

**Science Technician
Ref: 183026**

Required to start no later than 1st January, 2023

Closing Date: 9.00am on Wednesday 5th October

Proposed dates:

Shortlisting: Tuesday 11th October

Interview: Friday 14th October

Science Technician

25 hours per week, term time only

Grade 4 SCP 4-6 pro rata

Required to start no later than 1st January, 2023

The Role and the Science Department:

The school is looking to appoint a committed, enthusiastic individual to the position of Science Technician. The successful applicant will report to our Senior Science Technician and will provide a safe, effective and efficient laboratory technical service to ensure that the Science department continues to deliver high quality teaching to students. The position is for 25 hours per week, term-time only. Please note the salary quoted is full time equivalent. If successful the salary received will be paid on a pro-rata basis.

The Science Department consists of seven full-time teachers, a dedicated Science Teaching Assistant and two lab technicians. The department is on two levels of the building with seven labs split over two levels and a prep room and technician for each location.

As a member of our Science department you will have good interpersonal skills, be flexible and adaptable. You will be a team player with a 'can do' approach to work and a good sense of humour.

For the right candidate flexibility over working hours would be considered. Previous experience in a science role would be beneficial but not essential. Training will be provided.

The closing date is **9.00am on Wednesday 5th October, 2022**

Please note that in line with Keeping Children Safe in Education 2022 an online search will be carried out as part of our due diligence on shortlisted candidates.

September 2022

Due to limited resources it is not our policy to write to the unsuccessful candidates so please assume your application has been unsuccessful if you do not hear from us within two weeks of the closing date.

About Balshaw's

Balshaw's enjoys the privilege of being one of the most successful schools in the county and the most over-subscribed school in South Ribble. We believe that this is deservedly so.

As a school rooted firmly in the Christian ethos, each student in our care matters deeply to us. However, as an authority controlled school we do not operate any entry criteria and the school is available to students of all abilities, interests and aptitudes. Nevertheless, in following the school motto: (*non sibi sed aliis*) 'not for self, but for others' we aim to create students whose actions reflect the love of Christ as we develop them into full and well-rounded young adults ready to make valuable contributions to our society.

Balshaw's has a proud history of academic excellence for students dating back to 1782. The school adds significant value to its students from their starting points in Year 7 to the time when they leave in Year 11. Many will go on to study at Runshaw College, which was originally the Sixth Form of Balshaw's, and others will take up apprenticeships or employment.

Equally important to us is the richness of opportunity available to students at Balshaw's. Set in 21 acres of beautiful land, Balshaw's staff provide extra-curricular opportunities that other schools could only hope for. The huge range of clubs and activities have taken many of our students on to careers in sport and media with a number of well-known alumni.

Those who come to teach and work at Balshaw's will have fantastic opportunities to progress their careers and gain a wealth of experience. That said, Balshaw's also enjoys an incredibly stable workforce and when you hear the phrase 'Once a Balshavian, always a Balshavian' you will realise it to be a truth. The school is only on its 14th headteacher in its 239 year history!

Balshaw's is more than a school – it is a family. This post offers you the opportunity to become part of the Balshaw's family where you will be able to make a difference to the lives of the young people who are our future.

Summary

It is said at Balshaw's that "Once a Balshavian, always a Balshavian." This is very true – a number of staff are previously students of the school and there is a very small turnover of staff either through retirement or promotion. We hope that when you visit our school you will get a strong sense of the Christian family values that underpin what we do.

Lighting the path to excellence through Christian vision and values.

Gospel values of love, forgiveness, friendship, kindness, truth, patience, respect and humility are the foundation for decisions made in the Balshaw's family. Our aim: to develop students of faith and no faith, who reflect Christ's love within the wider community.

OFSTED

- 'This is an outstanding school'
- 'Students make outstanding progress from their starting points.'
- 'Students say how safe they feel and are particularly appreciative of the exceptionally personal support which the school gives them'
- 'Students feel very safe and talk freely about the sense of community the school engenders'
- 'Much of the teaching is outstanding and across the school it is consistently good'
- 'Students, parents and staff are fulsome in their praise of the school'

SIAMS (2019)

- 'Religious Education is both inspirational and challenging.'
- 'Strongly held values infuse the school community.'
- 'Collective worship is exemplary.'
- 'The senior leadership team provide inspirational and caring leadership.'
- 'The quality and range of their [pupils'] theological thinking is impressive.'

