



# The Burgate

School & Sixth Form

**Recruitment Pack**

**Science Technician**

Registered in England and Wales Register Company Number: 07596997

# **Key Information**

## **Role: Science Technician**

**Required for: October 2024**

**Full or Part-Time/job share would be considered**

**Permanent**

**Deadline for applications: 09:00 Friday 20 September 2024**

You are strongly encouraged to contact us in advance to learn more about being a Science Technician at The Burgate and the specifics of this post. If you would like to have an informal chat, or a visit, please contact our HR Manager, Sarah Hewett.

**Up to 37 hours per week**

**45.20 weeks per year**

**£22,183 to £23,893 FTE dependent on experience**

**Actual pay dependent on hours and weeks worked**

**Headteacher: David Pover**

**The Burgate School and Sixth Form, Salisbury Road, Fordingbridge,  
Hampshire, SP6 1EZ**

**Tel: 01425 652039 Fax: 01425 656625**

**Email: [burgate@burgate.hants.sch.uk](mailto:burgate@burgate.hants.sch.uk)**

**Website: [www.theburgate.com](http://www.theburgate.com)**



Dear Prospective Applicant

I am delighted that you are interested in applying for the post of Science Technician at The Burgate School and Sixth Form. We believe our school is an exceptional place to work, where students and staff share collective values in a happy and inclusive environment.

Each member of our staff team matters, and creativity and innovation are embraced and developed. Our students are a pleasure to work with and we encourage you to come and see this for yourself. 'Learning for Life', our school and college motto, underpins our culture and applies to every member of our school and sixth form community, whatever stage they are at.

Our desire to be one of the top comprehensive schools nationally continues with great enthusiasm and this appointment is a key factor in ensuring that we achieve that ambition. Please take your time to explore our school's website and this recruitment pack which will give you a greater understanding of what we believe is an ambitious, creative and successful school.

I very much look forward to receiving your application to work with us at The Burgate.

Yours sincerely

David Pover  
Headteacher

## **The Role**

We are looking to appoint an enthusiastic Science Technician to provide technical support to the teachers in our well-qualified Science Department.

As a key factor in the success of our Science department, you will help to ensure the smooth running of the department by:

- Setting up classroom equipment and materials.
- Ensuring maintenance and care of stock and equipment.
- General administration with the technician's role.
- Be a named First Aider and help to ensure that all members of the science department follow Health and safety procedures.
- Supporting the overall work of the science department.
- Carrying out administrative tasks to support teachers.

## **What we are looking for:**

We are seeking to appoint a committed team player who is highly motivated and has effective practical, administrative, organisational and communication skills, along with a sense of humour. The role will suit someone who is able to multi-task, has the willingness to learn and develop and is flexible and adaptable in their approach.

Relevant experience of working as a Science Technician or in a science laboratory or similar setting would be desirable but full training will be provided.

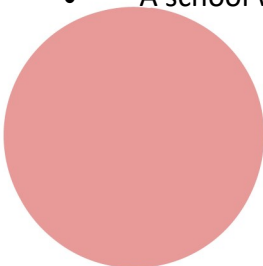
## **Why work for us?**

Working at The Burgate School and Sixth Form is stimulating, challenging and fun. Life here is always varied, never dull and infinitely interesting because of our enthusiastic students, who really enjoy being at school.

With our term time contracts, we offer an excellent work life balance, a commitment to training and development and a friendly and supportive working environment. To find out more about us, visit our website <https://www.theburgate.com/> to get a flavour of our school.

You will also benefit from:

- A supportive school community with friendly colleagues.
- A commitment to professional development to support your individual career.
- Access to the Local Government Pension Scheme.
- Free onsite parking.
- Cycle to Work Scheme.
- A school with fantastic grounds on the edge of the New Forest.



# How to Apply

The following guidelines are designed to help you submit an application in line with our requirements. Please ensure that you comply with the instructions below otherwise the panel will not shortlist you. If you require clarification or have any questions regarding the application process, please contact Sarah Hewett, HR Manager/Headteacher's PA at [shewett@burgate.hants.sch.uk](mailto:shewett@burgate.hants.sch.uk)

## Application Form

To apply for the role, please either complete an application via the TES website, an application via the Government's Teaching Vacancies website, or our Support Staff application form which can be downloaded from the vacancies page on the school's website. If you apply using the school's Support Staff application form, completed forms should be emailed to Miss Sarah Hewett, HR Manager/Headteacher's PA, at: [shewett@burgate.hants.sch.uk](mailto:shewett@burgate.hants.sch.uk). All applications should be received by the published deadline. For safer recruitment reasons, only applications submitted on a TES, Government Teaching Vacancies, or school application form will be considered. CVs will not be accepted.

