

SHOOTERS HILL SIXTH FORM COLLEGE SENIOR SCIENCE TECHNICIAN APPLICANT INFORMATION PACK



**SHOOTERS HILL
SIXTH FORM COLLEGE**

Transforming Lives

WELCOME

From the Principal

I am delighted to welcome you to Shooters Hill Sixth Form College, where young people of all abilities can develop confidence in themselves, aspire and achieve. I really do believe in inclusivity for all and that everyone has an opportunity of success given the appropriate tools and environment.

As Principal, I am committed to ensure our young people are prepared for the rapidly changing global workplace and are encouraged to flourish as creative, independent and confident individuals.

Staff enjoy working here and appreciate the many benefits of being at Shooters Hill Sixth Form College, from the private health care plan to the physical exercise opportunities.

Our core values are fundamental in everything we do. We lead by example, with compassion, empathy and understanding. We work collaboratively, we value fairness, and we conduct ourselves with honesty, integrity and respect

High-quality teaching to transform the lives of our students is at the heart of what we do. If these values resonate with you and you have the skills to empower and support students to achieve their full potential in a friendly, collaborative and supportive environment then this could be the college for you.

We are striving to be exceptional and I am proud of the work staff are undertaking to help the college achieve this. We fully support continued professional development for all our staff in their journey towards excellence in a nurturing environment. This enables everyone to improve, progress and aspire to the next levels of their careers.

Our story is not complete, and I hope you will make an application so that together, we can continue on our incredible journey and you too can be part of that success.

Geoff Osborne
Principal



“This is a welcoming and inclusive college where students, especially those who need a bit of extra help to achieve, enjoy studying and feel safe.”

OFSTED 2019



SHOOTERS HILL SIXTH FORM COLLEGE

A great place to work

SHC Family

We have a strong sense of community at SHC, and this is one of the first things you will hear when you speak to any member of staff or student. Our students often return to visit the college and some even come back to join the workforce after university.

Progression

Leadership opportunities and succession planning are important to us. We firmly believe in not only growing our own leaders but ensuring that all staff have the CPD they need to grow within their roles and their career paths.

Staff Wellbeing

The college is committed to providing a healthy working environment and improving the quality of its staff working lives. Staff wellbeing is important in maintaining a positive atmosphere in the workplace. Our wellbeing strategy aims to support the college mission and core values, with recognition that our staff are our greatest asset. Supporting staff wellbeing is done in a variety of forms and we are always looking to further develop, so we value receiving ideas from staff throughout the college year. We are proud to be a part of the DFE Education Wellbeing Charter

[Education staff wellbeing charter - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/672222/education_staff_wellbeing_charter.pdf)

Staff Benefits

Here are just a few of the attractive benefits of working at SHC

- Duvet Days and Wellbeing Days
- Office 365, Laptop
- Nursery
- Pension Scheme TPS (for teaching staff) LGPS (for support staff)
- Employee Assistance Programme
- Free Flu Vaccination
- Continuous professional Development
- Flexible Family Friendly Policies
- Fully Equipped Fitness Suite
- Discounted Hair & Beauty Treatments
- Financial wellbeing / Credit Union
- Benenden Healthcare

and much more



INTRODUCTION

To Shooters Hill Sixth Form College

Our mission is to transform students' lives by inspiring them to take full advantage of the high quality educational and enrichment opportunities on offer, enabling individuals to reach and exceed their potential and respond to the community we serve.

The students at Shooters Hill Sixth Form College come from a wide variety of backgrounds and nationalities. Whatever their abilities, faith or background, they will find a safe supporting environment for them to prosper here at Shooters Hill Sixth Form College. We know each student is unique and deserves to be treated with respect and understanding from peers and staff.

Our Core Values

How we work

Working collaboratively to ensure a positive, safe and rewarding experience for all out community

How we feel

Valuing fairness for all and promoting personal growth.

How we lead

Leading by example with compassion, empathy and understanding.

How we behave

Conducting ourselves with honesty, integrity and respect.

The College of Choice

We aspire to be the first-choice college for young people, staff, employers and local communities by providing exceptional education and training to ensure that our learners' skills meet London's economic and social development needs.