Safeguarding Commitment

Please note that the school is committed to safeguarding, promoting and protecting the welfare of young people and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS disclosure.

Diversity and Equality

As a school we are passionate about diversity and recognise that as individuals we all bring something unique to the role regardless of age, gender, race, beliefs or disabilities which is why we treat all of our people equally, without compromise.

Job Description

Post title: Technician 2					
Directorate: CYP			Location:	Schools	
Establishment or team:			Post number:		
Grade:	Grade 4	Staff responsibility:		Essential Car user:	
<p>Purpose of the role (job statement)</p> <p>With limited instruction or guidance, assist teachers, other technicians or support staff in the preparation and maintenance of teaching resources and equipment for pupils in a particular subject area</p> <p>Accountabilities/Responsibilities – appropriate for this post:</p> <p>Key duties:</p> <ol style="list-style-type: none"> 1. Prepare and set up specific curriculum resources / materials / equipment for lessons, as directed by the class teacher or other technician 2. Ensure the safe and secure storage of allocated resources / materials / equipment to prevent unauthorised access / misuse 3. Clean and undertake routine maintenance of equipment as needed to ensure it is clean and in good working order 4. Update records, including production of reports and analysis of information <p>Individuals in this role may also:</p> <ol style="list-style-type: none"> 1. Ensure the adherence to health and safety regulations by technical support staff within the school 2. Provide clerical and administrative support to the classroom teacher as directed 3. Order resources as instructed 4. Ensure the safe treatment and disposal of used materials, including hazardous substances, and respond to actual or potential hazards. <p>Additional supporting information – specific to this post.</p> <p>Post holders may have some specialist knowledge or experience in a technical area</p> <ul style="list-style-type: none"> • This profile would be applicable for technicians working in single subject areas such as Science, Design & Technology, Art, Food Technology, Performing Arts or Sport. 					
Prepared by:	EPR Team			Date:	03/08/2011

The above form sets out the area of work in which duties will generally be focused, and gives an example of the type of duties that the postholder could be asked to carry out. **PLEASE NOTE** that this is for guidance only. Postholders are expected to be flexible and to operate in different areas of work/carry out different duties as required.

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must co-operate with us to apply our general statement of health and safety policy.

Customer Focus

We put our customers’ needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

Skills Pledge

We are committed to developing the skills of our workforce. All employees will be supported to work towards a level 2 qualification in literacy and /or numeracy if they do not have one already.

Attendance

Good attendance enhances the service delivered by schools, minimises staffing difficulties and ensures best value to the school. It is essential that applicants for positions in this school can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.

Grade Profile**Level Four – Operative / Support (Grade 4)**

<p>Level Four Purpose To apply practical methods, techniques, work procedures or processes in support of, or delivery of, the service.</p>
<p>Scope of Work Role holders will undertake a range of standardised procedures and use associated tools and equipment. Personal initiative will be required within the confines of the role.</p>
<p>Accountabilities/Responsibilities Role holders may be required to:</p> <ul style="list-style-type: none"> ▪ Plan and organise straightforward tasks; or ▪ Exchange varied information with members of the public; or ▪ Carefully use very expensive equipment; or ▪ Handle and process considerable amounts of information; or ▪ Instruct, and check the work of, others; or ▪ Provide general information, advice and guidance on established internal procedures.
<p>Skills, knowledge and experience</p> <ul style="list-style-type: none"> ▪ Previous relevant experience or the ability to demonstrate the competence to carry out of the job. ▪ Possession of, or the ability to demonstrate the capability to gain, relevant qualifications, licences or equivalent where applicable. <p>In addition to the skills, knowledge and experience described, you may be required to undertake a lower graded role as appropriate.</p>
<p>Performance Measures</p> <ul style="list-style-type: none"> ▪ Completion of tasks to required standards and deadlines.

