



Claverham Community College

Team Leader Technician (Science)

Information for Applicants

Principal: Mr P Swatton

North Trade Road,
Battle,
East Sussex
TN33 0HT
Tel: (01424) 772155
Fax: (01424) 774106
e-mail: info@claverham.e-sussex.sch.uk
Website: www.claverham.e-sussex.sch.uk

Contents

1. Letter from the Principal
2. About the College
3. Job Description
4. Person Specification
5. The selection process

Dear Applicant.

Re: Post of Team Leader Technician

Thank you for your enquiry regarding the vacancy for the above named post. The post is 37 hours per week 8.30am – 4.30pm Monday – Thursday and 8.30am – 4.00pm Friday term time only and will be paid on Single Status Grade 8 point 20 – 22 £22,515 - £24,319 (actual is £19,518 – £21,082 per annum).

We seek to appoint a Team Leader Technician to have overall responsibility for the Technician team (this role and 1 other part time member) and co-ordinate the use and development of practical resources and facilities, including the provision of guidance and support in meeting the practical requirements of the science curriculum, including liaising with all areas of the school and outside organisations in our Science Department.

You must be an organised and meticulous person with excellent time management. You will work well in a team, have good ICT knowledge and interpersonal skills.

In return we offer access to Battle Sports Centre and a competitive employee pension scheme.

Please find enclosed a pack, which has been prepared to help you with your application. It includes:

- Information about the College;
- The job description;
- The person specification.

Your completed application form should be returned either by post to Personnel, Claverham Community College, North Trade Road, Battle, East Sussex, TN33 0HT or via e-mail to recruitment@claverham.org by the closing date of Friday 23rd November 2018. Please be advised that we do not accept curriculum vitae's. Receipt of applications can only be acknowledged if a stamped addressed envelope is enclosed with your application. If you have not heard from the college within three weeks of the closing date, your application has not been successful this time.

Claverham is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

This Post is subject to an enhanced DBS disclosure.

If you require any further information, please call 01424 772155.

Yours sincerely,



Mr P Swatton
Principal

About Claverham Community College

Claverham Community College is situated on the outskirts of the historic town of Battle in East Sussex. The College grounds incorporate land which belonged formerly to the Battle Abbey Estate and are immediately adjacent to the site of the Battle of Hastings.

The College aims to provide an outstanding education to the young people it serves through its stated objectives which are:

1. to develop fully their individual academic, emotional, physical and social potential;
2. to develop self respect, self discipline, adaptability, concern for others and the ability to live as independent adults while at the same time making a positive contribution to the community;
3. to acquire conceptual insight, knowledge, skills and practical abilities and the will to use them in the following areas of experience: scientific, technological, mathematical, linguistic, aesthetic, creative, commercial, moral, spiritual, economic, political and recreational;
4. to appreciate human activities of every kind;
5. to acquire understanding of the social economic and political order and a reasoned set of values, attitudes and beliefs;
6. to prepare for their adult lives at home, work, leisure and to make a full contribution to our society.

The Community College was established in 1973 and was developed from the former Battle County Secondary School built in 1955. In school terms the College became fully comprehensive in 1976 and now serves the educational needs of all children between the ages of 11 and 16 in Battle and the neighbouring villages of Ashburnham, Catsfield, Crowhurst, Netherfield, Ninfield, Penhurst, Sedlescombe, Whatlington and Westfield. The College is oversubscribed in all year groups. Children come from as far afield as Rye to the East and Eastbourne to the West, as well as the more immediate areas of Bexhill and Hastings. In addition to its purely 'school' function the College provides a wide range of cultural, educational and social amenities for the local population of the area as a whole. There is a thriving Community Education Centre, an excellent Sports Centre, and a large number of local organisations and sports clubs are affiliated to the College.

We opened a Day Nursery at the College in May 1993. The aim of the Nursery is to provide day care of the highest quality for babies and toddlers. The Nursery has a capacity of 40 places, up to 5 of which can be for children under the age of 2 years. A number of our staff make use of the Nursery for their own children.

The traditional catchment area of the College is almost entirely rural. The chief local occupations are various types of agriculture, forestry, horticulture, gypsum mining and retail services. Many professional and business people who live in the area either commute to London, a relatively fast 60 mile journey, or work in Bexhill, Hastings or Eastbourne, which are 8, 7 and 12 miles distant.

In addition to being ideally placed from the point of view of communication, Battle is very well provided for culturally. The town itself has a strong sense of community and supports a wide range of cultural and social activities. Bexhill, Hastings and particularly Eastbourne, offer good shopping facilities, excellent sporting opportunities, outstanding provision for the Arts and a wide range of social organisations.



EAST SUSSEX COUNTY COUNCIL

Job Description

DEPARTMENT:	Schools
LOCATION:	Claverham Community College
JOB TITLE:	Team Leader Technician
GRADE:	East Sussex Single Status Grade 8
RESPONSIBLE TO:	Head of Science
MAIN PURPOSE OF THE JOB:	To be responsible to the Head of Science in co-ordinating the use and development of practical resources and facilities, including the provision of guidance and support in meeting the practical requirements of the science curriculum, including liaising with all areas of the school and outside organisations.

