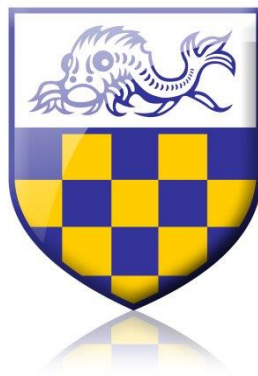


**Longhill High School  
Rottingdean  
Brighton**



**Information Pack 2022**

**Science Technician Role A**



# Longhill High School

Falmer Road  
Rottingdean  
Brighton  
East Sussex  
BN2 7FR  
Phone 01273 304086  
Fax 01273 303547

September 2022

Dear Applicant

Thank you for your application to join the community at Longhill High School. I hope you will find the contents of this pack both interesting and informative.

We would encourage you to find out all you can about the school to ensure that you are making your application from a fully-informed basis. You can visit our website at [www.Longhill.org.uk](http://www.Longhill.org.uk)

Our recent Ofsted Inspection Report (2018) has confirmed that Longhill High School is a 'Good' School. The report states: "The inspirational leadership of the Headteacher has resulted in the staff working together to transform the school." The Ofsted inspectors acknowledged the hard work of the senior leadership team, highlighting that teachers have a "renewed enthusiasm for teaching and ... research new ways to inspire pupils". The latest report confirms that the behaviour issues, which were once a legacy of the school, are now very much in the past, stating: "Pupils behaviour has been transformed since the last inspection and they are now proud of their school. They are smart, polite and tolerant of views and differences. They recognise the many improvements and are appreciative of their teachers and the leaders of the school."

Your commitment and enthusiasm towards the Longhill High School ethos, as well as the skills that you are able to bring to the school, will be key in our decision making process.

Shortlisting for interview will be based solely on the information you provide on the application form. Please include evidence of how you meet each of the criteria set out in the person specification, providing examples where possible.

An application form can be found on the school website [www.Longhill.org.uk](http://www.Longhill.org.uk) . Please return your application by e-mail to: [personnel@longhill.org.uk](mailto:personnel@longhill.org.uk) or by post for the attention of Heads PA, Longhill High School, Falmer Road, Rottingdean, Brighton BN2 7FR.

We take the issue of safeguarding children very seriously and all applications are processed accordingly. Please note that any appointments are made subject to enhanced DBS clearance, identity checks, continuous employment/employment gaps checks and satisfactory written references which we will apply for prior to the interview.

Thank you for your interest and we look forward to hearing from you.

Yours sincerely

**Miss K Williams**  
**Headteacher**

## JOB DESCRIPTION

**JOB TITLE:** Technician – Science Role A

**SECTION:** Schools

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**Please note;** this is a Generic Job Description. It describes the level of responsibility that you will be required to *undertake*. Within this role you will be required to carry out the majority of the tasks listed, and your line manager will advise you of those that are not applicable. Text marked in *italic* refers to words that can be found in the glossary.

### **PURPOSE OF JOB**

Under the direction/instruction of senior staff, to provide support within the science department, providing technical, practical and administrative assistance enabling teachers to concentrate on the provision of a high standard of science education in line with the National Curriculum.

### **PRINCIPAL ACCOUNTABILITIES**

- To prepare all resources/equipment for teaching or for demonstration purposes including making up chemical solutions for lessons as directed within time scales, in order to support learning activities.
- To *undertake* where appropriate *routine* maintenance and cleaning of equipment, resources and materials to *ensure* a safe and orderly working environment.
- To *undertake* basic stocktaking as directed to *assist* others with resource monitoring and ordering.
- To clean the equipment/resources/work area after use including chemical/biological spillages, under instruction of senior staff, ensuring own safety and that of colleagues, and pupils.
- To check equipment/resources for safety, reporting any faults/problems/damages to senior staff to *ensure* that planned learning activities can be undertaken.

