



VACANCIES AT BSIX SIXTH FORM COLLEGE



Role: **Science Technician**

Contract Type:
Permanent

Contract Term:
**Full Time
(Term Time Only)**

Salary From:
**(Full Time Equivalent)
Spine Point 16 £32,416 –
Spine point 18 £34,267**

inclusive of the Inner London
Weighting Allowance
(Sixth Form Colleges' Pay Scale
for Support Staff)

Closing Date:
Friday 17th November 2023



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MESSAGE FROM **THE PRINCIPAL**

"The college is an asset to potential learners, providing educational opportunity for many students who have previously experienced disappointment" – Further Education Commissioner 2021

Thus the words of an October 2021 Stocktake Report from the Further Education Commissioner's Office, acknowledging a host of improvements made by the college and its consolidation of a distinct niche amongst post-16 providers in Hackney and surrounding boroughs. This about a college which by the end of 2017 was struggling to justify its continued existence – buffeted by declining student numbers, beset by extreme financial pressures and reeling from a second successive 'Requires improvement' judgement by Ofsted inspectors.

The transformation, sealed by the securing of a 'Good' in our most recent inspection and the earning of a first prize in the Sixth Form Colleges' Association's 2023 awards for 'Curriculum Innovation', has required a major and united effort by college management and staff. Significant economies have been effected, the quality of teaching and learning raised and a new management ethos nurtured without any loss of morale or any deterioration in industrial relations.

There remains much to do if we are to consolidate the gains which have been made and to implement new strategies. Money remains tight, student retention and financial outcomes are not yet consistently strong and our reputation in some parts of the locality frequently lags behind the reality of what happens on the ground. Those tasks will be made more achievable if we can continue to augment our existing staff team with new injections of expertise, enthusiasm and openness to learning. Successfully appointing staff of the calibre we need is one of the very most important tasks we face.

If you would like to contribute to the improvement drive at BSix we would love to receive an application from you. The rewards awaiting successful applicants are considerable. As well as the fringe benefits listed elsewhere in this information pack, you will experience an institutional culture hugely supportive of professional learning and development. Management is ambitious but benign; communication is open and regular and there is a strong sense of institutional identity and common cause which transcends any differences between support staff and teachers, long-serving colleagues and recent recruits.

I look forward to receiving your application form and supporting letter stating why you are attracted to BSix and the qualities you can bring to its further growth. Should you want an informal discussion before committing to paper, please request one via our HR Manager, Claire Crook, at ccrook@bsix.ac.uk.



Best wishes,

Kevin Watson
Principal



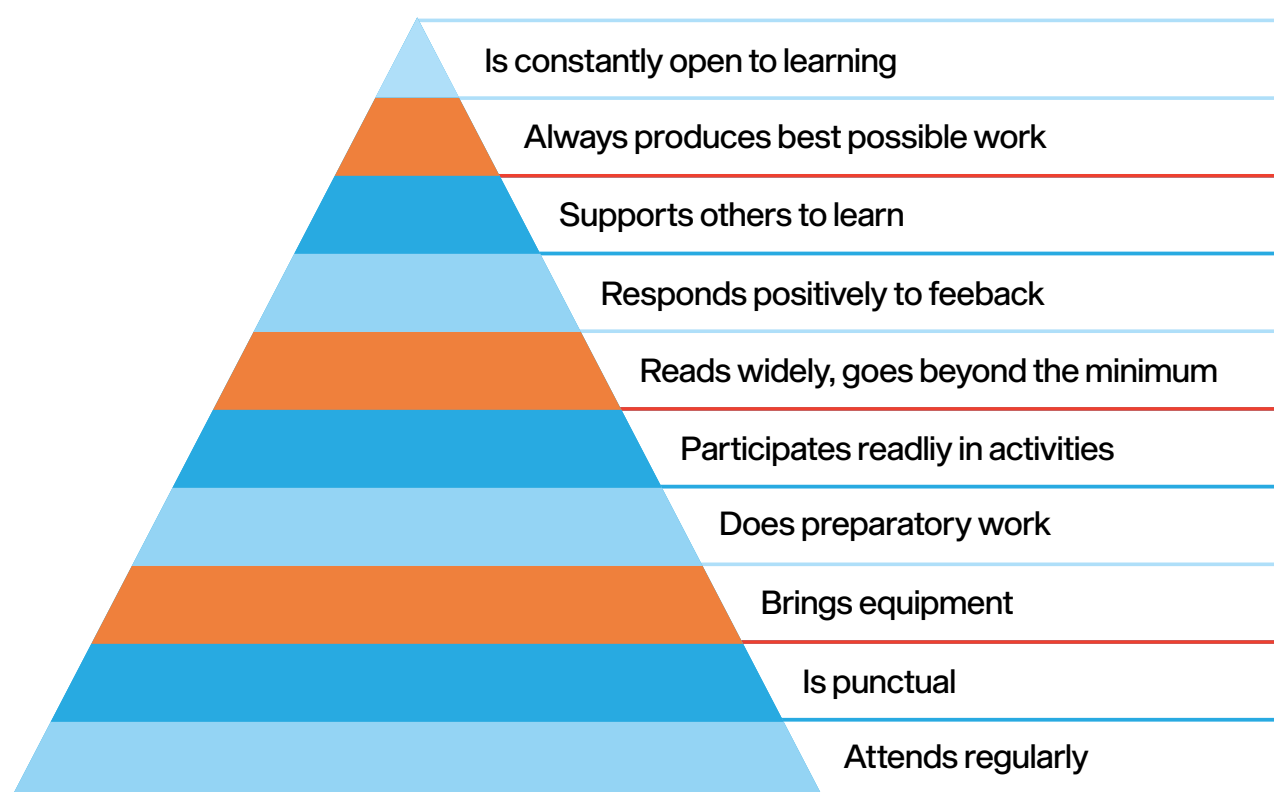
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MISSION STATEMENT