## Don't wait until the deadline nears to submit your application

You are advised to submit your applications as soon as possible as, on occasion, we reserve the right to close a vacancy earlier than the advertised date, if we have received sufficient applications that meet the criteria, or a suitable candidate is found. We advise you to submit your application as early as possible to prevent disappointment.

## Shortlisting

Shortlisted candidates will be contacted by telephone or email. We will endeavour to contact non-shortlisted applicants however, if you have not heard from us within three weeks of the closing date you should assume that you have not been shortlisted for interview.

## Interviews

Interviews will be held at The Burgate School and Sixth Form. In addition to a tour of the school and the department, each interviewee will have a formal interview. Full details of the interview process will be sent to candidates with the invitation to interview. Candidates invited for interview will be required to provide proof of their eligibility to work in the UK by producing verifiable documents.

Candidates will also be required to bring photo ID with them on the interview day e.g. valid passport or driving licence to provide proof of identity and, if relevant to the role, evidence of all academic and professional qualifications disclosed on your application form. Full details will be sent to candidates alongside their formal invite to interview.



### **References for shortlisted candidate**

All referees whose details are included on the application form will be contacted before the interview unless you have indicated that you wish otherwise. Appointments will not be confirmed until The Burgate School and Sixth Form has received two satisfactory references (one must be from your current employer or, if you are not currently in employment, from your most recent employer) and all other necessary pre-employment vetting checks have been satisfactorily completed. This will include confirmation of your fitness for employment, an enhanced Disclosure & Barring Service disclosure, verification of your identity and confirmation of your right to work in the UK. Teachers will be required to provide proof of their qualifications (degree certificate(s), QTS) and a check will be undertaken to ensure they are not subject to a prohibition order.

### **Safeguarding and Child Protection Statement**

Safeguarding determines the actions that we take to keep children safe and protect them from harm in all aspects of their school life. As a school and sixth form we are committed to safeguarding and promoting the welfare of all our students. The actions that we take to prevent harm, to promote wellbeing, to create safe environments, to educate on rights, respect, and responsibilities, to respond to specific issues and vulnerabilities all form part of the safeguarding responsibilities of the school and sixth form.

A copy of our child protection policy and our policy on the employment of ex-offenders are available to view on The Burgate School and Sixth Form's website at: <https://www.theburgate.com/policies>

### **Pre-employment Checks including an Enhanced DBS and Children's Barred List Checks**

Due to the nature of the position for which you are applying, and to ensure your suitability for this type of work, all our recruitment and selection practices reflect this commitment. Should you be successful, any offer of a post will be conditional subject to an enhanced Disclosure and Barring Check as well as other relevant pre-employment checks including the receipt of two satisfactory references and medical clearance. As this is a post in regulated activity, the DBS check will include a children's barred list check. It is an offence to seek employment in regulated activity if you are on a barred list. All positions within The Burgate School and Sixth Form are exempt from the provisions of the Rehabilitation of Offenders Act 1974.

### **Online Searches**

We will also consider carrying out an online search on the successful candidate to help identify any past or current incidents or issues that might affect an individual's suitability to work with children and undertake the role in question. Any online search will be carried out only on publicly available information and will be limited to issues relating to an individual's suitability to work with children and/or in a school environment. Any issues that arise from a search will be followed up with the candidate where it can be discussed more fully, including background information, or mitigating circumstances.

### **Equal Opportunities Statement**

The Burgate School and Sixth Form is an equal opportunities employer and values the diversity of our workforce and welcomes applications regardless of age, gender, ethnicity, or religion.

## **General Information for Applicants**

At The Burgate we want every student to enjoy their learning and feel valued for who they are. The school provides high quality comprehensive education for children aged between 11 and 18 and we enjoy an excellent reputation within the local community for our high standards. Consequently, many students attend the school through parental choice. We provide a broad curriculum and a creative approach to learning that inspires curiosity, builds collaboration, helps develop resilience and encourages flexibility of thought.

This could not be a better time to join The Burgate; our GCSE results in 2024 continued to be very strong with 84% of students achieving both English and Mathematics at Grade 4+ and 59% achieving Grade 5+. Our most recent published Progress 8 value added score was in line with the national average and once again places The Burgate as one of the very best performing schools in Hampshire and nationally. Our A level results are consistently very good with 70% of our grades between A\*- C.

