

BEAL HIGH SCHOOL
Woodford Bridge Road, Ilford, Essex, IG4 5LP
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Headteacher: Ms S Snowdon

SCIENCE TECHNICIAN

Scale 2

15 hours per week x 43.2 weeks per year

£16,482 - £17,196 (pro rata)
(pending single status)

Starting: September 2010

We wish to appoint a friendly, flexible and organised individual to help in the day to day running of our busy Science Department.

The successful applicant will be required to set up and maintain equipment for lessons and practical exams, as well as working alongside and supporting BTEC students in class. Previous school experience will be advantageous but not essential.

The school is committed to safeguarding and promoting the welfare of young people and expects all members of staff to share this commitment.

Enhanced CRB Disclosure is required for this post.

Application Forms and an Information Pack can be downloaded from our website (www.bealhighschool.org.uk). Please return completed forms to Beal High School no later than Monday 12th July

JOB DESCRIPTION

SCIENCE TECHNICIAN

We are seeking to appoint a friendly and flexible person to carry out a wide range of tasks in our very busy and successful department. The main role of the job will be to provide administration, technical and classroom support for Science across all key stages.

The successful applicant will need to:

- Be able to work independently and within the team.
- Be self-motivated and use logical implementation.
- Be flexible and able to work under pressure
- Be able to prioritise their workload.

Roles and responsibilities will include:

- To ensure that rooms are appropriately set up for lessons as directed by classroom teachers.
- Responsible for the administration, ordering and safe storage of materials and supplies required on a day-to-day basis.
- To maintain a safe, clean and hygienic classroom environment complying with COSHH regulations.
- To ensure a safe working environment by checking, cleaning and maintaining equipment and organising repairs when necessary.
- To contribute to pupil learning by assisting in the classroom as required by the class teacher.
- To assist with displays of pupil work as required by the class teacher.
- To provide ICT support for the curriculum and administration for the department.
- To maintain the equipment inventory record for the Science Department to include location and condition.

Selection Criteria and Person specification

The following will be used to short-list candidates and as criteria in the interview process.

You should be able to supply/demonstrate a significant number of the following :

Qualifications

Essential

1. A good standard of general education to at least GCSE level.

Experience

Essential

1. Experience of working within an administrative environment
2. Has worked alongside young people
3. Basic ICT skills (word processing, e-mails internet etc).

Desirable

1. Experience of working within a school as a Science Technician

Knowledge/Skills

Essential

Team player and able to use own initiative
Excellent interpersonal skills.

Desirable

Have a basic understanding of practical equipment used in lessons

Asylum and Immigration Act 1996 and Immigration (Restriction on Employment) Order 2004

Under the Asylum and Immigration Act 1996 employers are required by law to see original evidence of proof of entitlement to work before taking on a new employee.

New regulations came into force on 1 May 2004 regarding what documents are required before employment can begin. The relevant documents are listed in the Immigration (Restriction on Employment) Order 2004.

If you are unable to produce one of the documents listed under Part 1* of the attached schedule **Descriptions of documents for the purposes of article 4(2)(a)**, then you must produce two documents as stated under Part 2* of the attached schedule **Descriptions of documents for the purposes of article 4(2)(b)**.

If you provide documents listed under Part 2* then these must consist of one document from 1(a) and one document from 1(b)(i) to (vii) **or** the document described in 2(a) and one document listed in 2(b)(i) to (ii). If the two documents that you produce show different names then you must also produce a document explaining the difference.

Please note that applicants who produce documents listed under Part 1* of the Schedule or Part 2* section 2(a) and (b) will still be required to provide proof of their National Insurance number; this is required by the Council's Payroll function for Benefits Agency and Inland Revenue purposes.

Under the Immigration (Restriction on Employment) Order 2004, it is a requirement that the employer must have satisfied himself that each document produced appears to relate to the employee in question. If you choose to post your documents or arrange for someone else to produce these on your behalf, we will have to make further enquiries to confirm your identity.

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SCHEDULE

Part 1

Descriptions of documents for the purposes of article 4(2)(a)

Article 4(2)(a)

1. A United Kingdom passport describing the holder as a British citizen or as a citizen of the United Kingdom and Colonies having the right of abode in the United Kingdom.
2. A passport containing a certificate of entitlement issued by or on behalf of the Government of the United Kingdom, certifying that the holder has the right of abode in the United Kingdom.
3. A passport or national identity card, issued by a State which is a party to the European Economic Area Agreement or any other agreement forming part of the Communities Treaties which confers rights of entry to or residence in the United Kingdom, which describes the holder as a national of a State which is a party to that Agreement.
4. A United Kingdom residence permit issued to a national of a State which is a party to the European Economic Area Agreement or any other agreement forming part of the Communities Treaties which confirms that the holder has rights of entry to or residence in the United Kingdom.
5. A passport or other travel document or a residence document issued by the Home Office which is endorsed to show that the holder has a current right of residence in the United Kingdom as the family member of a named national of a State which is a party to the European Economic Area Agreement or any other agreement forming part of the Communities Treaties which confers rights of entry to or residence in the United Kingdom, and who is resident in the United Kingdom.
6. A passport or other travel document endorsed to show that the holder is exempt from immigration control, has indefinite leave to enter, or remain in, the United Kingdom or has no time limit on his stay.
7. A passport or other travel document endorsed to show that the holder has current leave to enter, or remain in, the United Kingdom and is permitted to take the employment in question, provided that it does not require the issue of a work permit.
8. A registration card which indicates that the holder is entitled to take employment in the United Kingdom.

Part 2

Descriptions of documents for the purposes of article 4(2)(b)

Article 4(2)(b)

1. (a) A document issued by a previous employer, Inland Revenue, the Department for Work and Pensions' Jobcentre Plus, the Employment Service, the Training and Employment Agency (Northern Ireland) or the Northern Ireland Social Security Agency, which contains the National Insurance number of the person named in the document; and

(b) either:-
 - (i) a birth certificate issued in the United Kingdom, which specifies the names of the holder's parents; or
 - (ii) a birth certificate issued in the Channel Islands, the Isle of Man or Ireland;or
 - (iii) a certificate of registration or naturalisation as a British citizen; or
 - (iv) a letter issued by the Home Office, to the holder, which indicates that the person named in it has been granted indefinite leave to enter or remain in the United Kingdom; or
 - (v) an Immigration Status Document issued by the Home Office, to the holder, endorsed with a United Kingdom Residence Permit, which indicates that the holder has been granted indefinite leave to enter or remain in the United Kingdom; or
 - (vi) a letter issued by the Home Office, to the holder, which indicates that the person named in it has subsisting leave to enter or remain in the United Kingdom and is entitled to take the employment in question in the United Kingdom; or
 - (vii) an Immigration Status Document issued by the Home Office, to the holder, endorsed with a United Kingdom Residence Permit, which indicates that the holder has been granted limited leave to enter or remain in the United Kingdom and is entitled to take the employment in question in the United Kingdom.
2. (a) A work permit or other approval to take employment issued by Work Permits UK;
and

(b) either:-
 - (i) a passport or other travel document endorsed to show that the holder has current leave to enter, or remain in, the United Kingdom and is permitted to take the work permit employment in question, or
 - (ii) a letter issued by the Home Office to the holder, confirming the same.