INTRODUCTION

To Shooters Hill Sixth Form College

Our College

SHC employs 250 staff members to teach and support a cohort of up to 2000 young people. We are located within the Royal Borough of Greenwich, but we also provide education for a significant number of young people from the boroughs of Bexley and Lewisham. Our curriculum spans from Entry Level to A-Level, providing education to a wonderfully rich and diverse cohort.

School Features & Developments

Our college is constantly evolving to suit the needs of our students, staff and community. We currently have several exciting projects on the horizon to compliment those already completed.

Here are a few we are especially proud of:

Coffee Corner
Greenwich School Sports Partnership
Fully Equipped Fitness Suite
Swimming Pool
Art Gallery
City View Restaurant

Additional Reading

Further context of our college and our vision can be found within these booklets.

Ofsted Reports
<https://www.shc.ac.uk/ofsted>

College Vision and Strategic Intent Booklet
[Vision And Strategic Intent Booklet by Shooters Hill Sixth Form College - Issuu](#)

College Prospectus
[SHC Prospectus 2023-2024 by Shooters Hill Sixth Form College - Issuu](#)

College GSSP Sports Initiative Booklet
[Greenwich School Sport Partnership 2022-2023 by Shooters Hill Sixth Form College - Issuu](#)



ADVERT

Senior Science Technician

Whether you're an outstanding Teacher or an innovative Support Worker, Shooters Hill Sixth Form College's inclusive, dynamic and creative ethos provides an imaginative workplace in which you will be supported to develop your knowledge and practice throughout your tenure. We are extremely proud of our diverse workforce and welcome applications from people of all backgrounds.

Salary: Scale 6 £29,434—£30,357 (actual pro-rata salary)

Contract: Full Time, Term Time (plus 1 week) Permanent

We are currently seeking to appoint a conscientious and dedicated Senior Science Technician to join our thriving college for the new academic year. The successful candidate will be highly knowledgeable in all science areas and have substantial experience of working as a Science Technician. Your organisational skills must be excellent as responsibilities will include; maintaining equipment, setting up experiments prior to lessons taking place, ordering and maintaining budgets and more. Learners at the college study a range of science courses from GCSE to A Level. This role will suit an experienced Senior Technician looking to move organisations, or an experienced Technician looking for promotion to a senior role.

If you possess these attributes and you are looking for a new opportunity, then we look forward to receiving your application.

To apply for this post, please visit our website at www.shc.ac.uk/vacancies or download the application form via the TES or FE Jobs. Alternatively, you can email our HR department for an application form at hrteam@shc.ac.uk

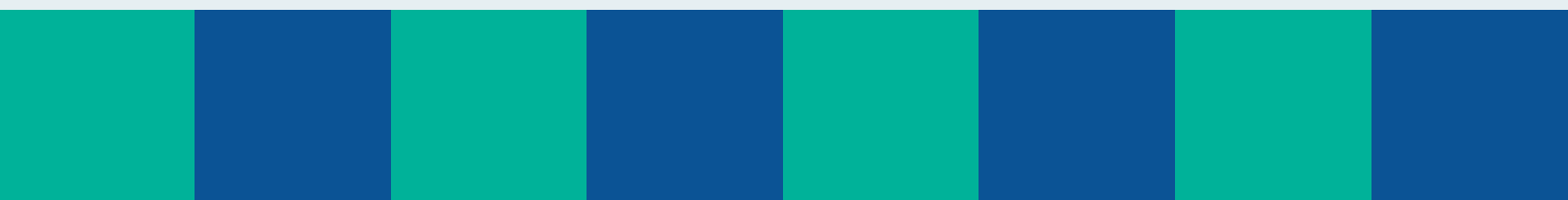
Completed applications to be sent to: hrteam@shc.ac.uk

Please contact us if we can assist you in any way with your application or adjust the processes that we use in our recruitment methods.

At Shooters Hill Sixth Form College, we celebrate the diversity of all our staff, students, and visitors. We provide a safe and supportive environment in which everyone can study and work to the best of their abilities. The aim is for our workforce to be truly representative of all sections of society, we are committed to promoting equality, diversity & inclusion for all.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. All successful candidates will be required to undertake an Enhanced Disclosure and Barring Service check. As part of our due diligence on shortlisted candidates we may carry out online searches in line with Keeping Children Safe in Education (KCSIE) 2023.

