



Welcome

Dear Applicant

Thank you for your enquiry regarding the position of **Chemistry & Art/Design Lab Technician** at Ellesmere College. Please find enclosed the following information:

- Information about Ellesmere College (please also visit www.ellesmere.com)
- Person Specification and Job Description (including summary of main terms and conditions)
- Application form for Non-Teaching Posts
- Guidance Notes

If you wish to apply for the position, please follow this procedure carefully:

1. Read the attached Application form for Non-Teaching Posts and complete as fully as possible.
2. Write a short Covering Letter explaining why you are applying for the position and how your skills and experience match the requirements of the role.
3. Completed forms and covering letter should be returned for the attention of:

The Personnel Secretary, Ellesmere College, Ellesmere, Shropshire SY12 9AB. Alternatively, you can email your application to: rachel.lucas@ellesmere.com

The closing date for receipt of your completed application form and covering letter is: **9.00am Wednesday 15th February 2012.**

If you have any queries regarding this vacancy, please call 01691 622321. We look forward to receiving your application in due course.

Guidance Notes for Applicants

Short listing decisions will be made using the application form and this is your only opportunity to tell us about yourself, therefore it is essential that you complete the form as fully as possible and enclose a covering letter demonstrating why you feel your skills and abilities make you suitable for this position.

Please note that a CV will only be accepted when accompanied by a fully completed application form.

General points to be aware of and remember:

Please use the information provided in the job description / person specification to assess your suitability for the job. You will need to demonstrate that you have the skills, knowledge and experience necessary to do the job. It will not be sufficient to simply state that you fulfil certain criteria. Therefore please provide supporting evidence, giving specific examples of how you meet the requirements of the post e.g. if the post requires supervisory experience, it will not be enough to say that you have supervised staff, without giving information as to what was involved and your specific responsibilities such as monitoring and work performance, training and development etc.

When providing evidence or examples, please remember that unpaid work or studies or work at home can be just as relevant as paid work.

Process

After the closing date, all applications will be submitted to a shortlisting panel. Shortlisting is carefully undertaken by assessing the information provided on the application form and covering letter, against the requirements of the job.

Interviews are normally conducted by a panel. It may be appropriate to use a selection test, relevant to the role as part of the interview process. If you are shortlisted, details of any test will be included in the letter inviting you to attend an interview.

Offers of employment

All offers of employment are made subject to the following criteria:

- Proof of eligibility to work in the UK (see below)
- Proof of UK Residency
- Satisfactory pre-employment Health check, which involves the completion of a confidential medical questionnaire. A full medical examination may be necessary.
- Satisfactory Criminal Records Bureau Check (see below)
- Satisfactory completion of probationary period
- References that are considered satisfactory to the College

Eligibility to work

The Asylum and Immigration Act 1996 make it a criminal offence to employ someone who does not have permission to be in, or work in the UK. We will therefore not appoint an individual until we have seen evidence that they are eligible to work in this country.

Protection of Children Act

We take all practicable steps to safeguard the safety and welfare of children or vulnerable adults while they are at Ellesmere College and as such the activities of Ellesmere College are regulated by the Protection of Children Act. All new employees are therefore required to undergo a Disclosure check with the Criminal Records Bureau (CRB), prior to appointment and at regular intervals during employment at Ellesmere College, as defined in its Code of Conduct.

Ellesmere College will not discriminate unfairly against applicants who have a Criminal Record and will not necessarily bar an applicant from employment due to an unspent conviction; the nature of the conviction and its relevance to the post will be considered, as defined in its Code of Conduct and Policy Statement on the Recruitment of Ex-Offenders.



Ellesmere College Support Staff Job Description

Job Title: Chemistry & Art/Design Lab Technician

Responsible To: Head of Chemistry; Head of Art/Design

Main purpose of job: To help teachers and pupils in every way possible. Much of what follows is a detailed explanation of how this may be done, but it is not intended to cover every eventuality. In addition, other duties will arise from time to time.

Chemistry Lab Tech main duties:

Daily

On arrival, the door to the laboratories and corridor to be unlocked.

Ensure that glassware used in practical lessons is removed to the preparation room and when necessary washed and returned to the laboratory.

Help carry out Risk Assessments on teachers' experimental requests.

Administration

Ordering supplies, equipment and books for the Department, in consultation with the Head of Department and keeping to a budget within the Department.

Recording pupils' books for charging.

General office duties and helping staff during practicals.

Printing (or organizing the printing) of hand-outs, exam papers and any general departmental copying.

On receipt of invoices for items supplied to the Department, to check they have been received, enter details in the Accounts ledger, have invoice initialled by the Head of Department and pass on to the Finance Department.

