



Richard Lander School Truro



Application Pack

Science Technician

37 hours per week (Term Time plus inset)

Grade E - £18,327 - £19,314 FTE

Permanent, following the completion of a 6 month probationary period

Position available ASAP

March 2022

Dear Candidate,

Re – Science Technician

Please find enclosed an application form and details for the above post at this school.

The Role

We are looking to recruit a Science Technician to organise the provision of practical support for the relevant curriculum area for staff and pupils at all key stages in the school/college. To assist the respective head/s of department in securing an environment in which pupils can safely pursue investigative practical work.

If you would like to discuss the post further or arrange a visit to the school please contact our Personnel Officer, Vicky Harrison on 01872 273750 or on e-mail on vharrison@richardlander.cornwall.sch.uk

Our school is welcoming and supportive, with a strong value placed on 'being the best you can be' and staff and students on a mission to achieve great outcomes for all our students.

This position is 37 hours per week (Term Time plus inset), on a Cornwall Council Grade E (£18,327 - £19,314 FTE), it is permanent, following the completion of a 6 month probationary period and available ASAP.

Please see our job description and person specification for more details of this exciting post.

We hope after reading our details and person specification that you will want to join our team.

Completed forms should be submitted to vharrison@richardlander.cornwall.sch.uk by midday on Tuesday 29th March 2022.

Can I take this opportunity of thanking you for your interest in the position at Richard Lander School. If you do not hear anything from us within 28 days you can assume your application was unsuccessful.

With best wishes for the future.

Yours sincerely,



Mr Steve Mulcahy
Headteacher

Background for Prospective Candidates

Come and work for a great school in a great location.

Where are we?

Cornwall has far more than just beaches, surfing and world heritage countryside, we also have some of the best schools in the country with the space, facilities and drive to give the best possible education to the students we serve.

Truro is Cornwall's county town, it's only city and the most southern city in mainland Great Britain. Truro has a booming population thanks to its location in the heart of the county and is a centre for art, culture and entertainment.

The school is situated to the West of the city centre and serves the beautiful coastal communities of St. Agnes and Porthtowan as well as communities closer at hand.

The School

Richard Lander School is Truro's largest secondary school. Richard Lander is highly regarded in the area and oversubscribed in several year groups. We have 1500 students on roll. Mr Steve Mulcahy, has been our Headteacher since 2008.

We have an ARB for up to 15 students on site which is very much part of our school.

Our Ethos

At the heart of our work is a desire to see all our young people and staff develop their gifts and talents to their full potential. Some people call this ambition, we call it 'being the best you can be'. Our standards are high and our aim is for all children to achieve their full potential, both academically and socially.

The Application

Please see the job description for more details of this exciting post.

Prospective candidates are very welcome to arrange to visit the school by calling the school on 01872 273750. The closing date for applications is **midday on Tuesday 29th March 2022**. Interviews for this position will be held **on 31st March 2022**.

Please send your completed forms to the school for the attention of Vicky Harrison on vharrison@richardlander.cornwall.sch.uk. Applications should address the items included on the person specification and only candidates who meet the essential criterion will be shortlisted.

The Interview Process

Candidates who are shortlisted for the position will be contacted by a telephone call and this will be followed up with an e-mail.

- All interviews will be face to face and will explore the candidate's suitability for the position.
- Applications will be scrutinised and discrepancies or anomalies in work related history, experience and qualifications will be discussed at the interview stage.
- Successful candidates will be required to achieve a full enhanced DBS disclosure and 2 satisfactory references.

Prepared by

- Mr Steve Mulcahy, Headteacher
- Mrs Jenny Griffiths, Deputy Headteacher
- Mrs Miriam Richardson, School Business Manager

Safeguarding

Richard Lander School is committed to safeguarding and promoting the welfare of all children.
We expect all our team members to share this commitment.



CORNWALL COUNCIL

School Based

JOB DESCRIPTION

Job title:	Technician – specialist (level 3)
Grade:	E
Responsible to:	Headteacher /Head/s of Department/Senior Technician
Direct Supervisory Responsibility for:	None
Indirect Supervisory Responsibility for:	None
Important Functional Relationships:	<u>Internal:</u> Teaching and Support Staff, pupils, Head of Department, Headteacher, School management team, school staff <u>External:</u> Parents, Governors, Suppliers of goods and services, LEA Advisers.

Main Purpose of Job:

To organise the provision of practical support for the relevant curriculum area for staff and pupils at all key stages in the school/college. To assist the respective head/s of department in securing an environment in which pupils can safely pursue investigative practical work.

