To take advantage of any available training and professional development opportunities.
- Attend and participate in regular meetings when appropriate.
- To assume such additional responsibilities relevant to this position as the Headmaster may from time to time request.

Duties:

- To provide equipment and materials to support Physics practical teaching, including assembling apparatus and making up solutions (which may include caustic chemicals).
- To deliver equipment to classrooms; collect, check and return equipment to stores after lessons.
- To prepare teacher demonstrations and assist practical classes as required.
- To ensure adequate stocks of power supplies, goggles, Bunsen burners etc. in laboratories.
- To trial practical activities.
- To maintain laboratory equipment, apparatus and resources, carrying out (or arranging for) the repair and replacement as necessary.
- To assist the department with displays; open mornings, taster days; production of leaflets, posters, photographs etc.

Stock and Purchasing

- To operate and maintain stock control of equipment, undertake annual stock-take and ensure the stock book is kept up to date.
- To source and cost stock, ordering as necessary.
- To keep accurate purchasing records; assist with the departmental budget process.

Cleaning and Maintenance

- To assist with the general cleaning of the laboratory sinks, benches and fume cupboards; tidy and clean prep room shelves, etc.
- To ensure adequate stocks of soap, towels etc. in collaboration with Housekeeping staff.
- To help ensure laboratories are locked, lights and equipment are switched off at the end of the day.

Health and Safety

- To keep up to date with current Health and Safety regulations by attending courses, reading relevant literature etc.
- To check and update risk assessments for all GCSE and A-Level practical experiments.
- To carry out any required safety checks on equipment before and after use.

- To provide advice on safety issues and ensure staff have copies of Hazcards etc.
- To treat and dispose of spills and breakages safely.
- To store and check expiry of hazardous substances.
- To dispose of/disassemble redundant and unsafe equipment.
- To carry out Health and Safety checks in laboratories, prep rooms and stores and keep logbooks.

Administration

- To control the department's Petty Cash.
- To liaise with staff to avoid equipment and room clashes and monitor laboratory requisition via LabLogger.
- To update and maintain inventory for resources and equipment.
- To maintain stationery stocks and order as necessary.
- To photocopy practical worksheets, tracking test and examinations scripts where requested.

Design and Development

- To construct, modify and repair apparatus where possible.
- To improve on existing/design new experiments and equipment as required.
- To research and suggest new resources.

This job description sets out the main duties at the time it was drawn up. Such duties may vary occasionally but without changing the general character of the duties or the level of responsibility entailed.

Person Specification

Qualifications:

- Science GCSEs essential, and A Level in at least one science preferable

Desirable experience:

- Previous experience of working within a school, or a good knowledge of the education sector, would be an advantage.
- Previous experience as a technician or other relevant experience.
- Knowledge of safe working practices.

Desirable Attributes:

- Strong practical and organisational skills with the ability to manage your own workload
- Forward planning and the ability to use your initiative
- Technical knowledge and ability to make and mend science equipment
- IT skills including Outlook and Excel
- Strong written and oral communication skills
- Teamworking skills to work successfully with a team of technicians
- The ability to cope with competing demands
- Physically fit: 80% of the day involves standing and walking
- Self-motivated, self-confident and able to work independently and as part of a team

- Good time management, organisational and administration skills
- Enjoy working to a high standard in a demanding environment
- A thorough, meticulous approach
- Flexibility.

Terms and Conditions

- The salary will be commensurate with qualifications and experience.
- Hours of work will be 39.5 hours per week, 8.15 am to 4.15pm pm, Monday to Friday (with one hour unpaid lunch break) and Saturday mornings 8.15am – 12.45pm. However, some flexibility is required.
- A free meal will be provided when on duty.
- The Technician shall be entitled to be absent from the School during the School holidays but will be required to work for the equivalent of not more than three days following the end of one school term and for not more than three days prior to the beginning of the next school term. Should a Bank Holiday fall during term time this will be treated as a normal working day and time off in lieu will be given.
- The school participates in a contributory pension scheme. The school will contribute a sum equal to 5% of the employee's salary provided that the employee contributes 5% or more.
- The employment will be subject to a six month probationary period. One month's notice is required on each side to terminate this contract during the probationary period, after which three months' notice is required.

Applications

Applications should be made using the application form which is available from the College website www.lancingcollege.co.uk and returned to hr@lancing.org.uk.

The closing date for applications is **midday Tuesday 10 August 2021** although applications may be reviewed on receipt.

Further Information

- Lancing College is a no smoking and nut free site.
- Unfortunately, due to the large number of applications received, the College is unable to acknowledge every application. The College will only notify those candidates who have been successfully shortlisted for interview. Therefore, if applicants have not had a reply

from the school within 21 days of the closing date, they can assume that their application has been unsuccessful.

The 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 applicant will be subject to a Disclosure and Barring Service check.

Applicants who have lived outside of the UK in the past 10 years will be required to provide a Police Check from their country of residence. In addition, and where applicable, successful candidates will be required to produce a 'letter of professional standing' issued by the relevant professional regulatory authority as proof of past conduct.