



Information Pack

Science Technician - Role B



Hove Park School
"Together We Achieve"

Dear Colleague,

I am delighted that you are considering joining Hove Park School and Sixth Form. At Hove Park, we believe that our school is a place where a community develops and thrives; a place where we come together to support each other to achieve. This is an exciting opportunity to join the school in improving the outcomes and wellbeing of our students. At Hove Park School, there is a strong community ethos underpinned by positive relationships. Ofsted recognised these positive influences and that we continue to be a good school when they inspected in December 2021.

Please take time to read this application pack and explore our website (www.hovepark.org.uk) to get a feel for Hove Park School and its community. If you have the passion and ambition to help the school make a difference in this role and feel you are a good fit, please consider applying.

To apply, please submit a completed support staff application form to recruitment@hovepark.org.uk. Applications for this vacancy must be received by **Friday, 3rd January 2025**. Please note that the school cannot accept CVs and that Hove Park School is committed to promoting the safeguarding and welfare of our students. We also expect all staff and volunteers to share this commitment.

Yours faithfully,



Jim Roberts
Headteacher

Post Title:	Science Technician - Role B
Salary & Grade	Actual salary £23,624 to £24,007 NJC Scale 4b (SP 11-12)
Contract Type	Term time only (39 weeks worked)
Contract Term	Permanent
Contract Hours	37 hours per week, 45.05 paid weeks per year
Start Date	January/February 2025

Hove Park School is seeking to recruit a Science Technician Level B to join the Science and Technology team. This is a wonderful opportunity to develop your career in a supportive and forward-thinking environment. Hove Park is an excellent school in which to work and was judged Good in our last inspection in December 2021.

Under the overall direction of the Head of Science and Lead Technician, and in accordance with the practices and procedures of the school, the Science Technician Level B will provide technical support to the department, through the preparation of chemicals, equipment and materials for lessons. The technician role forms a central part of the work of the department. They will work closely with teaching staff and the technician team to support, develop and further extend the work of the department and the experiences of the students.

Deadline for applications – Friday, 3rd January 2025

Interview Date: week commencing 6th January 2025

Hove Park 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 candidates will be subject to an enhanced DBS check.

Hove Park School celebrates diversity and welcomes applications from all areas of our community as we aim to have a staff body that is representative of our socially, culturally and ethnically diverse student population.

Please submit your completed support staff application form to recruitment@hovepark.org.uk

JOB DESCRIPTION

JOB TITLE: Technician – Science Role B

SECTION: Schools

Please note; this is a Generic Job Description. It describes the level of responsibility that you will be required to *undertake*. Within this role you will be required to carry out the majority of the tasks listed, and your line manager will *advise* you of those that are not applicable.

Text marked in *italic* refers to words that can be found in the glossary, text marked in **bold** indicates the differences from the previous level.

PURPOSE OF JOB

Under the **guidance** of senior staff, to provide support within the science department providing technical, practical and administrative assistance, enabling teachers to concentrate on the provision of a high standard of science education in line with the National Curriculum.

PRINCIPAL ACCOUNTABILITIES

- To prepare all resources/equipment for teaching or for demonstration purposes including making up chemical solutions for lessons within time scales, in order to support learning activities.
- To *undertake* **routine** maintenance and cleaning of equipment, resources and materials to *ensure* a safe and orderly working environment.
- To **assist with** stocktaking, **ordering and taking delivery of supplies of chemicals, equipment, stationary and other resources, in conjunction with the Senior Technician, as required in line with National Curriculum requirements.**
- To clean the equipment/resources/work area after use including chemical/biological spillages, ensuring own safety and that of colleagues and pupils.
- To check/**test** equipment/resources for safety, reporting any faults/problems/damages to Senior Technician or Senior Manager to *ensure* that planned lesson activities can be undertaken.
- To *undertake* repairs to equipment within own capabilities whenever possible

- **To arrange and *monitor*** safe, secure and orderly movement and storage of laboratory equipment and resources, as instructed by Senior Technician, ensuring that Health, Safety and **COSHH** guidelines are complied to.
- **To *ensure*** that chemicals are disposed of safely in line with Health & Safety regulations and COSHH guidelines. This may include the safe disposal and handling of radioactive materials.
- **To liaise with, and provide support to the teaching staff in relation to the preparation and delivery of new units for the National Curriculum, for example; to *assist* with research, experiments and the testing of new equipment.**
- **To provide advice and practical support to students and NQT's (Newly Qualified Teachers) and *advise* compliance with safe working practices; this may include students studying at A Level.**
- ***To contribute to* meetings and discussion forums with colleagues, students and NQT's as appropriate.**
- To be aware of and act in accordance with the council's Equalities Policy.
- To be aware of and act in accordance with the schools' Health & Safety Policy and agreed codes of practice.

Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job. You will be consulted about any proposed changes. The list of duties in the job description should not be regarded as exclusive or exhaustive.

There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

PERSON SPECIFICATION

Post Title: Science Technician (Role B)

Essential Criteria

Job Related Knowledge, Experience and Qualifications

- NVQ **Level 2** or equivalent in a Science related subject
- **Two years Laboratory experience**
- **Experience of working in a school environment**
- **Knowledge of National Curriculum, specifically Key Stages 3 & 4**
- **Health and Safety knowledge of COSHH**

Skills & Abilities

- *Very Good* Numerical Skills
- *Very Good* Communication Skills
- **Ability to give clear instructions**

Other Requirements

- To be **extremely** aware of safety regulations when dealing with hazardous materials and that if they are not adhered to, the implications could be extremely serious, even lethal.

Our Values and Ethos at Hove Park School and Sixth Form



A school is more than just a place where students come to learn. It is also a place where a community develops and thrives. It is a place where we come together to support each other achieve whether it is in the classroom learning, on the sports field competing or on the stage performing, we know that success comes from us all working together.

Student progress will always remain a key priority because outcomes so often dictate future pathways and opportunities for young people. Having been again judged by Ofsted as a 'good' school, we continue to reflect on the structures and routines that we expect to see in every lesson. Exploring the ways we teach to ensure we drive improvement and our ambition to be 'outstanding' at the next inspection.

Our early adoption of a digital device for every child has provided significant opportunities to innovate and explore digital pedagogy - both at Hove Park but also within our community and beyond. Our Wellbeing at School award demonstrates an ethos focused on ensuring all students feel cared for and supported throughout their time with us.

Our curriculum has been planned and developed to provide a whole education for all students. When we describe our curriculum we are not just talking about the sequencing of lessons and subjects across the Key Stages but also the half-termly curriculum enrichment days and extra-curricular provision that together enrich and broaden a student's time at Hove Park. A learning journey that provides a traditional foundation at Key Stage 3 from which students can build on individual strengths. We are ambitious for all our students and expect them, where appropriate to retain a breadth to their studies through the study of EBACC subjects and the use of our Project days.

The final part of my vision for our school relates very much about the school experience each and every student will have. It is about identifying the skills, values and attributes that we believe students should develop during their time with us and the things they will see, hear, try and explore at KS3, KS4 and KS5.

It is an exciting time to be part of Hove Park School as we continue to shape our future and the way we support all students to grow and achieve.