The mission of BSix is to develop in its students, and to demonstrate through its staff, the characteristic of being always “open to learning”.

It seeks to achieve this by means of a carefully tailored and suitably challenging individual programme, underpinned by consistently strong teaching, comprehensive support services and a wide range of enrichment opportunities, set within a safe and inclusive learning environment.

THE EXPERT STAFF MEMBER...**THE EXPERT STUDENT**



Promotion of an openness to learning is at the heart of the college ethos and is a key factor in students acquiring the qualifications, and developing the skills and personal qualities, essential for their continuing success.



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REWARDS and BENEFITS

We offer a competitive starting salary with annual increments; we also offer a generous annual leave package and champion flexible working and a culture of continuous learning.

Pay

Each year you'll receive:

- Annual pay increments within your Spine Scale following a successful probation period (plus nationally negotiated increases in pay scales and increases to London allowance).

Annual leave

- Support staff: 29 days annual leave, closure days are between Christmas and new year + statutory holidays.
- Teaching staff: Subject to the provisions in the other paragraphs of this section, you may be required to work for 195 days in any year of which 190 will be days on which you may be required to teach in addition to carrying out other duties.

Work-life balance

- BSix supports flexible working and, depending on your role, you could request to work remotely on some of your days, compress, reduce or flex your hours.
- Our academic staff have the option to take sabbatical leave.
- We have staff enrichment such as a music club and reading club.
- Onsite secure bike storage
- On-site car parking.

Pension schemes

- Occupational pension scheme (Local Government or Teachers' Pension Scheme)

Health and Wellbeing

- Employee Assistance Program, free counselling service: speak to a professional counsellor or information specialist in confidence, 24 hours a day, 7 days a week, 365 days a year.
- Cycle to Work scheme.
- Free access and full use of the college's gym and shower facilities.

A culture of "Open to Learning"

BSix is proud to be a learning environment and we care deeply about making sure that there are equal opportunities for everyone to grow and keep making a real contribution, in a way that fits with your own aspirations.

- Free online training courses.
- An expectation that you will take in an improvement Initiative.
- Specific development opportunities and frameworks to support careers in teaching, research and professional services.
- Study assistance scheme to provide support with the costs of completing a qualification.
- Leadership development courses.



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JOB DESCRIPTION

The Science Department provides A Level, GCSE and vocational qualifications in physics, biology and chemistry. This is a busy and thriving department with eight laboratories and three preparation rooms. The College is seeking a science technician who is knowledgeable and skilled in the preparation and running of practical classes.

The technician will be expected to have significant experience of COSHH procedures and administration.

For more information about the post and the college please contact:

Claire Crook, HR Manager at hr@bsix.ac.uk.

Post Title: Science Technician

Scale: Spine Point 16 £32,416 – 18 £34,267 Inclusive of Inner London Weighting Allowance (Sixth Form College's Pay Scale for Support Staff)

Responsible to: Curriculum Manager: Science

Job Purpose

To provide technical support and assistance to teaching staff in the implementation of the department's education programme.

To oversee the ordering of resources and equipment within the Science area.

To maintain a safe working environment in the Science area.

Specific Duties

Provision and Maintenance of Facilities and Practical Resources

1. The preparation, organisation, and basic construction of resources for teacher demonstrations and practical examinations.
2. To set out equipment and materials for class use and to remove same when class is complete.
3. To collect, clean and store equipment and materials in designated storage areas ensuring that these items are maintained in a state ready for use.
4. To carry out the appropriate maintenance and repair of equipment.
5. To dispose of used materials in a safe and approved manner.
6. To ensure that statutory and / or mandatory checks of materials and equipment are carried out by suitably qualified personnel.
7. To inform the designated Line Manager of materials and equipment found to be in an unsatisfactory or unsafe condition and to arrange the repair and/ or disposal of such items.
8. To ensure that no unauthorised person has unsupervised access to equipment and materials when not in use.
9. To advise on health and safety issues in relation to the use of equipment and chemicals.



