



**Required to start 2 September 2019**

## **GENERAL SCIENCE ASSISTANT (30 hours per week, term time only)**

We are seeking to appoint a suitably qualified and experienced General Science Assistant to support the technicians working in our well equipped and busy Science Department. This is a permanent position, working 30 hours a week, 39 weeks per year during term time only.

### **Pay, Pensions and Safeguarding**

The pro rata salary for this post is **£10,902 per annum, which includes 4.7 weeks of holiday pay**. This is based on spine point 14 within grade 2 of the support staff pay spine for which the current full time salary is **£16,000** per annum.

All support staff automatically become members of the Local Government Pension Scheme. This is a tax approved, defined benefit occupational pension scheme. The benefits under the scheme are based on the length of your membership and your final salary. Your contribution would be 5.5% of your gross salary and the College contribution would be 17.2% of your gross salary. Once you have started your job at BHASVIC you have the option to opt out of the Local Government pension scheme. If you wish to opt out you must do so within three months of your start date in order to receive a refund of your contributions. Further information can be found on <http://www.eastsussexpensionfund.org>

BHASVIC is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Our vetting procedures for prospective employees are in line with the guidelines provided by the Department for Children Schools and Families. Further information can be found on <http://www.education.gov.uk/childrenandyoungpeople/safeguardingchildren>

### **The Science Department**

The successful candidate will join the Science Technician team of 7 staff, which is managed by the Science Technician Manager. The person appointed will primarily be responsible for general cleaning and clearing duties in the Biology, Chemistry and Physics areas, supporting the Science Technicians. The department has a very high reputation for quality, is extremely popular and is expanding. It is a really friendly and supportive department but is often extremely busy and hectic with over 1400 A-level science students. There are 9 large and well equipped laboratories for practical work and 4 preparation areas for technical staff.

The main duties are described in the attached job description. Although the schedule of work is largely directed by the demands of the students' practical work and the needs of the technicians for equipment, there is a need for the assistant to be able to work independently and manage their own time effectively. They will work closely with the technicians in the area and will have some contact with the teaching staff.

There will be opportunities for you to undertake individual training and development, which is encouraged through the College induction and staff development programmes.

## HOW TO APPLY

For details of how to submit your application, please visit our website  
<https://www.bhasvic.ac.uk/the-college/working-for-us/current-vacancies>

Your application should include the following:

- **A completed application form**
- **A detailed statement outlining how you meet each of the criteria in the person specification below.**  
**Use the criteria as headings when writing your statement. Where applicable, give examples of situations when you have used the skills and attributes detailed. It is very important that your application is in the format requested. Candidates will be short-listed on the person specification criteria alone.**
- **A covering letter, no longer than one side of A4, stating why you want this job and what you would bring to this post if appointed**
- **A completed equality & diversity recruitment monitoring form**

<p><b>Please note that it is College policy to shortlist applicants on the basis of a completed application form, letter and accompanying statement. CVs submitted alone without a completed application form and statement will not be considered.</b></p>
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The deadline for receipt of applications is **9am Thursday 4 July 2019**

Interviews will take place on **Tuesday 16 July 2019**

For applicants who are invited to interview there will be ample opportunity to learn more about our provision and needs through discussions with staff.

June 2019



## **JOB DESCRIPTION**

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<b>POST TITLE:</b>	General Science Assistant
<b>RESPONSIBLE TO:</b>	Science Technician Manager
<b>GRADE 2</b>	30 hours per week; term time only

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### **PURPOSE OF JOB:**

To provide support within the Science technician team in particular through maintaining the cleanliness of equipment, laboratories and preparation areas.

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### **SPECIFIC DUTIES:**

1. Washing up / cleaning and drying of glassware and other apparatus.
2. Collect dirty glassware from labs and assist with the change-over of clean materials.
3. Clearing drying racks, putting away glassware and apparatus and ensuring that stocks in each laboratory are sufficient.
4. Cleaning and tidying of mini whiteboards in each lab.
5. Regular and routine washing and drying of departmental white lab coats and safety glasses.
6. Working together with the technicians to ensure that the maintenance and cleanliness of laboratories and equipment is suitable at all times for students to be able to work efficiently and safely.
7. Assisting the technicians with the routine checking and organising of departmental stocks. (equipment, consumables, stationery, etc.)
8. General housekeeping of the laboratories, ensuring adequate provision of soap, paper towels & washing up liquid.
9. Other jobs of a similar nature throughout the College when required.

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level or responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

June 2019



## PERSON SPECIFICATION

**JOB TITLE:** General Science Assistant  
**DEPARTMENT:** Science Technician Team  
**RESPONSIBLE TO:** Science Technician Manager

	Essential	Desirable	Method of assessment
<b>Qualifications</b>			
1. Educated to at least Grade C GCSE in Science or have some relevant experience working in a lab environment with glassware and hazardous chemicals.	✓		Application / Certificates / Reference
<b>Ability to:</b>			
2. Clean glassware and other equipment in preparation for science practicals.	✓		Application / Interview
3. Maintain a safe and clean working environment.	✓		Application / Interview
4. Organise materials, equipment and other resources.	✓		Application / Interview
<b>Experience</b>			
5. Previous experience of work within an educational establishment.		✓	Application / Interview
<b>Experience of and the ability to:</b>			
6. Communicate effectively with other people in the working environment.	✓		Application / Interview
7. Prioritise and organise time effectively and work positively in response to a high workload or requests made at short notice.	✓		Application / Interview
8. Work accurately with attention to detail.	✓		Application / Interview
9. Work independently at times and be able to use own initiative.		✓	Application / Interview
10. Contribute to and work effectively within a team environment.	✓		Application / Interview
<b>Other</b>			
11. Safety at work, willingness to undertake training.	✓		Application / Interview
12. Competent in basic IT and the use of Microsoft Office applications, especially Outlook (email and calendar), Word and Excel.		✓	Application / Interview
13. An empathy with young people studying science at sixth form level and a desire to provide a service to support their practical needs.	✓		Application / Interview
14. An understanding of and commitment to the values given in the BHASVIC Staff Code of Conduct, the Equality and Diversity Policy, the Safeguarding policy and the Race Equality policy.	✓		Application / Interview

