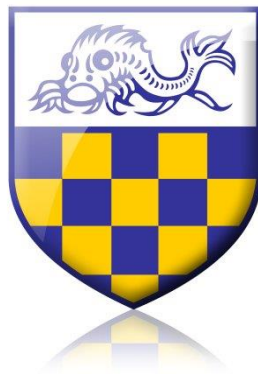


**Longhill High School
Rottingdean
Brighton**



Information Pack 2023

**Science Technician (Role C)
Full Time**



LONGHILL

HIGH SCHOOL

Falmer Road
Rottingdean
Brighton
East Sussex
BN2 7FR
Phone 01273 304086
Fax 01273 303547

May 2023

Dear Applicant

Thank you for your application to join the community at Longhill High School. I hope you will find the contents of this pack both interesting and informative.

We would encourage you to find out all you can about the school to ensure that you are making your application from a fully-informed basis. You can visit our website at www.Longhill.org.uk

Ofsted said in September 2018 that 'Teachers have renewed enthusiasm for teaching and a group of staff actively research new ways to inspire pupils. Consequently, teachers are motivated and form part of the ambitious learning culture permeating throughout the school.'

Your commitment and enthusiasm towards the Longhill High School ethos, as well as the skills that you are able to bring to the school, will be key in our decision making process.

Shortlisting for interview will be based solely on the information you provide on the application form and covering letter. Please include evidence of how you meet the criteria set out in the person specification, providing examples where possible.

An application form can be found on the school website www.Longhill.org.uk. Please return your application by e-mail to: personnel@longhill.org.uk or by post for the attention of the, Heads PA, Longhill High School, Falmer Road, Rottingdean, Brighton BN2 7FR.

We take the issue of safeguarding children very seriously and all applications are processed accordingly. Please note that any appointments are made subject to enhanced DBS clearance, identity checks, continuous employment/employment gaps checks and satisfactory written references, which we will apply for prior to the interview.

Thank you for your interest and we look forward to hearing from you.

Yours sincerely

Mr B Holland
Acting Headteacher

Acting Headteacher: Bill Holland
Email: admin@longhill.org.uk
Website: www.longhill.org.uk

JOB DESCRIPTION

JOB TITLE: Technician – Science Role C

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

To *manage* and support the technical, practical and administrative needs within the Science faculty enabling teachers to concentrate on the provision of a high standard Science education in line with the National Curriculum.

• PRINCIPAL ACCOUNTABILITIES

- To prepare and **distribute** required equipment and materials for teaching and demonstration purposes including making up chemical solutions within agreed time scales in order to support learning activities.
- To *manage, supervise* and co-ordinate a team of technicians, including training and monitoring work and organising workshops and induction/training courses.
- Ensure support is provided by the team of technicians for Horticulture in line with the CLEAPPS service factor.
- To **ensure** the *routine* maintenance of equipment, resources and materials to *ensure* a clean, safe, and orderly working environment.
- To **undertake and oversee** stock taking, ordering and taking delivery of supplies of chemicals, equipment, stationary and other resources as required in line with National Curriculum requirements.
- To **ensure the cleanliness of the** equipment/resources/work area after use including chemical/biological spillages, ensuring own safety of that of colleagues, and pupils.
- To check and test equipment/resources for safety, reporting any faults/problems/damages, **authorising and organising replacements or repairs by outside contractors where necessary**, to *ensure* that planned learning activities can be undertaken.
- To *undertake* repairs to equipment within own capabilities whenever possible.
- To arrange and *monitor* safe, secure and orderly storage of laboratory equipment and resources, 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 create and maintain records and databases** to document use of chemicals, equipment and technical resources such as videos, books and catalogues relevant to the National Curriculum. To *ensure* that such records are in accordance with COSHH recommendations.
- 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 to *advise* compliance with safe working practices; this may include students studying at A Level.
- **Contribute and/or lead meeting** and discussion forums with colleagues, students and NQT's as appropriate
- **To monitor expenditure within an agreed budget for the purchase of materials and resources in accordance with school policies and procedures.**
- **To make/control petty cash expenditure and ensure receipts are passed to the school finance faculty in accordance with financial requirements.**
- 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 C)

