



Simon Langton Girls' Grammar School

Science Technician

June 2024



Candidate Information Pack



Welcome

Thank you for your interest in applying for a position at our school.

We were founded in 1881, with a history that can be traced back as far as 1248, and the provision Simon Langton left for the 'perfection' of support for poor priests. Jump forwards nearly 800 years to a school that is striving to create the perfect environment for students and staff to work and learn together.

Today we are an exciting, vibrant, home to over 1300 students and staff. Set on a 14-acre site on the edge of Canterbury, and having completed a major rebuilding programme in 2021, we boast a modern campus to match our expectation and aspirations. From Years 7-11 we welcome girls, with external students competing to join our thriving mixed-sex sixth form. Together we strive for academic and pastoral excellence, supporting all students and staff to be:

- *ambitious in their dreams and thinking: driven to achieve their very best; focused on academic and personal self-improvement; achieving outstanding outcomes in any field*
- *confident in themselves and their abilities: stepping outside of their 'comfort zone'; demonstrating a willingness to show their capabilities to others; approaching difficult situations with careful planning and positivity*
- *independent in their mind and actions: original thinking; giving a voice and action to personal beliefs; making a positive difference to the lives of others*
- *creative in their problem-solving and imagination: producing work that demonstrates strong artistic accomplishment; navigating difficult problems or situations through preparation and planning; inventive and/or original in achieving outcomes*

If your drive and ambition matches ours, and you aspire to be a part of something very special, I invite you to apply to join the Langton Family.

Paul Pollard
Headteacher





Safeguarding

Simon Langton Girls' Grammar School recognises our statutory responsibility to safeguard and promote the welfare of all children. Safeguarding is everybody's responsibility and all those directly connected (staff, volunteers, governors, leaders, parents, families, and learners) are an important part of the wider safeguarding system for children and have an essential role to play in making this community safe and secure.

Simon Langton Girls' Grammar School believe that the best interests of children always come first. All children (defined as those up to the age of 18) have a right to be heard and to have their wishes and feelings taken into account and all children regardless of age, gender, ability, culture, race, language, religion or sexual identity, have equal rights to protection.

Simon Langton Girls' Grammar School recognises the importance of providing an ethos and environment within school that will help children to be safe and to feel safe. In our school children are respected and are encouraged to talk openly. We will ensure children's wishes and feelings are taken into account when determining what safeguarding action to take and what services to provide.

Please also be aware that all candidates invited for interview will be subject to online recruitment checks, in line with 'Keeping Children Safe in Education' recommendations.

We are looking to appoint an experienced and enthusiastic Science Technician. Working under the guidance of the Senior Science Technician, you will be providing support mainly within junior science and Biology in our large, recently built and well-equipped, Science Department.

Science Technicians play a vital role in supporting learning by providing technical assistance to aid the teachers' work in the classroom. The successful candidate will need to have a strong interest in science, high standards and a methodical, very organised, approach to their work. You will need to be a good team player who can contribute strongly to a professional, friendly team, as well as being flexible, able to take direction and work on your own initiative.

The post holder will be required to co-ordinate the use and maintenance of practical resources and facilities and to provide assistance and advice in the practical needs of the science curriculum.

The successful candidate will be required to work 30 hours per week over 4/5 days, with a 30 minute unpaid lunch. You will be paid on Kent Range 5 - £16,914 p.a. pro rata (FTE £24,040). You will be required to work term time (38 weeks) plus 30 hours in the summer holidays.

This school is committed to safeguarding and promoting the wellbeing of all children, and expects our staff, peripatetic teachers and volunteers to share this commitment. An online search check will be carried out on shortlisted candidates, this is not part of the shortlisting process itself and all candidates will be provided with the opportunity to address any issues of concern that come up during the search at interview.



Job Information



Job Specification

Job Title: Science Technician

Job Purpose: To work within the Science Department as part of a professional team, to support learning by providing technical assistance and supporting the teachers' work in the classroom. To co-ordinate the use and maintenance of practical resources and facilities and to provide assistance and advice in the practical needs of the science curriculum.

