



**Required to start as soon as possible**

## **SCIENCE TECHNICIAN (PHYSICS) (Full or part time, term time only)**

We are seeking to appoint a suitably qualified and experienced Science Technician to work mainly in our well-equipped and busy Physics Department, although some of the working hours would also be used to assist in the Chemistry and Biology departments. This is a permanent position working an average of 37 hours a week during term time, with one extra day to be worked in the holiday period. For the right candidate, we would be prepared to consider part time hours at a minimum of 17 hrs per week. There may be some flexibility about daily start and finish times which can be discussed at interview; however, there will be times when early morning and/or late afternoon working will be required.

You will need to be educated to GCE A-level or equivalent in Physics plus have a good practical working knowledge gained from a minimum of two years' relevant experience working in a laboratory or practical environment. Ideally you will have a science degree in a Physics related subject or where Physics was a significant part of the course.

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

The pro rata starting salary for 37 hours per week is £17, 584 per annum and includes 4.7 weeks of holiday pay. The salary for this post is based on spine point 26 within grade 5 of the support staff pay spine.

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 between 5.2 and 5.8% of your gross salary and the College contribution would be 18.5% 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 six staff, managed by the Science Technician Manager. The person appointed will be involved primarily in supporting the practical work in the Physics department. The science 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 courses undertaking standard and assessed coursework practicals. There are 11 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 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 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](http://www.bhasvic.ac.uk/the-college/working-for-us/current-vacancies)

Your application should include the following:

- **A completed application form (please specify if you are applying for full or part time)**
- **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 on Monday 8 January 2018**

Interviews will take place on **Friday 19 January 2018**

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

(December 2017)

## PERSON SPECIFICATION

**JOB TITLE:** Science Technician (Physics)

**DEPARTMENT:** Science Technician Team

**RESPONSIBLE TO:** Science Technician Manager

	Essential	Desirable	Method of assessment
<b>Qualifications:</b>			
1. Educated to GCE A - level or equivalent in Science with a good working knowledge of practical Physics gained from a minimum of two years' relevant experience working in a laboratory or practical environment	✓		Application / Certificates / Reference
2. A practical science degree where Physics was a significant part of the course		✓	
<b>Ability to:</b>			
3. Set up and maintain a wide range of specialised Physics and electrical equipment	✓		Application / Interview / Testing
4. Make / adapt / service equipment and carry out minor repairs	✓		Application / Interview / Testing
5. Organise, maintain and order stocks of materials, equipment and other resources	✓		Application / Interview
6. Maintain a safe and clean working environment	✓		Application / Interview / Testing
<b>Experience</b>			
8. Competent in basic IT and the use of Microsoft Office applications, especially Word, Outlook, Access and Excel	✓		Application / Interview / Testing
<b>Experience of and the ability to:</b>			
9. Contribute to and work effectively within a team environment	✓		Application / Interview
10. Work independently and use initiative in dealing with requests	✓		Application / Interview
11. Prioritise and organise time effectively and work positively in response to a high workload or requests made at short notice.	✓		Application / Interview
12. Work accurately with attention to detail	✓		Application / Interview / Testing
13. Communicate effectively in 1:1 or team situations	✓		Application / Interview
14. Demonstrate techniques and concepts on a 1:1 basis or to small groups of learners	✓		Application / Interview
<b>Knowledge</b>			
15. A knowledge and understanding of the principles of health and safety in laboratory work including an awareness of COSHH and CLEAPSS guidelines	✓		Application / Interview / Testing
16. Knowledge and understanding of ionising radiations and the use of radioactive substances in educational establishments		✓	Application / Interview
17. A basic knowledge and understanding of other Sciences eg Biology, Chemistry		✓	Application / Interview
<b>Other</b>			
18. An understanding of and commitment to the values given in the following key College documents: <ul style="list-style-type: none"> <li>○ the Safeguarding Policy</li> <li>○ the Equality and Diversity Policy</li> <li>○ the Race Equality Policy</li> <li>○ the Staff Code of Conduct and Model of Professional Behaviour</li> </ul>	✓		Application / Interview
19. An interest in science education, empathy with young people studying practical science at sixth form level and a desire to support their practical needs	✓		Application / Interview
20. Previous experience as a technician in an educational environment			Application / Interview