As part of our recruitment process, Shooters Hill Sixth Form College collects and processes personal data relating to job applicants. We are committed to being transparent about how we collect and use that data and to meet its data protection obligations.



JOB DESCRIPTION

Senior Science Technician

GRADE : **Scale 6**

RESPONSIBLE TO : **Head of Department**

The Board of Trustees of the college expect all employees to be fully committed to the college's Equal Opportunities and Health & Safety Policies and accept personal responsibility for practical application. All employees are required to comply with and promote these policies and to ensure that discrimination and danger is eliminated within the service to staff, the students, their parents and carers.

Job Purpose

- To be responsible for the planning, ordering, development and delivery of effective learning resources, materials, and equipment in the Science programme area, in order to support the teaching of a range of science subjects.
- To take a lead role in monitoring, ordering, and maintaining learning resources, equipment and materials within the Science areas.
- Where necessary to work collaboratively with other colleagues in the delivery of cross college support services.
- To manage, support and supervise a Science Technician, giving advice setting standards and ensuring that these are maintained.

Main Tasks and Responsibilities

1. In common with all other staff

- To support the college's mission, vision & strategic objectives.
- To implement the college's equal opportunities policies working actively to overcome discrimination on grounds of race, sex, disability, sexuality, age or status.
- To participate in continuing professional development.
- To implement the college's health & safety policies & practices.
- To attend departmental meetings when requested by Head of Department for Building Services & Science.

2. In common with all support staff

- Participate in college-wide projects and tasks.
- To work collaboratively to meet the specific needs of workload peaks.
- Such other duties of a similar nature commensurate with the grade as may be required from time to time. This may, on occasion, require work in other locations/sites of the college, and work outside of regular daytime hours.

MAIN TASKS

Senior Science Technician

Duties and Responsibilities

3. Particular to the post

- To assist in the provision of high quality and accessible technician support services.
- To prepare and set up equipment and materials ready for its use in accordance with manufacturer's instructions and the requirements of teaching staff in the appropriate laboratory.
- To support staff and students by devising, monitoring, developing, and evaluating learning resources, equipment, and materials within the programme area.
- To ensure all equipment and materials are stored safely and to dispose of used chemicals in a safe manner as well as ensuring that hygiene and health and safety standards are maintained in the laboratory and preparation areas.
- To operate a safe and secure system for the storage and racking of equipment and materials ensuring that they are maintained in good condition and readily available for issue.
- To monitor levels of stock and re-order stock as appropriate.
- Maintain all appropriate records as requested including effective stock records and monitoring systems to ensure appropriate levels of consumable stock are held within the programme area.
- To compile inventories of equipment and materials as required with regards to COSHH regulations.
- To undertake safety checks as required and comply with the requirements of Health and Safety, COSHH and other relevant legislation and school documentation and keep records of checks carried out by all faculty staff.
- To maintain appropriate records, statistics, and filing systems in accordance with stated requirements.
- To assist teaching staff with general running of practical work sessions in non-teaching capacity.
- To keep up to date with curriculum developments within the areas of the post holder's responsibility.
- Through the delivery of effective technician support services establish positive relationships with all students to support their development as responsible young adults; and collaborate in establishing and promoting effective relationships with the local community.
- To operate a booking and loan system for the issue and return of resources, equipment, and materials.
- To assist in maintaining the safety and security of cross-college resources, equipment and material.
- To operate and undertake initial maintenance and repair of resources and equipment, including checking and marking up new equipment, fault-finding non-working equipment, completing fault report forms for equipment requiring to be serviced, and liaising with service engineers on site.
- To manage the departments Health & Safety strategy and ensure effective and robust operations are carried out in line with the college and department Policy.
- Carry out performance management reviews with the other technician within the department.

MAIN TASKS

Senior Science Technician

Particular to the post

- To oversee the induction and training of new technical staff.
- To support the Head of Department with cover of classes within the team due to staff sickness as informed by HR or Head of Department.
- To participate in staff training and development.
- To undertake other duties of a similar nature commensurate with the grade as may be required from time to time.

