



Exmouth  
Community  
College  
Academy Trust

Job Pack

# Science Technician

Permanent

NJC Grade C (SCP 4 to 6)

**Closing Date:** Wednesday 13 March 2024 at 10.00am

**Interview Date:** Tuesday 19 March 2024

# Letter from the Headteacher

Dear Applicant

Thank you for your interest in Exmouth Community College. We have an exciting opportunity for a committed and passionate colleague to join our community of highly motivated staff, enthusiastic students, supportive parents and knowledgeable Governing Board. Having only recently arrived at ECC myself (having been a Headteacher at another large Secondary near Bristol for five years) I have been blown away by the warmth of the welcome that I've had here and I can assure you of the same.



You will be joining the College at a really exciting time, just as we come to the end of a major upgrade of our site and facilities. This includes the 'showpiece' £13 million Elizabeth Lee building, a new Maths block, a new student canteen, other significant refurbishment and the creation of a vast green open area for our students. This will allow us to provide an exciting and very broad educational experience for the next generation of ECC students in inspiring, state of the art facilities.

We are also in the process of looking to join a Multi-Academy Trust. Having spent a great deal of time reviewing our position, we believe that joining a Multi Academy Trust will continue to improve the experience that we provide for our students and the professional opportunities that this will bring our staff.

We have a broad view of education. We actively focus on the quality of our curriculum and in ensuring that our students leave ECC with the very best outcomes that they can from a wide range of subjects. But much more than this, we want to prepare our students for all the opportunities and challenges that life will throw at them. Exposing them to a wide range of experiences and opportunities beyond the classroom will prepare them for the world of work and build the character they need to lead happy, successful and fulfilled lives.

We put the development of staff at the centre of our philosophy, including a unique Assistant Headteacher role with responsibility for our staff and their development. We take it really seriously, and very much subscribe to Richard Branson's mantra to develop our staff well enough so they can leave but treat them well enough so they don't want to.

There is a really strong sense of community at ECC. Through us all working together as staff, families and governors, and pulling together as one community, we will continue the work to build a College that caters brilliantly for its community and prepares our young people for their future.

So if you are looking for a school that is focussed on ensuring consistently great learning experiences for our young people, both in and out of the classroom, investing in your well-being and professional development, and where your passion and ideas will be welcomed enthusiastically, we would love to hear from you.

I hope that you find the information in this pack to be both interesting and informative. I would also urge you to explore our website to get a deeper understanding of what we are all about. Whilst we are in the process of finalising our new 'School Vision, it will, I hope, give you a sense of why we are so proud of our students and community.

I recognise that much time and thought goes into preparing an application, which I thank you for in advance. In turn, we will give your application serious consideration.

If you require any further information regarding the post or the application process, please do not hesitate to contact us.

With warm wishes

A handwritten signature in blue ink, appearing to read 'Tom Inman'. The signature is fluid and cursive, with a long horizontal stroke at the end.

Tom Inman  
Headteacher

# Job Description

<b>Title:</b>	Science Technician
<b>Contract Type:</b>	Permanent
<b>Start Date:</b>	ASAP
<b>Grade:</b>	NJC Grade C (SCP 4 to 6)
<b>Salary:</b>	£17,119 – actual starting salary per annum Annual progression to top of the Grade C (£17,696 actual salary per annum)
<b>Hours:</b>	32 hours per week x 39 weeks of the year (term time only + 5 non-pupil days) Monday to Thursday 8.15am – 3.15pm and Friday 8.15am – 2.45pm (includes a daily 30 minute unpaid break) <i>Some flexibility with the hours of work may be possible.</i>
<b>Reporting to:</b>	Lead Science Technician
<b>Responsibility for:</b>	No line management responsibilities

## Purpose of the Job

We are seeking to appoint a Science Technician to work within a team of five Science Technicians who are spread over two sites.

In accordance with the practices and procedures of the College, ensure that a safe, effective and efficient laboratory technical service is provided for the use of students and teaching staff. Provide technical advice and assistance in the classroom, to support students and assist teaching staff with learning activities.

## Key Responsibilities

- Preparation of practical requirements for lessons on both sites as requested by Science teachers including setting up of demonstrations, checking apparatus and equipment is functioning correctly, maintaining adequate supplies of apparatus and solutions and clearing away at the end of the lesson.
- General laboratory maintenance, restocking and organisation.
- Repair and maintenance of apparatus and equipment.
- Care and maintenance of plants and animals as necessary.
- Maintain resources and photocopying.
- Wash up and clean sinks and laboratory surfaces.
- Place orders and check deliveries and invoices.
- Liaise and cooperate with all members of the Science Department and immediate colleagues in developing new courses and assisting with other projects.
- Any other duties commensurate with the grading of the post and as required to assist the Lead Science Technician.

