



# Science Technician

Application Pack



# Head Teachers Welcome

Dear Applicant,

Thank you for your interest in this post. I hope that you will find our information useful and that you will decide to apply for the post. Hodge Hill College is a dynamic and innovative place to work. It has undergone massive improvements in the last six years during which time our exam results have increased significantly year-on-year and our campus has been transformed. We are a happy, confident school with a track record of innovation. In October 2021, OFSTED endorsed our view that we are a good school. We believe that our potential is far greater and continue to strive to reach this goal.

GCSE results have increased significantly, with a strong performance in all curriculum areas leading to high A8 and P8 scores. If your application were to be successful, you would be joining a creative, professional environment and a team with a strong sense of purpose and commitment to ensure all our pupils achieve. As a new colleague, you can look forward to a strong support network to help you progress in your career.

We want to recruit dedicated, dynamic, committed people, who will help us further improve outcomes for all our pupils. So, if this brief snapshot of the school appeals, and if you think you have what it takes to work with us, we look forward to receiving your completed application form.

If you have not received an invitation to interview within two weeks of the advertised closing date, please assume that an appointment has been made.

Yours faithfully,

Hannah Herrmann

**Headteacher**

# Grade 2 – Science Technician

## Safeguarding Statement

Hodge Hill College 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 candidate will be requested to apply for Enhanced Disclosure from the Disclosure and Barring Service, although a criminal record will not necessarily be a bar to obtaining the position.

**Post Title:** Science Technician

**Responsible to:** Senior Science Technician

**Responsible for:** N/A

**Working Time:** 36.5 hours per week (30 min break per day), term time only

Day	Start	Finish
Monday	08:00	16:15
Tuesday	08:00	16:00
Wednesday	08:00	16:00
Thursday	08:00	16:00
Friday	08:00	14:45

**Contract** 12-month fixed term

**Salary** Grade 2 (£24,027 - £25,992)

**Grade 2 Actual Salary - £21,092 - £22,830**

## 1. Job Purpose

- To assist in the preparation of science practical work and to give general support to the Teaching staff within the Science Department.

## 2. Main Duties and Responsibilities

### Preparation of Equipment

- Requisition of consumables or equipment to maintain adequate stock levels after liaising with the Head of Department.
- Preparation of materials/samples for both classwork and examinations
- Preparation of cultures, plates, solutions, models, plant and animal slides in accordance with a known procedure.
- Construct, test, collect and clean demonstration class and examination apparatus
- Build teacher aids, e.g. Light boxes, feeler boxes, models, under supervision
- Where applicable issue audio visual equipment, files and aids as required
- Ensure the preparation and clearing away of apparatus and materials

### Maintenance of Equipment

- Assist with annual stock-taking within the Science Department
- Maintenance of:
  - Secure inventories
  - Stock Control
  - Issue of chemicals, apparatus, equipment, materials in accordance with specified procedure
- Maintenance of:
  - Aquaria and plants within the Science Department
  - Animal experiments under the direct supervision of the Head of department with regard to the 1984 Animal Welfare and Cruelty Act (copies available from Science Inspector/DFE)
- Assist in preparation of budget for:
  - Replacement and new apparatus



- Chemicals
  - Equipment and materials within the Science Department
- Assembling material for:
  - Cataloguing
  - Stocktaking
- Repair to equipment:
  - Simple repairs to equipment/apparatus
  - Manufacture simple replacement parts as required by the Science Department
- Arrange for repairs of other equipment with outside agencies
- The use of PC/WP Keyboard to input, amend and delete as may be required when carrying out normal duties
- Liaise with the Head of Department regarding the use of new information technology equipment

### **Health and Safety**

- Ensure that Teaching staff are aware of the dangers of leaving equipment in an unsafe condition e.g. Breakages, spillages, emphasising the dangers of not informing the technician(s) immediately if any of these occur
- Carry out safety checks in accordance with laid down instructions and codes of practice
- In the event of a chemical spillage, ensure to liaise with the Building Services Supervisor that laboratory floors, walls, benches, equipment and fittings are properly cleaned
- Be aware of the appropriate and safe storage of chemicals and where necessary inform other members of staff of known hazards
- Ensure the safe disposal of chemical preparations and toxic substances in accordance with relevant codes of practice

### **Administration Duties**

- Within the Science Department, undertake photocopying or duplicating as necessary
- Reproduction of confidential examination materials
- Where necessary, to control and maintain reprographic equipment and associated consumables
- To be responsible for:
  - The storage and retrieval of stencils and standard documents
  - The repair and recovering of textbooks

### **Level of Supervision**

- Regularly supervised with work checked by supervisor
- Left to work within established guidelines subject to scrutiny by supervisor
- Plan own work to ensure the meeting of defined objectives

### **Professional Development**

Attend and participate in training and staff development programmes as per the school's continued professional development programme

### **Other Duties**

To ensure all tasks are conducted under a professional standard and adhering to the departments operational standards:

- To promote the agreed vision and aims of the school
- To set an example of personal integrity and professionalism
- Be aware of and adhere to school policies and procedures as set out in the staff handbook and other documentation available, including safeguarding and child protection, Health & Safety, Staff code of conduct, data protection etc. Reporting any concerns to an appropriate person.
- Appreciate and support the role of other professionals
- Show a duty of care and take appropriate action to comply with Health & Safety requirements at all times.

