



LABORATORY CLEANER

Permanent, Part Time (30 hours per week, term time only)

Required to start 3 June 2024

We are seeking to appoint a laboratory cleaner who can work safely and efficiently both individually and as part of the team in our well-equipped and busy Science Department. Some relevant experience working in a laboratory environment with glassware and hazardous chemicals is desirable however, training will be provided.

This is a permanent position, working 30 hours a week, 39 weeks per year (term time plus 1 day pro rata to be worked in the holidays). The start and finishing times are from 9am until 3.30pm Monday to Friday (with a half hour unpaid lunch break)

Pay, Pensions and Safeguarding

The pro rata salary for this post is **£15,962 per annum, which includes 5.6 weeks of holiday pay**. This is based on spine point 6 within grade 2 of the support staff pay spine for which the current full-time salary is **£23,162** 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 5.8% of your gross salary and the College contribution would be 19.8% 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 6 staff, which is managed by the Science Technician Manager. 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 1000 students involved in all courses. The majority of these students are on A level and A2 courses undertaking standard and assessed coursework practicals. There are 12 large and well-equipped laboratories for practical work and 6 preparation areas for technical staff.

The main duties are described in the attached job description. The schedule of work is largely directed by the demands of the students' practical work. You will work closely with the teaching staff in the planning of this and with science technician manager and technicians in other areas to ensure adequate equipment and assistance from other team members is available at appropriate times.

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

HOW TO APPLY



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

Please complete Parts 1 and 2 of the job applications which can be found on our website. Part 1 will be separated and only Part 2 (Application form, Personal statement & Cover letter) will be used in the shortlisting process.

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.

PART 2

- **Your personal statement should ONLY address the criteria which has been highlighted in orange NUMBERED 1, 6, 7, 10 and 13 in the person specification that can be found in these job details. Please use the numbered criteria as headings. When writing your statement, please give examples of situations when you have used the skills and attributes detailed. The rest of the criteria will be assessed during the interview day.** Your personal statement should not be longer than 4 sides of A4, 10 point font size (2,000 words). It is very important that your application is in the format requested.
- **Please use only your initials for all the documents in PART 2, including your personal statement and cover letter, submitted to the shortlisting panel.** Please use 3 initials by entering the first letter of your first name, middle name and surname. If you do not have a middle name use 'Z' between the first letter of your name and surname (i.e. LZO for Linda Owen).

The deadline for receipt of applications is **9am on Monday 22 April 2024**

Interviews will take place on **Thursday 2 May 2024**

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

BHASVIC is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

(March 2024)

JOB DESCRIPTION



POST TITLE: Laboratory Cleaner

RESPONSIBLE TO: Science Technician Manager

GRADE 2: 30 hours per week; term time only (39 weeks per year)

PURPOSE OF JOB:

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

SPECIFIC DUTIES:

1. Washing up / cleaning and drying of glassware and other apparatus, cleaning laboratory sinks and work areas.
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.

(March 2024)

PERSON SPECIFICATION



BHASVIC

We are looking for someone who can show evidence of the following skills, experience and attributes. **Please ONLY address the criteria which has been highlighted in orange NUMBERED 1,6, 7,10 and 13 in your personal statement. Please use the numbered criteria as headings when writing your statement, giving examples of situations when you have used the skills and attributes detailed. The rest of the criteria will be assessed during the interview day.**

Your personal statement should not be longer than 4 sides of A4, 10 point font size (2,000 words).

	Essential	Desirable	Method of assessment
Qualifications			
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
Ability to:			
2. Clean glassware and other equipment in preparation for science practicals. Clean sinks and work areas.	✓		Interview
3. Maintain a safe and clean working environment.	✓		Interview
4. Organise materials, equipment and other resources.	✓		Interview
Experience			
5. Previous experience of work within an educational establishment.		✓	Interview
Experience of and the ability to:			
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.	✓		Interview
9. Work independently at times and be able to use own initiative.		✓	Interview
10. Contribute to and work effectively within a team environment.	✓		Application / Interview
Other			
11. Safety at work, willingness to undertake training.	✓		Interview
12. Competent in basic IT and the use of Microsoft Office applications, especially Outlook (email and calendar), Word and Excel.		✓	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, Diversity and Inclusivity Policy , the Child Protection and Safeguarding Policy .	✓		Interview