



Claverham Community College

Trainee Science Technician

Information for Applicants

Principal: Mr P Swatton

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

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 Trainee Science Technician

Thank you for your enquiry regarding the vacancy for the above named post. The post is 20 hours per week 9.30am – 1.30pm Monday – Friday term time only and will be paid on Single Status Grade 2 point 3 – 4 £16,495 - £16,626 (actual is £7,729 – £7,791 per annum).

We seek to appoint a Trainee Science Technician to work 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.

No formal experience is necessary as full training will be given, however an interest in Science is desirable.

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 15th March 2019. 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

SCHOOL	Claverham Community College
JOB TITLE	Trainee Technician
GRADE	Single Status Grade 2
RESPONSIBLE TO	Team Leader Technician
MAIN PURPOSE OF THE JOB	To work under the direction of an experienced science technician to gain all the knowledge and skills required to perform the duties unsupervised.

Main Functions

1. To attend induction and other training offered by the school and County Council to develop knowledge of Health & Safety, COSHH and ESCC regulations relevant to the role.
2. To deliver resources and equipment to rooms
3. To set out equipment and resources in preparation for lessons
4. To collect, check and return equipment to stores
5. To clean and clear laboratories of equipment and materials after use, ensuring rooms are left clean, tidy and in good order
6. After training and under direct supervision, to prepare chemicals and solutions for school use, ensuring safe handling and storage in line with Health & Safety and COSHH regulations.
7. After training and under direct supervision, to make up and maintain class sets of equipment, chemicals and resources
8. To carry out routine maintenance of equipment, reporting any problems to an experienced technician
9. To assist in annual stock checks and spring cleaning of storage areas
10. To set up and maintain audio visual aids

11. To set up computers and data logging equipment
 12. To maintain and propagate plants necessary for practical lessons
 13. After proper First Aid training, to deal with minor incidences in the laboratory and, where necessary, contact school welfare.
 14. To manage any worksheets relating to lessons including filing and photocopying
 15. After training and under supervision, to use an autoclave to prepare sterile inoculating plates and demonstrate sound sterile techniques.
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This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

EAST SUSSEX COUNTY COUNCIL

Person Specification

SCHOOL	Claverham Community College
JOB TITLE	Trainee Technician
GRADE	Single Status Grade 2

Knowledge and Experience

- 1.1 Some knowledge of the main Health & Safety regulations, and how they apply in a school environment
- 1.2 Some knowledge of safe working practices in relation to the handling and usage of hazardous equipment and tools
- 1.3 An interest in Science and supporting pupils' learning

Skills and Abilities

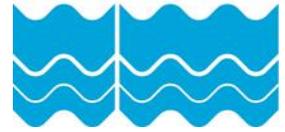
- 2.1 Ability to work in an organised and methodical manner
- 2.2 Ability to work effectively and supportively as a member of the school team
- 2.3 Ability to undertake a range of practical tasks
- 2.4 Ability to carry out routine maintenance of equipment
- 2.5 Ability to identify work priorities, within parameters, whilst ensuring that lower priority work is kept up to date
- 2.6 Ability to contribute to the maintenance of accurate work records and inventories
- 2.7 Ability to establish positive relationships with pupils, including those with special educational needs

Personal Qualities

- 3.1 Ability to demonstrate commitment to Equal Opportunities
- 3.2 Willingness to participate in further training and developmental opportunities offered by the school and county, to further knowledge

Desirable Criteria

- 4.1 NVQ1 in Laboratory and Associated Technical Activities (LATA) or Level 1 Certificate in Laboratory Technical Skills or equivalent.
- 4.2 Some knowledge of Science and/or the Science curriculum



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 Team Leader Technician and Head of Science;
- Formal interview.

We look forward to receiving your application.

Deadline for receiving applications: Friday 15th March 2019.