



Claverham Community College

Science Technician

Information for Applicants

Principal: Mr P Swatton

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

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Dear Applicant.

Re: Post of Science Technician

Thank you for your enquiry regarding the vacancy for the above named post.

We require an organised and meticulous person to join our Science Department in the role of Science Technician. The successful candidate will have excellent time management and interpersonal skills. You must be able to work in a team and also independently.

The post is 37 hours per week 8.30am - 4.30pm Monday to Thursday and 8.30am - 4.00pm Friday term time only (4 days extra to be worked in the holidays) and will be paid on Single Status Grade 4 Points 9-10 £19,264 - £19,650 per annum, pro rata. (Actual £16,694 - £17,355 per annum). We will accept applicants who are looking for part time employment.

You will be able to 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.

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 September 2022. 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.

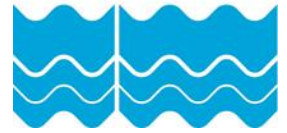
The Community College was established in 1973 and was developed from the former Battle County Secondary School built in 1955. In school terms the College became fully comprehensive in 1976 and now serves the educational needs of all children between the ages of 11 and 16 in Battle and the neighbouring 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

JOB TITLE: Technician - Science

SCHOOL:

LOCATION:

GRADE: Single Status Grade 4

RESPONSIBLE TO:

Purpose of the Role:

Under the overall control of the team leader/senior technician, to co-ordinate the use of practical resources and facilities, and provide assistance and advice in meeting the practical needs of the science curriculum, including liaising with teaching staff, and support staff outside the department.

Key tasks:

1. To ensure the maintenance of a healthy and safe working environment through:
 - actively contributing to 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
 - the provision of technical advice and support on health & safety issues to teaching and trainee technical 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
2. To carry out health & safety and risk assessments relating to laboratory work and apply COSHH regulations and assessments.
3. To assist the lead technician with the day to day organisation and development of trainee staff to ensure that essential performance standards are achieved.
4. To contribute to the design, development and maintenance of specialist resources and/or long term projects.

5. To support the lead technician in ensuring the availability of suitable materials and equipment, helping to compile orders and liaising or negotiating with suppliers and finance departments. This will include sourcing, costing and suggesting economic alternatives to maintain stock levels. Keeping up-to-date records of stock.
6. Under the overall guidance of the lead technician, to ensure that both routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment are carried out to the required standard.
7. To assist in practical classes and carry out demonstrations
8. To set up and maintain audio visual aids
9. To set up computers and data logging equipment

EAST SUSSEX COUNTY COUNCIL PERSON SPECIFICATION

JOB TITLE: Technician - Science

GRADE: Single Status Grade 4

Essential key skills and abilities

These criteria will be assessed at the application and interview stage

- Ability to carry out risk assessments in relation to laboratory work
- Ability to maintain a range of tools and equipment
- Ability to prepare equipment and materials for lessons, as requested by the teaching staff
- Ability to work in an organised and methodical manner
- Ability to identify work priorities and manage own workload within agreed parameters
- Ability to establish positive relationships with pupils, including those with special educational needs
- Able to converse at ease with customer and provide advice in accurate spoken English
- Ability to maintain accurate work records and inventories
- Ability to work effectively as part of a team

Desirable education and qualifications.

These criteria will be evidenced via certificates, or at interview

- NVQ2 in Laboratory and Associated Technical Activities (LATA) or NVQ2 for Laboratory Technicians in Education or Level 2 Certificate in Laboratory Technical Skills or equivalent.

Essential knowledge

These criteria will be assessed at the application and interview stage

- Knowledge of Health & Safety legislation as it relates to the work of a school
- Knowledge of COSHH and ESCC regulations in relation to the safe handling and storage of chemicals
- Knowledge of safe working practices in relation to the handling and usage of hazardous equipment and tools
- Some
- knowledge of National Curriculum requirements

Desirable experience

These criteria will be assessed at the application and interview stage

- Previous experience of working in a school environment

Other essential criteria

These criteria will be assessed at the application and interview stage

- 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

The Selection Process

The interview process will involve:

- A tour of the school;
- Meeting with the Head of Science, Lead Technician and other staff
- Formal interview.

We look forward to receiving your application.

Deadline for receiving applications: Friday 23rd September 2022.