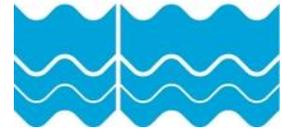
KEY TASKS

1. To ensure that the team is resourced, organised and developed to meet the performance standards required by the department, including responsibility for performance management.
2. To have overall responsibility for the promotion and observance of a healthy and safe working environment for the technical support service. This would include:
 - Actively leading and co-ordinating the assessment, monitoring and review of both health & safety procedures and information resources
 - Keeping up-to-date with current procedures and practices through continuing professional development
 - Providing technical advice on health & safety issues to teachers and technical support staff
 - The safe treatment and disposal of used materials, including hazardous substances, and responding to actual or potential hazards
 - The healthy and safe storage and accessibility of equipment and materials
3. To take a lead role in the design, development and maintenance of specialist resources and/or long term projects, and offer professional guidance, assistance and support to pupils and teachers on the practical aspects of the curriculum.

4. To be responsible for setting up and monitoring systems used in the management and control of practical resources, including:
 - Leading on stock control, compiling orders, liaising or negotiating with suppliers, and maintaining appropriate records
 - Monitoring, controlling and keeping financial records of the department's expenditure in accordance with the school policy
 - Ensuring the availability of suitable materials and equipment and suggesting alternatives for suitability and economy
5. To undertake the lead role within the science department on both routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment to the required standard.
6. To provide technical assistance to students, either individually when they are carrying out investigations or projects, or in-class assisting or advising students and staff on the practical aspects of the curriculum.
7. To carry out risk assessments for technician activities
8. To carry out the above duties in accordance with the Education Department's Equal Opportunities Policy.

All school based staff have the responsibility for promoting the safeguarding and welfare of children. All school staff should be aware of the school's Child Protection and Safeguarding Policy and work in accordance with this document at all times.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.



EAST SUSSEX COUNTY COUNCIL

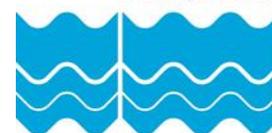
Person Specification

Post Title: Team Leader Technician
Location: Claverham Community College
Grade: Single Status 8

	Essential Criteria	Desirable Criteria	Method of Assessment/ Source of Information
Key Skills & Abilities	<ul style="list-style-type: none"> • Ability to set up and monitor systems used in the management and control of practical resources • Ability to monitor, control and keep financial records according to the requirements of the school • Ability to effectively direct the work of a team • Ability to oversee the induction and training of new technical staff • Ability to offer professional guidance and assistance to students and teachers on the practical aspects of the curriculum • Ability to ensure that all technical activity meets the performance standards for the science department • Ability to take a lead role in the design, development and maintenance of specialist resources 		<ul style="list-style-type: none"> • Application/ Interview

	<ul style="list-style-type: none"> • Ability to identify work priorities and manage own workload and that of others • Ability to carry out risk assessments in relation to technician activities • Ability to demonstrate developed interpersonal and communication skills • Ability to oversee the maintenance of a range of tools and equipment • Ability to oversee the preparation of equipment and materials for lessons, as requested by the teaching staff • Ability to establish positive relationships with pupils, including those with special educational needs 		
Education & Qualifications		<ul style="list-style-type: none"> • NVQ4 in Laboratory and Associated Technical Activities (LATA) or equivalent. 	<ul style="list-style-type: none"> • Application/ Interview
Knowledge	<ul style="list-style-type: none"> • Detailed knowledge of Health & Safety legislation as it relates to the work of a school • Detailed knowledge of COSHH and ESCC 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 		<ul style="list-style-type: none"> • Application/ Interview

	<ul style="list-style-type: none"> • A good knowledge of the performance management system in use in the school 		
Experience		<ul style="list-style-type: none"> • Previous experience of working as a technician in a school environment 	<ul style="list-style-type: none"> • Application/ Interview
Personal Attributes	<ul style="list-style-type: none"> • Ability to demonstrate commitment to Equal Opportunities • Willingness to participate in further training and developmental opportunities offered by the school and county, to further knowledge 		<ul style="list-style-type: none"> • Application/ Interview
<p>Date (drawn up): November 2009 Reference of Officer(s) drawing up person specifications: JM</p>			



EAST SUSSEX COUNTY COUNCIL

Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you applying for. This information will help you if successful in your application identify any health related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

Using display screen equipment	X
Working with children/vulnerable adults	X
Moving & handling operations	<input type="checkbox"/>
Occupational Driving	<input type="checkbox"/>
Lone Working	<input type="checkbox"/>
Working at height	<input type="checkbox"/>
Shift / night work	<input type="checkbox"/>
Working with hazardous substances	X
Using power tools	<input type="checkbox"/>
Exposure to noise and /or vibration	<input type="checkbox"/>
Food handling	<input type="checkbox"/>
Exposure to blood /body fluids	<input type="checkbox"/>

The Selection Process

The interview process will involve:

- A tour of the school;
- Meeting with the Head of Science;
- Formal interview.

We look forward to receiving your application.

Deadline for receiving applications: Friday 23rd November 2018.