- To *undertake* repairs to equipment within own capabilities if possible, under the direction of senior staff.
- To *ensure* laboratory equipment is moved and stored safely and securely as instructed in line with Health and Safety regulations.
- Under instruction of senior staff, to *ensure* that chemicals are disposed of safely, in line with Health and Safety regulations and COSHH guidelines. This may include the safe disposal and safe handling of radioactive materials.
- To be aware of and act in accordance with the council's Equalities Policy.
- To be aware of and act in accordance with the schools' Health & Safety Policy and agreed codes of practice.

Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job. You will be consulted about any proposed changes. The list of duties in the job description should not be regarded as exclusive or exhaustive.

There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to *undertake* various other duties as may reasonably be required.

## **BRIGHTON & HOVE CITY COUNCIL**

### **PERSON SPECIFICATION**

Post Title: Science Technician (Role A)

Department: Children, Families & Schools

Section: Schools (Science Department)

### **Essential Criteria**

**Job Related  
Education and  
Qualifications and  
Knowledge**

- NVQ Level 1 or equivalent in a related subject

**Skills/Abilities**

- *Good Numerical Skills*
- *Good Communication Skills*

**Equalities**

- To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the Council's Equalities Policy.

## Additional Information

### Salary

Please note that Non-Teaching staff's salaries are calculated as per the following examples.

Annual Full Time salary ÷ 52 weeks x paid weeks per year (44.85) ÷ full time hours (37) x actual hours worked (37).

**Therefore, the starting salary for this post is in the range of**

**$\pounds 20,444 \times 44.85/52 \times 37/37 = \pounds 17,633$  raising to  $\pounds 17,985$  per annum**

Science Technician's work for 39 weeks per year (term-time only) and are paid for 44.65 weeks per year, which incorporates holiday pay.

## SUMMARY STATEMENT ON USE OF DISCLOSURE INFORMATION IN RECRUITMENT & SELECTION

### **Introduction**

Thank you for applying for a position within Brighton & Hove City Council. You have applied for a post or voluntary work that falls under the definition of 'regulated position' under exemptions to the Rehabilitation of Offenders Act 1974. This means that a criminal conviction check (or disclosure) will be undertaken on any individual who is offered the post. Where appropriate (where the post involves working with children or vulnerable adults) details will also be checked against the Department of Health and Department for Education & Skills lists. These checks are undertaken by the Disclosure & Barring Service (DBS) only when a conditional offer of employment has been made but you will be asked during the recruitment process to declare any relevant information.

It is the intention of Brighton & Hove City Council not to discriminate unfairly against individuals on the basis of their previous offending history. Possession of a criminal record is not an automatic bar to obtaining employment or voluntary work.

The purpose of this Statement is to provide assurance to applicants that the information released in Enhanced Disclosures is used fairly and that sensitive personal information is handled and stored appropriately and kept for only as long as necessary.

### **Handling of Disclosure Information**

Recipients of Disclosure Information at Brighton & Hove City Council will only disclose this information to the recruiting manager and Human Resources Manager. Unauthorised disclosure of any information provided by the DBS is an offence under Section 124 of the Police Act 1997.

Disclosure Information will be securely stored and will be retained for a maximum period of six months unless, in exceptional circumstances, formal written agreement of the DBS is obtained to retain them for a longer period. Brighton & Hove City Council as a Registered Body must comply with the DBS Code of Practice. All matters relating to the use of Disclosure Information will be undertaken in accordance with the DBS Code of Practice and Brighton & Hove City Council's Code of Practice on the Use of Disclosure Information.

### **Further Information**

If you are successful in obtaining a conditional offer of employment (or have been accepted as a volunteer), you will be sent further information on the Disclosure process including guidance on completion of the Disclosure Application Form. Disclosures for employment will be funded by the Council and Disclosures for Volunteers are free of charge.

Further information on the DBS and the Disclosure process including the DBS Code of Practice can be obtained by visiting the web site: [www.homeoffice.gov.uk/dbs](http://www.homeoffice.gov.uk/dbs) or by calling 0870 90 90 844.

Further information on the Council's Policy on the Recruitment of Ex-Offenders and the Code of Practice on the Use of Disclosure Information can be obtained by contacting Human Resources on (01273) 292313.