## **Working Conditions**

- The College is located on a large, split-site. Walking between classrooms in all weather conditions is required.
- Exposure to potentially hazardous materials, which must be handled appropriately. The use of protective equipment is mandatory.

## **Physical Demands**

- Medium – Involves walking, standing and exerting force to move/lift objects for the majority of the working day.

# Person Specification

Attributes	Essential	Desirable	How Identified
<b>Qualifications</b>			
Relevant training / experience equivalent to GCSE English and Maths at Grade 4 (C) / Level 2 qualification	✓		Application, Certificates.
Relevant Health and Safety qualification		✓	
Manual Handling certificate		✓	
First Aid qualification or willingness to obtain (training will be provided)		✓	
Basic Technician induction training course		✓	
<b>Experience</b>			
Working effectively within a Science Technician role within a school setting		✓	Application, Interview, Assessment/ Observation, Reference.
<b>Skills and Knowledge</b>			
Organised, able to prioritise workload and meet deadlines whilst maintaining accuracy under pressure	✓		Application, Interview, Assessment/ Observation, Reference.
Capacity to take responsibility, use initiative, work independently and demonstrate a proactive approach	✓		
Ability to work actively, productively and flexibly as part of a team	✓		
Confident user of ICT, including Microsoft Office packages	✓		
Good written skills and ability to communicate effectively with people at all levels	✓		
Awareness of data protection and confidentiality	✓		
Knowledge of Health and Safety procedures		✓	
Detailed knowledge of regulations in relation to the safe handling and storage of chemicals		✓	
Detailed knowledge of safe working practices in relation to the handling and usage of hazardous equipment and tools		✓	
<b>Personal Qualities</b>			
Ability to relate well to children, young people and adults	✓		Application, Interview, Assessment/ Observation, Reference.
Adaptable, flexible and creative	✓		
Enthusiastic and motivated	✓		

## Additional Criteria

We have an expectation that all staff employed at Exmouth Community College will:

- Commit to the safeguarding and welfare of all students
- Understand and recognise the principles of equality and diversity
- Commit to regular and on-going professional development and high standards
- Demonstrate and promote good practice in line with the ethos of the College

## Important Information

Please read the *Application and Recruitment Guidance Notes* available from the College website before completing your application.

We are committed to providing the best possible care and education to our pupils and safeguarding and promoting the welfare of children and young people, and expect all staff to share this commitment. As part of our commitment, we need to ensure that all potential employees satisfy our employment checks. Please note that where appropriate, shortlisted and/or potentially suitable applicants will be required to undertake further checks. A satisfactory Enhanced DBS Disclosure (with Barred List check) will be required before the successful candidate can commence employment at Exmouth Community College.

Exmouth Community College will treat applicants who have a criminal record fairly and do not discriminate because of a conviction or other information revealed. As part of the recruitment process such information will only be considered in light of its relevance to the post for which you are applying. Failure to disclose previous criminal history could result in the withdrawal of an offer of employment. All information disclosed will be treated in the strictest confidence.

All shortlisted candidates will be required to declare information on any convictions, cautions, reprimands or final warnings, which would not be filtered in line with current guidance (see: [DBS filtering guide - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/db filtering guide)). Therefore, if your application is shortlisted, and if you have received a conviction or caution which would not be filtered in line with current guidance, you must provide details on the Self Declaration form which will be provided to you.

This involves engaging in regulated activity relevant to children. It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

## To Apply

Please complete the Non-Teaching application form available from the College website. Your completed application form should be submitted before 10am on the closing date.

Early applications are encouraged. Exmouth Community College reserves the right to interview and appoint prior to the closing date of the advertisement, should the College be able to identify an appropriate candidate.

Email to: [recruitment@exmouthcollege.devon.sch.uk](mailto:recruitment@exmouthcollege.devon.sch.uk)

Or post to: Human Resources, Exmouth Community College, Gipsy Lane, Exmouth, Devon, EX8 3AF

## Equated Pay Adjustment

This is for non-teaching term time only employees.

When leaving the College's employment or changing to a new role within the College, an adjustment will be made depending on whether or not the service of the employee included more or less time off during school holidays, to the proportion of time they worked. This will compare the hours worked to the hours paid and make the required payment/deduction.

## Questions?

For further information about this post please contact Amanda Day:

Email: [amanda.day@exmouthcollege.devon.sch.uk](mailto:amanda.day@exmouthcollege.devon.sch.uk)

Phone: 01395 255687