Responsible to: Senior Science Technician

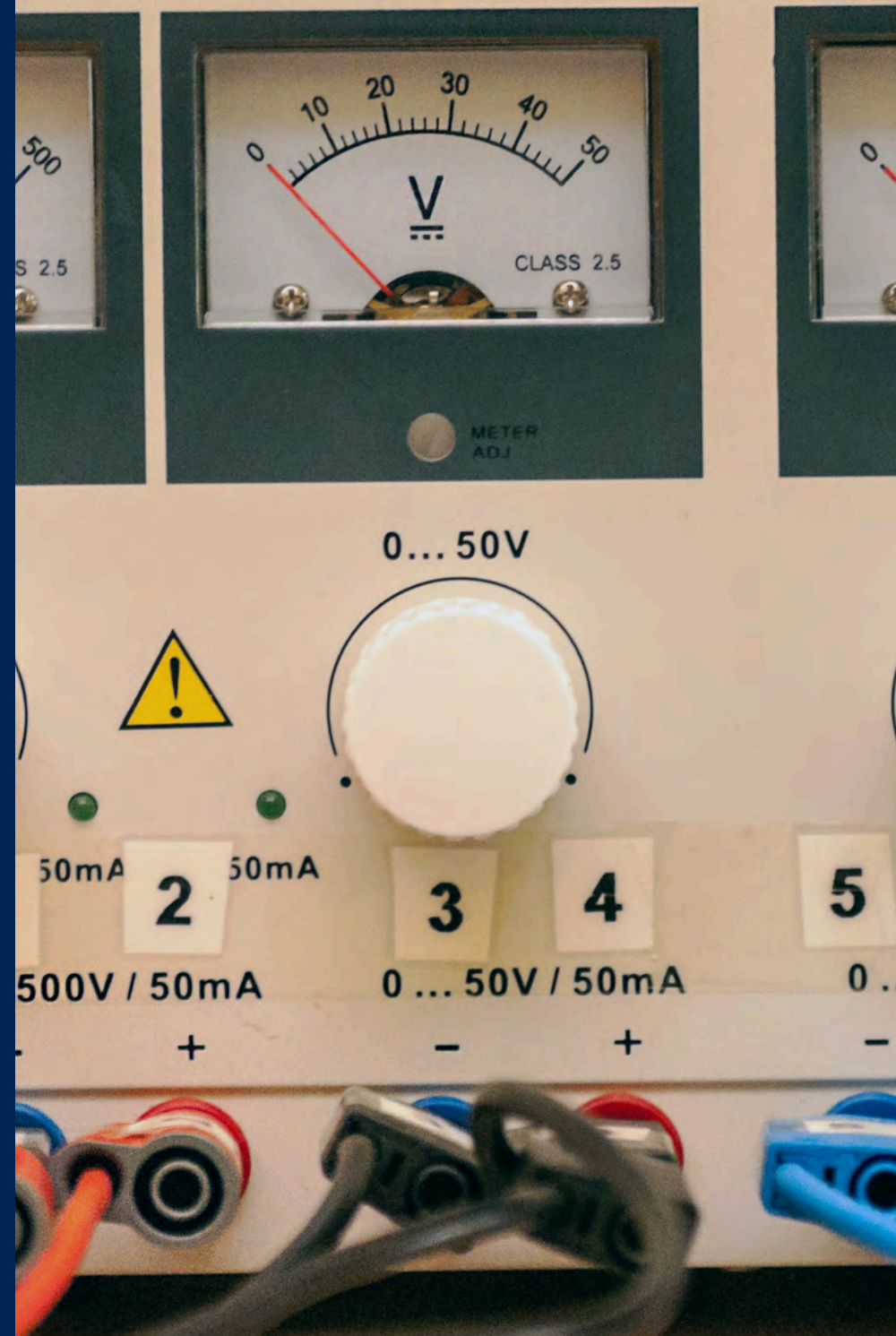
Salary: KCC Kent Range 5

Hours of Work: 30 hours per week over 4/5 days, 38 weeks per year (term time only) plus 30 hours in summer holidays.