Additional Information—Working Arrangements

- Hours of work: 35 hours per week –. Routine fixed daily start & finish times between 08:00 & 18:00 by agreement.
- TTO at 40 weeks.
- Under exceptional circumstances, e.g. alterations in the college's pattern of working or changes in pattern of demand, the hours of attendance may be varied after consultation with the member of staff concerned.
- Given the nature of the institutions core activities, there are occasions when staff may be asked to work later for meetings, events, open evenings and the like. These hours to be negotiated with individual staff and time of in lieu or additional payments agreed in advance of such occasions.

Safeguarding

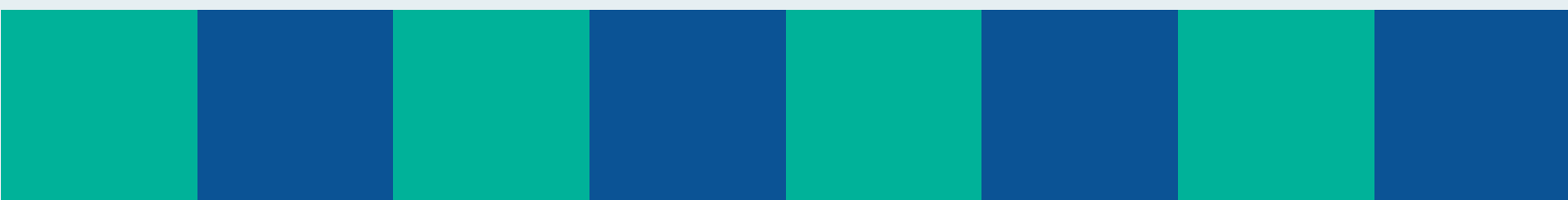
Shooters Hill Sixth Form College is committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. It is a condition of employment that all staff are trained to an appropriate level to meet their safeguarding responsibilities. Appointment to this post is subject to an enhanced Disclosure and Barring Check (DBS) and background checks. As part of our due diligence on shortlisted candidates we may carry out online searches in line with Keeping Children Safe in Education (KCSIE) 2023.

Data Protection

All staff have a responsibility under the 2018 (GDPR) Data Protection Act to ensure that their activities comply with the Data Protection Principles. Staff should not disclose personal data outside the college's procedures, or use personal data held on others for their own purposes.

Review

This is a description of the job as it is presently constituted. It is normal practice to review periodically job descriptions to ensure that they are relevant to the job currently being performed, and to incorporate any changes which have occurred or are being proposed. The review process is carried out jointly by manager and employee and you are therefore expected to participate fully in such discussions. In all cases, it is our aim to reach agreement to reasonable changes, but where it is not possible to reach agreement, we reserve the right to make reasonable changes to your job description which are commensurate with your grade after consultation with you.



PERSON SPECIFICATION

Senior Science Technician

Requirement	Essential	Desirable	Selection Method
Qualifications			
NVQ 3 in Laboratory and Associated Technical Activities (LATA) or NVQ3 for Laboratory Technicians in Education or Level 3 Certificate in Laboratory Technical Skills or equivalent	✓		AF/C
At least grade C or above in both GCSE Maths, English and Science	✓		AF/C
Relevant and continuous professional development	✓		AF
Knowledge and Expertise			
A sound knowledge of the National Curriculum requirements		✓	AF/I
Detailed knowledge of Health & Safety legislation as it relates to the work of a school	✓		AF/I
Detailed knowledge of COSHH and ESCC regulations in relation to the safe handling and storage of chemicals	✓		AF/I
Detailed knowledge of safe working practices in relation to handling and usage of hazardous equipment and tools	✓		AF/I
Experience			
Experience of working in an educational environment	✓		AF/I
Experience of work with young people of wide-ranging ability levels and special educational needs		✓	AF/I
Experience of managing people, resources, materials, and equipment including their maintenance and compliance with relevant Health & Safety at Work provision	✓		AF/I
Skills and Attributes			
Adaptability, flexibility and creativity in supporting staff and students in their work in a variety of settings	✓		AF/I
Excellent interpersonal and communication skills and an ability to work collaboratively with staff and students	✓		AF/I
Enthusiasm, hard-work, integrity, flexibility and resilience	✓		AF/I
Ability to communicate effectively with people and understand the views of others	✓		AF/I
Willingness to undertake on the job training and to attend relevant staff development programmes	✓		AF/I
Commitment to working as a member of a team	✓		AF/I
Understanding of and commitment to the promotion of equality, diversity, and inclusion safeguarding and the health and wellbeing of young people and vulnerable adults	✓		AF/I