Main Duties and Responsibilities

1. To prepare materials, equipment and teaching aids for classroom use, at the direction of the head of department. To tidy up and clean materials and equipment, including breakages and spillages, so as to ensure a safe and hygienic working environment at all times.
2. To support teachers and students during practical work, to include setting up demonstrations and experiments, providing advice to pupils in the development of their tasks, including the safe operation and demonstration of equipment.
3. To oversee the work of small groups of students engaged in practical tasks, as requested by the head of department and under the supervision of the classroom teacher.
4. To assist with exhibitions, demonstrations and displays as requested.
5. To supervise students assigned to the department as part of their work experience programme, under the direction of the head of department.
6. To contribute to the training and development of trainee technicians working within the department.
7. To prepare specialised tools / equipment / materials within the department (as qualified).
8. To advise members of staff and pupils on particulars hazards and requirements in the use of equipment / materials / experiments in line with COSHH/ safety / CLEAPPS guidance. To remain aware of current safety guidelines and legislation.

9. To issue and receive back materials and equipment. To check for missing and damaged equipment against inventories and inform the relevant teacher.
10. To check and test equipment routinely to ensure its good safe working order and to undertake maintenance, repairs and servicing where needed and within the limits of the post holder's skills and training. To recommend any necessary repairs or arrange further maintenance for equipment on the approval of the head of department.
11. To operate a system of stock control, ensuring sufficient replenishment of materials within the approved limits and recommending any additional equipment/material requirements to the head of department. To assist in ordering stock and checking deliveries of stock when received.
12. To monitor and achieve the efficient organisation of the work and storage areas and to ensure the cleanliness, safety and security of these areas at all times.
13. To undertake Health & Safety and First Aid responsibilities (given appropriate training) to support the needs of the school.
14. To support the school more widely through undertaking general supervision duties for instance at break and lunchtimes.

General responsibilities

1. To be aware of and adhere to applicable rules, regulations, legislation and procedures e.g. Council (Equal Opportunities Policy/Code of Conduct), national legislation (Health and Safety, Data Protection).
2. To maintain confidentiality of information acquired in the course of undertaking duties for the department.
3. To be responsible for your own continuing self-development, undertaking training as appropriate.
4. To undertake other duties appropriate to the grading of the post as required.

Date Prepared: June 2021

Job Description Prepared by: J. Griffiths/N Steen

PERSON SPECIFICATION

Job Title: Technician – Specialist (level 3)

Department: School Based

Person specification prepared by: Cornwall Council

Date: June 2021

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
<u>Relevant Experience</u>	Good standard of practical knowledge, skills and experience of working in a technical support role.	Experience of working within a school/college environment.	Application form/ interview.
<u>Education & Training</u>	Level 3 qualification (NVQ, BTEC Level 3 or 'A' Level) in a subject related to the specialist area plus a minimum Level 2 qualification (NVQ, GNVQ or GCSE grade C or above) in English and Maths.	Basic Health & Safety certificate.	Application form.
<u>Special Knowledge & Skills</u>	Experience with materials & procedures subject to COSHH Regulations. ICT and clerical skills. Good organisational skills.	Awareness of current scientific developments in education.	Application form/ interview.
<u>Any Additional Factors</u>	Self-motivated. Enjoys working with children/young people. Ability to work on own initiative and as part of a team. Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people.		Interview.

All candidates for this post must be in a position to secure a reference from their current Headteacher or Senior Line Manager (if working for Advisory Service or LA) which endorses their achievements, skills and attributes and recommends them for this position.

Special Conditions related to the post

The school is committed to safeguarding, promoting the welfare of children and to ensuring a culture of valuing diversity and ensuring equality of opportunities.

Successful applicants must be suitable to work with children and will need to undertake the following before commencing employment:

Enhanced Disclosure & Barring Service (DBS) Certificate with barred list information

Receipt of two satisfactory employer references one of which must be from your current or most recent employer

Satisfactory verification of relevant qualifications

Satisfactory health check

All new employees will be required to undertake mandatory training required by the school.

How to apply:	Complete the relevant applications form, equal opportunities form. Please note that applications will not be accepted unless on the attached application form or TES Quick Apply Application, along with a separate Safeguarding Self-declaration form. CVs are not accepted. Please complete an application form and additional safeguarding Form in full and return to: vharrison@richardlander.cornwall.sch.uk or apply on-line on TES.
Contact details:	Address: Mrs Vicky Harrison, Personnel Officer, Richard Lander School, Higher Besore Road, Truro, TR3 6LT Tel: 01872 273750
Closing date:	The closing date for this position is Midday on Tuesday 29th March 2022. Interviews for this position will take place on 31 st March 2022. Please note that if you have not received a reply within 28 days of the closing date you must assume that, on this occasion your application has been unsuccessful.