Specific Accountabilities:

- Set up resources/ materials/ equipment for lessons
- To provide occasional supervision of science classes in the absence of the teacher
- Support structured and practical activities for groups or on a one-to-one basis
- Order and maintain sufficient supplies of materials and equipment to enable delivery of lessons and assist others in their use
- Safely and securely store allocated equipment and materials to prevent unauthorised access / misuse
- Prepare and review risk assessments for practicals
- Clean and undertake maintenance of equipment as needed and as directed to ensure that it is clean and in good working order
- Perform duties in line with health and safety regulations and take action where hazards are identified, including reporting any serious hazards to line manager

- Maintain up to date records of stocks and accurate financial records to ensure that school's financial procedures are adhered to and expenditure is kept within budget
- Provide clerical and administrative support as directed and undertake record keeping including maintaining the Asset Register
- Under the guidance of the Team Leader make sure that both routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment is undertaken to ensure that the required standards are adhered to
- Secure and work with hazardous materials
- Ensure the safe treatment and disposal of used materials, including hazardous substances and respond to actual or potential hazards
- Co-ordinate the use of practical resources and facilities and provide assistance and advice in meeting the practical needs of the curriculum (including liaising with teaching staff and support staff outside of the department) to ensure that the varied needs of the students are met
- Actively contribute to the assessment, monitoring and review of both health and safety procedures and make sure materials (including hazardous substances) are used safely and disposed of appropriately in order to maintain a healthy and safe working environment
- Contribute to the design, development and maintenance of specialist resources and contribute to long-term projects to ensure that the widest curriculum possible can be offered to students
- Order equipment, arrange for repairs and liaise with suppliers and the finance department, suggesting economic alternatives, to maintain stock levels and ensure that the classrooms/laboratories are appropriately equipped





General Accountabilities:

- To undertake other support duties such as may be agreed from time to time
- Evaluate and improve own practice and take responsibility for personal professional development, maintain and update personal IT expertise to exploit the capabilities of the administration IT network
- Be committed to safeguarding and promoting the welfare of children and young people and follow the safeguarding policy

Support for the School:

- To be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person
- To contribute to overall ethos, work and vision statement of the school
- To undertake broadly similar duties commensurate with the level of the post as required by the Headteacher

Qualifications:

- Good general education, Level 2 Diploma (or equivalent) and proficient technical, practical and/or computer skills

Experience:

- Previous experience of similar work

Skills and abilities:

- Assembly, disassembly and cleaning of equipment
- Ability to exchange information both verbally and in writing with staff and suppliers
- Good organisational skills; ability to prioritise
- Ability to complete tasks without immediate supervision and to work under pressure when required
- Positive attitude towards working in a large community and support of the school ethos
- Sensitive to matters of confidentiality
- Punctuality, a sound work ethic and a good attendance record
- Ability to relate to adolescents and adults

Knowledge:

- Knowledge of appropriate use of specialist equipment and materials (including handling hazardous substances safely) and ability to communicate this knowledge to staff and students
- Thorough understanding of Health and Safety procedures especially as they relate to work in the specific environment (e.g. Laboratory). First Aid certificate would be useful



Person Specification

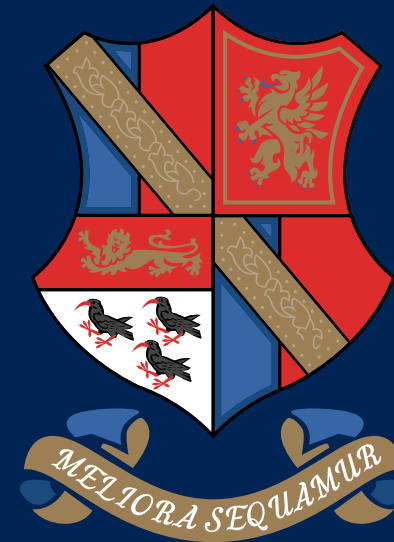


- Use of basic technology (computer, video/DVD, photocopier etc.)
- Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality
- Financial procedures
- ICT skills desirable; a knowledge of SIMS will be advantageous
- Sense of humour
- A flexible approach with a commitment to team work

The purpose of this job and person specification is to indicate the general level of responsibility of the post. It is pointed out that the detailed duties may vary from time to time without changing the general character or level of responsibility entailed. There may be the need to provide assistance or undertake such other duties as may be reasonably assigned by the Headteacher or designated deputy.