- To adhere to the ethos of the school
- Any other reasonable tasks commensurate with the role
- This post is one of continuous development and the post holder will be encouraged to develop skills and capabilities, including participation in projects and training events. Accordingly, the range of duties and responsibilities outlined above may change from time to time to reflect the changing needs of the organisation.
- Be committed and part of the 'school wide' team by ensuring you are available at changeover duties

**Within the grade and job description of each level the exact focus of the role will be decided at school level and will take into account the needs of the school as well as the experience and development needs of the member of staff**

Signed: ..... (Line Manager)      Date: .....

Signed: ..... (Job Holder)      Date: .....

*It is the school's usual practice to review support staff job descriptions every 12 months as part of the Performance Management Process. This timeframe is for guidance only.*

**All offers of appointment are subject to:**

1. A satisfactory enhanced Disclosure and Barring Service Check  
(For those who will be engaging in regulated activity, with barred list information)
2. Two Satisfactory References. One of which should be your line manager in your present or most recent employment, or if you are at school, college or university leaver, your Headteacher or Tutor.
3. Verification of identity
4. Verification of right to work in the UK
5. Verification of mental and physical fitness to carry out work responsibilities
6. Any additional checks needed for time spent living or working overseas
7. Qualification checks as outline on your application form
8. A check that you are not subject to a prohibition order issued by the secretary of state  
(For teachers only)

# Grade 2– Science Technician Person Specification

Specification	Detail	Examples
<b>Knowledge, Qualifications and Experience</b>	<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>Some knowledge of the main Health &amp; Safety regulations, and how they apply in a school environment</li> <li>Some knowledge of safe working practices in relation to the handling and usage of hazardous equipment and tools</li> <li>An interest in Science and supporting pupils' learning</li> </ul>
	<b>Qualifications</b>	<ul style="list-style-type: none"> <li>5 GCSE's at Grade C (or equivalent) or including Maths, English and one Science subject.</li> </ul>
	<b>Knowledge of Relevant Policies and Procedures</b>	<ul style="list-style-type: none"> <li>Knowledge of the legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment</li> <li>Knowledge of Health and Safety</li> </ul>
<b>Skills and Abilities</b>		<ul style="list-style-type: none"> <li>Ability to work in an organised and methodical manner</li> <li>Ability to work effectively and supportively as a member of the school team</li> <li>Ability to undertake a range of practical tasks</li> <li>Ability to carry out routine maintenance of equipment</li> <li>Ability to identify work priorities, within parameters, whilst ensuring that lower priority work is kept up to date</li> <li>Ability to contribute to the maintenance of accurate work records and inventories</li> <li>Ability to establish positive relationships with pupils, including those with special educational needs</li> <li>Good numeracy and literacy skills</li> </ul>
<b>Working With Others</b>	<b>Working With Partners</b>	<ul style="list-style-type: none"> <li>Ability to make a proactive contribution to the work of the team</li> </ul>
	<b>Relationships</b>	<ul style="list-style-type: none"> <li>Ability to establish rapport and respectful and trusting relationships</li> </ul>
	<b>Team Work</b>	<ul style="list-style-type: none"> <li>Ability to work effectively with a range of adults and pupils.</li> <li>Ability to make distinctive contribution to the work of the team.</li> <li>Ability to work in a team.</li> </ul>
<b>Responsibilities</b>	<b>Organisational Skills</b>	<ul style="list-style-type: none"> <li>Excellent organisational skills</li> <li>Ability to remain calm under pressure</li> </ul>
	<b>Time Management</b>	<ul style="list-style-type: none"> <li>Ability to plan and manage own time effectively</li> </ul>
	<b>Creativity</b>	<ul style="list-style-type: none"> <li>Demonstrate a creative approach to supporting</li> <li>Children and staff and an ability to resolve problems independently</li> </ul>
<b>General</b>	<b>Equalities</b>	<ul style="list-style-type: none"> <li>Awareness of and promotion of equality</li> </ul>
	<b>Health &amp; Safety</b>	<ul style="list-style-type: none"> <li>Understanding of Health &amp; Safety legislation and procedures relating to specialist area.</li> <li>Ability to advise others.</li> </ul>
	<b>Child Protection</b>	<ul style="list-style-type: none"> <li>Understand and support child protection procedures</li> </ul>
	<b>Confidentiality/Data Protection</b>	<ul style="list-style-type: none"> <li>Understand procedures and legislation relating to confidentiality/Data Protection including GDPR</li> </ul>
	<b>CPD</b>	<ul style="list-style-type: none"> <li>Demonstrate a clear commitment to develop and learn in the role</li> <li>Ability to effectively evaluate own performance.</li> </ul>