Preparation

Remove apparatus and chemicals from store and placed in laboratories as specified in advance in writing, or verbally, by Teachers.

Preparing apparatus, materials and solutions and setting up and checking equipment and apparatus for use in practical classes.

Setting up and carrying out demonstrations.

Wherever possible, apparatus will be brought in immediately prior to the lesson in which it is to be used, and removed immediately after the lesson. When this is not possible (e.g. more than one laboratory may require clearing between periods 2 and 3), the Teacher concerned will be informed and special arrangements made for apparatus to be put out earlier and/or cleared later.

Retrieving and clearing away and washing up apparatus etc.

Sterilisation, preparation and care of equipment.

Preparation of special materials, routine solutions etc.

Basic construction and modification of apparatus.

Testing and adjusting laboratory equipment and apparatus.

Issuing and receiving apparatus, materials, chemicals etc.

Collection of equipment / materials from the stores.

General maintenance (including cleaning) of apparatus and equipment and basic maintenance of general laboratory services and facilities.

Reporting faults to the Head of Department and to the Maintenance Department when appropriate.

Assisting in practical classes, as directed by the Head of Department.

Advising and consulting with teaching staff in respect of the application of apparatus and technique.

To assist the Head of Department in preparing for practical examinations and timed coursework tasks.

To assist the Head of Department in preparing equipment for Open Days.

Resources

To maintain the level of stock solutions in the preparation room, and twice a term (i.e. before half-term and at the end of term) to check and refill where necessary the bench reagent bottles in each laboratory.

Participating in the organization and storage of equipment, materials and apparatus, as directed.

Updating the video library on computer, plus and inventory of equipment and chemicals. Maintaining adequate stock levels of apparatus, materials, equipment etc.

Notifying the Head of Department of any shortages and ordering equipment as directed. Disposing of waste laboratory materials as directed, in accordance with established guidelines. Routine care of animal and plant collections and care of greenhouse area.

Participating in the preparation and setting up of apparatus, materials and equipment for use in practical examinations and assessments.

Assisting in the use and care of apparatus, instruments and equipment.

Participating in the organization of stores for maximum effective utilization of space and access to items stored.

Safety and Security

To try and be readily available during all class practicals. This means remaining in the Department as much as possible throughout such periods, though other duties (e.g. preparation and replacement of stock solutions) can be carried out at the same time.

Participating in the maintenance of satisfactory standards of safety and security in relation to the technician service to the Science Department, in accordance with the School policy, including: security of equipment; safety precautions; adhering to the relevant Home Office rules and regulations in respect of animals etc; and the relevant Health & Safety legislation such as COSHH.

Setting up, operating and monitoring systems for checking and ensuring the maintenance of practical facilities and laboratory services and liaising with the Maintenance Department as appropriate.

Assessing, after discussion with teaching staff, the forward needs of the department in respect of space, plant, apparatus and general equipment and the integration of this with existing facilities.

Maintaining (including repair) and arranging for the maintenance and repair of departmental apparatus and equipment, including carrying out the annual insulation and earth bond testing of mains electrical equipment, and the annual monitoring of fume cupboards as required in COSHH legislation.

Overall responsibility for maintenance records.

To wax the bench tops in all laboratories which have wooden benching twice each term.

Provision of practical requirements

Setting up a system, in accordance with Departmental Policy, for the notification of practical requests, including:

A notice period appropriate to the work involved

A system of feedback to teachers regarding availability

A means of relating requirements / resources

A means of co-ordinating requirements, including allocation of technical work

A means of checking apparatus / equipment after use.

Maintaining a safe working environment and safety standards

To maintain the laboratories and preparation room in a tidy condition, and to report to the Head of Department any breakages/damage etc. requiring the attention of the Maintenance Department.

Updating risk assessment sheets and CLEAPPS information.

Responsibility for carrying out duties of a local Health & Safety contact in relation to the technician staff.

Ensuring that satisfactory standards of safety and security are maintained in relation to the Department's technician service, in accordance with the school's policy.

Liaison with other Departments within the school and with other establishments and appropriate sections of the county as necessary.

Interpretation and observation of Home Office regulations in respect of animals etc. Interpretation and observation of the relevant Health & Safety legislation, including matters relating to COSHH, Health & Safety at Work Acts, Electricity at Work Regulations, Factories Acts etc.

Art /Design Technician main duties:

Machine maintenance

Check on a regular basis that all machines in the department are set up ready to use

Replace saw blades, sanding discs and belts when worn

Make sure all health and safety notices are clearly displayed on all equipment

Emptying and cleaning out all dust extraction systems on a daily basis to make sure they stay clear and in good working order.