We reserve the right to appoint and interview suitable candidates before the published closing date.

- Applications for this post must be made via Kent-Teach
- Applications must be made by midday on Wednesday 26th June 2024
- Interview date Thursday 11th July 2024
- For further details please visit the school website or e-mail Mrs Elaine Wall (H.R. Manager) ewall@langton.kent.sch.uk





Working at our school

Working at our school

Simon Langton Girls' Grammar School holds a deep-seated belief in education and lifelong learning. Effective collaboration, mutual support and professional challenge will underpin our ethos, to ensure that all children and adults are given every opportunity to fulfil their potential and succeed in life.

At Simon Langton Girls' Grammar School we have pledged our commitment to the DfE Wellbeing Charter, declaring our support for and to a set of commitments, to protect, promote and enhance the wellbeing and mental health of everyone.

We can offer you:

- Local Government Pension Scheme for support staff – with a generous employer contribution
- Teachers Pension Scheme for teaching staff – with a generous employer contribution
- Commitment to the School Teachers Pay terms and conditions for teaching staff (STPCD) and the KCC Blue Book terms and conditions for support staff
- Access to the Educational Support Line – offering practical and emotional support
- Access to a Cycle to Work Scheme
- Kent Rewards Scheme – local and national retailer discounts
- Additional holiday entitlement for 5 years + service (for support staff)
- Access to annual flu vaccination programme
- Ample onsite parking
- Friendly, supportive colleagues
- A supportive induction programme
- Continuous professional development and training to support the development of your skills
- To be part of a team that is passionate about delivering expertise and best practice to empower all our students

Equal Opportunities:

We are committed to equality of opportunity. We welcome applications from all suitable candidates, regardless of any protected characteristic for example race, gender, sexual orientation, disability or age. All applications are treated on merit. This includes applications from individuals wishing to work part-time positions.

Our recruitment process:

Applications will only be accepted from candidates completing the appropriate application form via Kent-Teach.com., or where used, other platforms. Please ensure you complete all sections of the form which are applicable to you as clearly and fully as possible.

Once the post has closed an interview panel will conduct the shortlisting process. Candidates are selected for interview based entirely on the contents of their application form; it is therefore important that you read all documentation provided alongside the advert prior to completing the form.

Once the shorting process has been completed, candidates who have been selected for interview will be informed. Once they have accepted the invitation to interview, they will be provided with full details of the interview programme. Candidates not selected for interview will be informed via email.

All candidates invited to interview will be required to complete a self-disclosure form and will be subject to an online search check. Please note the online search check will not form part of the shortlisting process and all candidates will be provided the opportunity to address any issues of concern that are identified when at interview.

All candidates who are invited to interview must bring the following original documents on the day of interview:

- Documentary evidence of right to work in the UK
- Visual identification which includes a photograph, usually a passport or photo driving licence
- Documentary proof of current name and address





- Where appropriate, documentation evidencing change of name
- Certificates of educational or professional qualifications that are necessary or relevant for the post

Offer of post will be made to the successful candidate as soon as possible, all unsuccessful candidate will be informed by email as soon as possible. All offers of employment will be conditional upon a number of formalities, including, but not restricted to:

- Verification of right to work in the UK
- Receipt of two satisfactory references
- Verification of identity checks
- Verification of qualifications
- Satisfactory enhanced DBS check, as well as additional checks that may be appropriate if you have worked or been resident overseas in the previous five years
- Satisfactory pre-employment health clearance
- A check against the Teacher Service Register for any teaching prohibition or restriction orders where you are applying for a teaching role or if you have previously held a teaching role in past employment