We offer a wide range of subjects at GCSE and A Level, delivered by a highly qualified team of professional teachers and support staff who are committed to offering the highest quality of education to the students. All staff members participate in a well-established and bespoke performance management scheme. Induction and in-service training are provided for all teaching and support staff and there is a special programme for ECTs, as well as access to a wide range of CPD through National College and beyond. Internal promotion is a typical route for progression to higher levels of leadership for Burgate staff.

The school has a committed and supportive board of trustees, enjoys healthy links with the local community, our cluster primary schools and partnership schools. We build and consequently benefit from excellent supportive relationships with parents, and we encourage close contact with the school whenever they have concerns regarding their child's education. The school was inspected by Ofsted in May 2019 in which we were awarded 'Good' overall with three of our inspection judgements being 'Outstanding'. The inspectors praised the high expectations of everyone at the school and remarked how the school's trustees and staff work closely together to create a team spirit that provides a consistent and positive learning environment, where teaching is inspirational and student behaviour is superb.

The Burgate School and Sixth Form is situated on the outskirts of Fordingbridge, in Hampshire. Salisbury, Bournemouth, Southampton and the Channel ports of Poole and Portsmouth are all within easy driving distance, and the major cities of Bath, Bristol and London all easily accessible by road and rail. With the New Forest National Park, Isle of Purbeck, Jurassic Coast and Salisbury Plain further enriching and enhancing the natural beauty of the local environment, the successful candidate will have a chance to live and teach in one of the most highly desirable areas of England, where the standard of living is of the best available nationally.

# Job Description

## Science Technician

**Impact Statement:** to assist the Senior Science Technician in helping to ensure the provision of quality lessons for all students.

Level of responsibility: N/A

Line Manager:

### CORE RESPONSIBILITIES:

- Maintain high professional standards and level of conduct
- Adhere to statutory policies and procedures and undertake training as required
- Contribute to the delivery of the school's vision
- Uphold the values of the Burgate School and Sixth Form
- Help to foster innovation and the development of new capabilities
- Engage with school improvement plans and initiatives
- Support the pastoral care and behaviour standards of students to ensure they feel safe, secure, and valued

### KEY RESPONSIBILITIES:

- Prepare and set out equipment and materials required to resource class practicals.
- Preparation of stock solutions.
- Organise the return of resources used in lessons, including the washing and cleaning of used glassware.
- Help construct basic laboratory apparatus and equipment as required.
- Periodically check, repair and help to maintain laboratory equipment.
- Assist the senior technician in the annual inventory, stock take of chemicals and equipment.
- Ensure the safe storage of materials in accordance with COSHH and Health and Safety guidelines.
- Assist in keeping the science prep room clean, tidy and hazard free.
- Set up computer and data logging equipment as required.
- Maintain and care for stock and equipment.
- Undertake periodic safety checks on equipment and materials and report concerns to the Head of Department.
- Assist with ICT problems in the science department.
- Carry out safety checks on equipment in the science department.
- Set up practical demonstrations when required.

You may also be asked to carry out any other duties reasonably requested by the Leadership Team.

### SPECIFIC RESPONSIBILITIES

None





## Role: Person Specification for Science Technician

<b>Safeguarding</b>	Essential	Desirable
Commitment to the safeguarding and wellbeing of all students and the ability to follow all school policy and procedures	X	
<b>Qualifications &amp; Experience</b>	Essential	Desirable
GCSE English, Maths and Science	X	
First Aid qualification or willingness to obtain (training will be provided)		X
Previous experience of working as a Science Technician or in a laboratory or similar setting		X
<b>Skills and Knowledge</b>	Essential	Desirable
Good literacy and numeracy skills	X	
Confident user of ICT including all main Microsoft applications	X	
Organised, able to prioritise workload and meet deadlines whilst maintaining accuracy under pressure	X	
Excellent interpersonal skills and the ability to communicate effectively with people at all	X	
Ability to work as part of a team and on own initiative and with resilience	X	
Knowledge of Health and Safety procedures		X
Knowledge of regulations to the safe handling and storage of chemicals		X
<b>Personal Qualities &amp; Attributes</b>	Essential	Desirable
Able to establish and maintain good working relationships and to relate to people of all ages	X	
A flexible and proactive approach	X	
A professional manner and attitude	X	
Trustworthy, responsible and reliable	X	
Have a good record of punctuality and attendance	X	
Have a positive and optimistic outlook	X	
A commitment to the ethos and values of the school	X	
Strong willingness to contribute to the wider life of the school	X	
Commitment to own continuous professional development	X	
Commitment to equal opportunity	X	
<b>Essential Competences</b>	Essential	Desirable
Confidentiality	X	
Smart appearance	X	
Strong team player	X	