Setting up new machines and going through the fault finding process to get them into full working order

Carrying out the required repairs where possible as soon as machines break down

General departmental support

Making sure all tools and equipment are in the correct places in Art/Design areas

Sharpening chisels and other tools that require regular maintenance

Making sure all consumables are stocked up for lessons

Glue, paint, glass paper, varnish etc

General tidy up of the work areas, moving equipment used and tools back to the correct place and keeping on top of the general clutter in the workshop

Putting up displays in the classrooms/workshops, involving printing, laminating, cutting and mounting resources

Being around the department in between lessons to make sure the department is supervised should pupils wish to work when teaching staff are not around (not using machinery)

The technician would know the timetable of teaching staff and have a general overview of what is happening in each lesson ready to assist with materials and resources.

Photographing/scanning work done by pupils to be stored electronically and displayed around the department.

Stock

Maintaining the general stock levels of the department, ordering materials and consumables when required.

Researching the best prices for new machines and tools, or specialist materials required by the GCSE and A level groups

Keeping stock tidy and organized to allow easy access for staff and students as appropriate.

Preparing materials/resources for lessons

Cut down large sheets of materials such as Plywood and MDF into the correct size for KS3 projects.

Sorting out electronics project kits so they are easily accessible to students.

Cutting down large/specialist materials for A level and GCSE students

Making sure that resources are always available for teaching, photocopying pages where required and making sure that exemplar work is readily available

Assisting with framing of Art work

Terms and Conditions

Hours of work

Your normal hours of work are:

Monday:	Chemistry	8.45 – 4.15	Art / Design	4.20 – 5.20
Tuesday:	Chemistry	8.30 – 4.00	Art / Design	4.10 – 5.10
Wednesday:	Chemistry	8.45 – 1.15	Art / Design	2.15 – 5.15
Thursday:	Chemistry	8.45 – 1.15	Art / Design	2.15 – 5.15
Friday:	Chemistry	8.30 – 4.00	Art / Design	4.10 – 5.10

Totalling 39 hours per week (excluding three lunch breaks of ½ hour), based on a 35 hour standard working week, for 33 term-time weeks per year (plus two or three extra days at the start of the school year).

Holiday entitlement: You will be entitled to 6 weeks (pro rata) paid holiday entitlement

Salary: You will be paid with reference to the Support Staff Salary Scale and will be paid at Scale Point 18, currently £15,630 (pro rata)

Level of CRB Disclosure Required: Enhanced

This job description is an overview of the main tasks and responsibilities of the post. It will be reviewed as part of the appraisal cycle and may be subject to modifications or amendment after consultation with the post holder.



PERSON SPECIFICATION

Post title: Chemistry & Art/Design Lab Technician – February 2012

ESSENTIAL / DESIRABLE FACTORS FOR THE POST			How is this identified?
	E	D	
1. Education / qualifications			
Laboratory Technician qualifications		✓	Application form / interview
2. Experience, knowledge, skills and abilities			
Some experience in working in a laboratory environment, maintaining chemical and equipment stocks etc	✓		Application form / interview
Experience of making up standard solutions and general preparatory skills	✓		Application form / interview
Competent in literacy and numeracy	✓		Application form / interview
Computer literate, experience of using Microsoft Excel	✓		Application form / interview
Experience of working with children or young people with specific needs		✓	Application form / interview
Attended Laboratory Technicians Course		✓	Application form / interview
3. Personal qualities			
Trustworthy and reliable	✓		Interview
Strong commitment to a high standard of student care	✓		Interview
Ability to work on own initiative	✓		Interview / references
Able to put children at ease	✓		Interview
Pleasant manner and flexible approach	✓		Interview
Willing to follow the guidance of the teacher and seek help when necessary	✓		Interview
Pragmatic and analytical approach to problem solving	✓		Interview / references
Ability to communicate effectively with staff, pupils and external contacts	✓		Interview
Attention to detail and a focus on maintaining high quality of service and standard of work	✓		Interview / references
Awareness of legislation particularly within School context re H & S in the laboratory		✓	Interview
Outgoing and confident, but also a good listener	✓		interview
4. Communication skills			
Excellent oral communication skills		✓	Interview
Good written skills		✓	Application form
Keen to keep up to date with specialist knowledge and to develop responsibilities	✓		Interview
Sociable		✓	Interview
Ability to maintain standards under pressure		✓	Interview / references
Sense of humour		✓	Interview
5. Other			
Enhanced CRB	✓		
Good health	✓		Application form / interview