Faculty: Children, Families & Schools

Section: Schools (Science Faculty)

Essential Criteria

Job Related Knowledge, Experience and Qualifications

- **NVQ Level 3** or equivalent in a Science related subject
- **Five years** Laboratory experience
- Experience of working in a school environment
- Health and Safety knowledge of COSHH
- **Detailed** knowledge of Key Stages 3 & 4 within National Curriculum Science
- **Knowledge/Experience of safe use of radioactive materials**
- **Knowledge/Experience of sterilisation techniques**

Skills & Abilities

- ***Excellent*** Numerical Skills
- ***Excellent*** Communication Skills
- **Ability to lead, organise and motivate a team**
- **Ability to identify, safely handle, store and dispose of Micro-organisms**
- **Ability to safely handle, store and dispose of Chemicals**
- IT skills including use of Word & Excel
- **Organisational Skills / Record Keeping**
- **Able to work independently as well as part of a team**
- **Able to take Immediate Measures in the case of first aid.**

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.

Additional Information

Salary

Please note that Non-Teaching staff's salaries are calculated as per the following examples.

Annual Full Time salary ÷ 52 weeks x paid weeks per year (45.05) ÷ full time hours (37) x actual hours worked (37).

Therefore, the starting salary for this post is in the range of

$\pounds 27,852 \times 45.05/52 \times 37/37 = \pounds 24,129$ raising to $\pounds 25,504$ per annum

Science Technician's work for 39 weeks per year (term-time only) and are paid for 44 weeks per year, which incorporates holiday pay.

The working hours are:

- 8am to 4.30pm with a 20 minute paid break less 30 minutes' lunch break (8 hours) Mondays
- 8am to 3.45pm with a 20 minute paid break less 30 minutes' lunch break 7.25 hours/day (Tuesdays to Fridays).

SUMMARY STATEMENT ON USE OF DISCLOSURE INFORMATION IN RECRUITMENT & SELECTION

Introduction

Thank you for applying for a position within Brighton & Hove City Council. You have applied for a post or voluntary work that falls under the definition of 'regulated position' under exemptions to the Rehabilitation of Offenders Act 1974. This means that a criminal conviction check (or disclosure) will be undertaken on any individual who is offered the post. Where appropriate (where the post involves working with children or vulnerable adults) details will also be checked against the Department of Health and Department for Education & Skills lists. These checks are undertaken by the Disclosure & Barring Service (DBS) only when a conditional offer of employment has been made but you will be asked during the recruitment process to declare any relevant information.

It is the intention of Brighton & Hove City Council not to discriminate unfairly against individuals on the basis of their previous offending history. Possession of a criminal record is not an automatic bar to obtaining employment or voluntary work.

The purpose of this Statement is to provide assurance to applicants that the information released in Enhanced Disclosures is used fairly and that sensitive personal information is handled and stored appropriately and kept for only as long as necessary.

Handling of Disclosure Information

Recipients of Disclosure Information at Brighton & Hove City Council will only disclose this information to the recruiting manager and Human Resources Manager. Unauthorised disclosure of any information provided by the DBS is an offence under Section 124 of the Police Act 1997.

Disclosure Information will be securely stored and will be retained for a maximum period of six months unless, in exceptional circumstances, formal written agreement of the DBS is obtained to retain them for a longer period. Brighton & Hove City Council as a Registered Body must comply with the DBS Code of Practice. All matters relating to the use of Disclosure Information will be undertaken in accordance with the DBS Code of Practice and Brighton & Hove City Council's Code of Practice on the Use of Disclosure Information.

Further Information

If you are successful in obtaining a conditional offer of employment (or have been accepted as a volunteer), you will be sent further information on the Disclosure process including guidance on completion of the Disclosure Application Form. Disclosures for employment will be funded by the Council and Disclosures for Volunteers are free of charge.

Further information on the DBS and the Disclosure process including the DBS Code of Practice can be obtained by visiting the web site: www.homeoffice.gov.uk/dba or by calling 0870 90 90 844.

Further information on the Council's Policy on the Recruitment of Ex-Offenders and the Code of Practice on the Use of Disclosure Information can be obtained by contacting Human Resources on (01273) 292313.