Person Specification

Job title: Technician	Grade: 4	
Directorate: Children and Young People		
Establishment or team: Balshaw's CE High School		
Requirements (based on the job description)	Essential (E) or desirable (D)	To be identified by: application form (AF), interview (I), test (T), or other (give details)
Qualifications <ul style="list-style-type: none"> • Good literacy and numeracy skills • Good general education to GCSE or equivalent including Maths, English and Science • Health and Safety at Work including safe storage and use of COSHH substances • Full driving licence 	<p>E</p> <p>E</p> <p>D</p> <p>D</p>	<p>AF,I</p> <p>AF,I</p> <p>AF,I</p> <p>AF,I</p>
Experience <ul style="list-style-type: none"> • Work within an educational establishment • Experience of working within a Science Department • Experience of compliance with the safe handling and use of hazardous chemicals 	<p>E</p> <p>E</p> <p>E</p>	<p>AF, I</p> <p>AF, I</p> <p>AF, I</p>
Knowledge, skills and abilities <ul style="list-style-type: none"> • Ability to work constructively as part of a team • Excellent organisational skills • Excellent time management skills and the ability to remain calm under pressure • Organisation of own workload and prioritise on a day to day basis using own initiative • Sound working knowledge of school science Health and Safety and typical expectations with experiments for secondary science 	<p>E</p> <p>D</p> <p>D</p> <p>D</p> <p>E</p>	<p>AF, I</p> <p>AF, I</p> <p>AF, I</p> <p>AF, I</p> <p>AF, I</p>
Other (including special requirements) <ol style="list-style-type: none"> 1. Commitment to safeguarding and protecting the welfare of children and young people 2. Commitment to equality and diversity 3. Commitment to health and safety 4. Commitment to sustaining regular attendance at work 	<p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>I</p> <p>I</p> <p>I</p> <p>I</p>

Note: We will always consider your references before confirming a job offer in writing.

Main Activities:

- To prepare and set up equipment, chemicals and materials ready for use in lessons, in accordance with health and safety regulations.
- To ensure that all equipment and materials are stored safely and to dispose of used chemicals in a safe manner, as well as ensuring that health and safety standards are maintained in the laboratory and preparation areas.
- To undertake basic maintenance, repair and cleaning of equipment and to assist in organising it's servicing as required.
- To ensure that all laboratories are fully equipped with the standard practical equipment needed for lessons.
- To monitor levels of stock (including stationery and books) and with senior lab technician, re-order as appropriate and check deliveries.
- To keep up-to-date with health and safety regulations, COSHH, CLEAPPs and other relevant legislation for science. Ensure all practical activity is risk assessed in accordance with school's regulations and good practice.
- To clean and make safe spills, breakages and related incidents that requires careful handling.
- To ensure all requisitions for experiments are prepared and delivered to laboratories in plenty of time for the lesson required and then cleared away after use.
- To support the preparation of and clearing of science activities within Open Night.
- To be available on occasion to provide technical support to teacher and pupils during practical lessons.
- To run trials of experiments to assist teachers with planning or improving existing experiments.
- To help and support with the administration of the department. In particular with exams, revision guides, textbooks and photocopying.
- To collect occasional items for practical use from local shops eg. fruit.
- To undertake any other reasonable duties within the over function, commensurate with the grading and level of responsibility of the job.
- To be able to produce wall displays for labs and classrooms.

How to apply

Please apply using the LCC application form which is available on the Lancashire County Council advertisement and can also be obtained from the school website www.balshaws.org.uk.

Completed forms may be accompanied by a letter which further supports your ability to fulfil the duties and responsibilities to a high standard. In the letter you should indicate the reasons for your interest in the post, together with a brief outline of how your previous training and/or experience has prepared you for this position.

Applications should be marked for the attention of Mr S Haycocks, Headteacher and emailed to applications@balshaws.org.uk by **9.00am on Wednesday 5th October**. **Please ensure you quote the vacancy applied for in the subject line.** Applications sent to other email addresses will not be accepted.

Thank you for your interest in this post.