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JOB DESCRIPTION (cont.)

Specific Duties (cont.)

Administration

1. The operation of manual and/or computerised systems in relation to administrative tasks associated with the area of work.
2. The maintenance of an inventory and records of departmental resources.
3. To oversee the ordering, purchasing, receiving, checking, storing and distribution of resources.
16. To cover for colleagues as required.

General

1. Support for staff in ensuring the general safety of students.
2. Assisting with evacuation of the science area in an emergency.
3. To carry out college procedures in line with college policies.
4. As part of your role, you have a direct responsibility for ensuring equality of opportunity within the college as well as the health and safety of students, staff and visitors. As part of that responsibility, you may be required to participate in training and be involved in undertaking risk assessments.

Other Duties

1. To comply with and support the College's equality and diversity policy.
2. To participate in the College's appraisal process and to undertake appropriate training and development activities or programmes.
3. To ensure awareness of and compliance with all Health and Safety regulations.
4. To undertake other duties as directed by the Principal which are commensurate to the level of the post.

General Behaviours

1. The College expects that you will work to the highest professional standards setting an example to the staff that you lead and that you will encourage them to work as a professional team.
2. You should be courteous in your dealings with colleagues, students and visitors to the College.

Variation to this Job Description

This job description is designed to outline the main duties of the post.

It is not designed to be an exhaustive listing of tasks and can be varied in consultation with the postholder in order to reflect changes in the job or the organisation.

The successful candidate will be required to apply for an Enhanced Disclosure in accordance with Part V of the Police Act 1997.

Further information about the Disclosure scheme can be found at www.disclosure.gov.uk



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PERSON SPECIFICATION

Please use this Person Specification when completing the 'Personal Statement' section of the Application Form.

Qualifications and Experience

1. Good standard of literacy – GCSE English (A-C) or (4+).
2. Good standard of numeracy – GCSE maths (A-C) or (5+).
3. Level 6 qualification (under-graduate degree).

IT Proficiency and Skills

1. Proficiency in Microsoft Word.
2. Advanced proficiency in Microsoft Excel (incl. pivot tables, Match/Index).
3. Able to communicate succinctly by email.

Employment Related Skills

1. Excellent organisational skills.
2. Able to communicate effectively with students.
3. Good interpersonal skills.
4. Good attention to detail and high level of accuracy.
5. Ability to work effectively as a member of a team.
6. Ability to follow administrative processes.
7. Openness to Learning.

Specific Skills for the Role

1. Ability and willingness to work flexibly and under pressure.
2. Ability to provide the appropriate supervision of staff, students and resources within the laboratories.
3. Practical knowledge of relevant equipment sufficient to undertake first line maintenance and/or/ identify more serious faults for specialist attention.
4. Knowledge of safe working practices and Health and Safety guidelines relating to specific work area.

	Essential	Desirable
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HOW TO **APPLY**

All BSix Sixth Form College job vacancies can be found at www.bsix.ac.uk/vacancies where you will be able to download the relevant application form.

Once completed please return the application to hr@bsix.ac.uk or return it by post to:

Human Resources
BSix Brooke House
Sixth Form College
Kenninghall Road
Hackney
London E5 8BP

CONTACT FOR **INFORMAL CONVERSATION**

If you would like any more information or wish to chat to someone about the vacancy please send an email with the relevant vacancy as the subject to: hr@bsix.ac.uk

“BSix COLLEGE IS AN ASSET TO THE COMMUNITY”

Further Education Commissioner

2021



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0203 137 5320 | www.bsix.ac.uk/vacancies

PREVIOUS STAFF **TESTIMONIALS**

"During my time at BSix, I have always found the College to be a friendly and welcoming place to work. The management have an open door policy and encourage and support staff development. I always feel that I am supported and encouraged to be part of a team. I have had a very positive experience whilst working at BSix and it is good to know that I have the support and back up of the management team."

"I have thoroughly enjoyed working at BSix and appreciated the tremendous extent of support I've been given at various times. Throughout the time teaching at the college I've felt my contributions were valued, this alongside the other areas aforementioned inspired me to stay committed and propelled my efforts whilst carry out my daily duties. Students surpass just 'fitting in', rather they excel in the college's unique environment where they can feel 'safe' being their authentic self. This is achieved because the college fosters an enriched environment which celebrates and appreciates difference."

"BSix was a friendly and fun atmosphere, and I actually enjoyed going to work each morning. I felt that Kevin understands the needs of the staff and supports them in all possible ways and the most important thing is that we all work together to give the best experience to our student community."

Aside from the job itself, a few factors that influenced how I felt about working for BSix included the relationship with colleagues, the culture and the scope for development. I felt good about going to work and therefore motivated throughout the day. Communication from SMT was open and transparent and the BSix philosophy, mission and values were discussed with staff. Staff morale was very high"



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