Key: AF = Application Form I = Interview C = Certificate

INTERVIEW PROCESS

Senior Science Technician

Selection process

Shortlisted candidates will be contacted via email with the interview dates, times and details. We ask candidates to reply to the email to confirm their attendance. We aim to shortlist soon after the closing date. However, we do sometimes contact applicants before the closing date to arrange interview, therefore, early applications are advised.

The interview process will consist of a pre-interview task and a formal interview. Unfortunately, we are unable to contact applicants who are unsuccessful during the shortlisting stage.

We welcome visits to the college before applications are made. If you would like to arrange a pre-visit, then please contact our HR Team via email: hrteam@shc.ac.uk

Referees will be contacted at the point of offering an interview.

Onboarding

Appointment

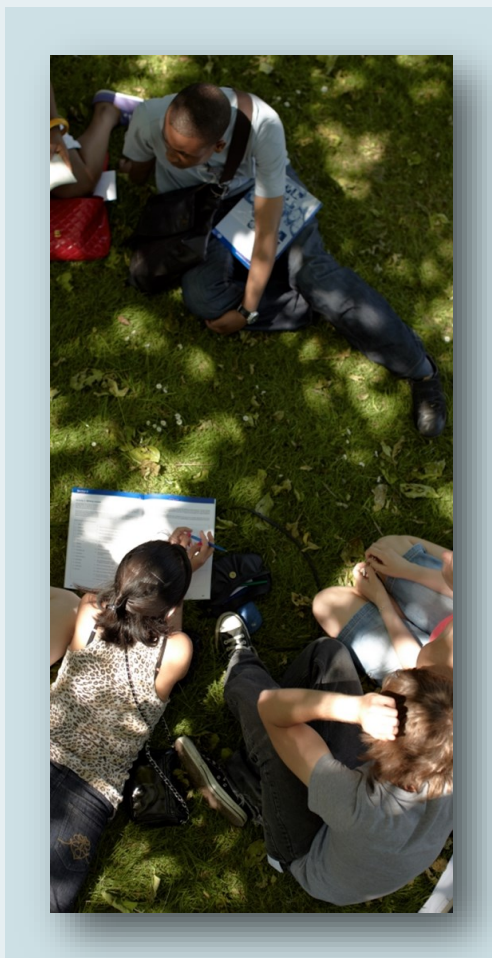
If you are successful in interview, you will be conditionally offered the position dependent on:

- **Proof of ID**
List items requested here (originals must be provided, not photocopies)
- **References**
Satisfactory references received prior to interview
- **Qualifications**
Proof of relevant educational and professional qualifications / certificates (originals must be provided, not photocopies)
- **Satisfactory enhanced DBS clearance**
- **Medical check**
- **Successful probationary period**

Newly Appointed Staff

New staff have an induction when they join the college. The induction process will include a welcome meet with the Principal and HR. New staff will also complete training on our MIS system, safeguarding training, GDPR online training and Health & Safety online training.

As part of our new staff onboarding induction process, we recommend that all new staff are allocated with a buddy. The allocation of a buddy can help support a new member of staff in the early stages of their employment with the college. Ensuring a smooth start through the initial few weeks and months in their new role.



TIMELINE

Senior Science Technician

To apply for this post, please visit our website at www.shc.ac.uk/vacancies or download the application form via the TES or FE Jobs. Alternatively, you can email our HR department for an application form at hrteam@shc.ac.uk

Completed applications to be sent to: hrteam@shc.ac.uk

Closing date for applications: 6th May, at 16:00
Shortlisting: 7th May 2024
Start date: New Academic Year / 2024

Informal discussion regarding the post and a visit to the college are welcome. Please contact our HR Department for further information.

Telephone: 020 83199725
Email: hrteam@shc.ac.uk
Website: www.shc.ac.uk



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SIXTH FORM COLLEGE

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