# BHASVIC

## JOB DESCRIPTION

**POST TITLE:** Science Technician (Physics)  
**RESPONSIBLE TO:** Science Technician Manager

### MAIN RESPONSIBILITIES:

The purpose of this post is the provision of specialist technical support to the students and staff in the Science department and specifically Physics to ensure safe and effective curriculum delivery, with the flexibility to help out across the three different subject areas as required.

### SPECIFIC DUTIES:

#### STUDENT, STAFF AND LABORATORY SUPPORT

1. Timely, accurate and safe preparation of chemicals, equipment and resources for practical lessons, and efficient clearing / cleaning / resetting of labs in between sessions.
2. Maintain a comprehensive work diary to control all requests and preparations and share information with whole team to ensure cover and continuation of an excellent service during times of staff absence and shortage.
3. Organise storage and maintenance of stocks of equipment and other resources.
4. Ordering of equipment, chemicals and resources at appropriate times, sourcing various suppliers to ensure best value for departmental budget and liaising with College finance staff and external suppliers to rectify any problems
5. Provide instruction, technical advice and guidance to trainee, new and experienced teaching staff as required prior to their implementation of practical activities with students.
6. Provide 1:1 and group support / coaching for students and teaching staff in lessons as required to include assistance with and demonstration of experimental techniques, datalogging and IT.
7. Research and design new practical activities and demonstrations to complement and enhance curriculum teaching and students' understanding. Trial current practical work and in both cases adapt to be repeated by a large number of students in various labs ensuring that results can be obtained effectively and consistently.
8. Adapt the laboratory environment and provide equipment / resources in a suitable format to facilitate the learning of physically impaired students.
9. Regularly inspect, clean and maintain equipment, furnishings and services to ensure all labs are adequately stocked and consistently in good working condition. Liaise with Estates and IT staff where repairs / additional support is required.
10. Make new or adapt older equipment to reflect current curriculum needs thus enhancing students' practical learning experience and carry out minor repairs as necessary
11. Produce / edit videos of practical activities and demonstrations for use by staff and students in and outside of lessons
12. Work/liaise with technicians in all Science areas in the development of new ideas and sharing of best practice.
13. Maintain and regularly update equipment inventory and chemical database for the Science area.
14. Assist with courses across the Science area and support Science based enrichment activities involving students / staff from across the College
15. Liaise with HoDs, Science Technician Manager, teaching staff and other technicians in formal and informal meetings
16. Provide technical advice, support and service to students / staff from other College departments.

### **ADDITIONAL DUTIES FOR PHYSICS TECHNICIAN:**

1. Assist and advise in managing Ionising Radiations and Radioactive substances, following CLEAPSS guidelines and through direct liaison in meetings with the College RPO and external RPA.
2. Induction of new technical staff in the handling, storage and procedures for use of the Radioactive sources held in the College and associated equi

### **SAFETY**

1. Assist in the maintenance of Health and Safety in the Science department through regular checks of safety equipment and the design / production of information sheets and notices.
2. Maintain awareness and update working practices in accordance with the constantly changing COSHH and CLEAPSS guidelines in the safe handling, preparation, labelling, storage and disposal of chemicals and resources.
3. Create, review and update Risk Assessments for all practical activities and demonstrations using the departmental database and advise and instruct staff and students on potential hazards and safe working practice.

### **GENERAL DUTIES:**

- To undertake other College duties which may be reasonably and occasionally requested, including involvement in Open evenings, Taster Days, Moving On days, and enrichment activities.
- To undertake training and staff development as needed and as determined by the College management.
- To participate in the College's staff appraisal system as appropriate.
- To take responsibility for promoting and safeguarding the welfare of young people.
- To present the best possible image of the College in general and in contact and communications with the general public, visitors, parents, students, customers, suppliers and all other external organisations.

(December 2017)