



Applicant Information Pack

Science Technician

(Full Time, Term-time only (+10 days), Fixed Term until August 2023)

Salary: £18, 593 - £19,719

Actual salary approximately £16,760 - £17,775 per annum

Closing Date: 5th October 2022



Direct Line: (01782) 854210
E-mail: HR@stokesfc.ac.uk

Wednesday 21st September 2022

Dear Applicant

Science Technician

Thank you for your interest in the above post. I hope this application pack and other documentation contains all of the information you need.

If, after reading the information, you are still interested in the post please complete an application form and return to HR@stokesfc.ac.uk All candidates will be assessed against the information provided in the enclosed job description and the essential and desirable criteria outlined in the person specification, therefore, please consider the details in the job description and person specification carefully so that you know what the job involves and how you can match this in terms of your skills, abilities and knowledge. The information you provide in your application form and supporting information is the only information that we will have in deciding whether or not you will be shortlisted for an interview. Please do not attach a curriculum vitae or additional sheets as these will not be considered.

As part of the College's efficiency measures we do not send letters to unsuccessful candidates, therefore if you do not hear from us within one month of the closing date you may assume that your application has been unsuccessful.

If you require any further information or wish to discuss the post in more detail, please do not hesitate to contact me in the HR Department on (01782) 854210. A College Prospectus is available upon request.

Thank you again for your interest in the post and I look forward to receiving your completed application by 5th October.

Yours faithfully,



Mark Kent, College Principal

About The City of Stoke on Trent Sixth Form College

The City of Stoke-on-Trent Sixth Form College is an Ofsted graded GOOD college. As the first purpose built Sixth Form College in the country, for over 50 years we have been delivering post-16 education to students. We have helped over 30,000 young people reach their potential by progressing onto universities, great jobs, and varied apprenticeships. With a wealth of experience, we are experts in the field of providing high quality education for all. The College's mission is 'A caring community, delivering excellence and inspiring futures.'



With over 60 courses available, this education goes well beyond success in qualifications, encompassing a wide range of clubs, societies, trips, work experience and extra-curricular experiences to inspire and develop the wider skills of every student. In a team of over 185 staff we are devoted to preparing over 1800 students to achieve more, making a meaningful impact on the world.

We are committed to constantly improving the quality of teaching, learning and assessment and inspiring our students to achieve more. In October 2017, Ofsted Inspectors graded the College 'Good' with several excellent features and praised staff and students for creating a supportive learning community.

Stoke-on-Trent is a unique city affectionately known as The Potteries with lots to see visit and explore. The College is located at the heart of Stoke on Trent, adjacent to Stoke Railway Station providing excellent travel links, we are in easy commuter distance, within up to an hours travel time from Birmingham, Nottingham, Manchester to name a few.

In September 2017, the college became the founding member of [The Potteries Educational Trust](#). Since then we have continued to grow working with many educational institutions from Stoke-on-Trent, Staffordshire and beyond, improving outcomes for all children and young people in the region.

As a member of staff, you will be encouraged to develop your skills and experience by working in collaboration with members of our growing Trust and our extensive professional development programme.

Whatever the ambition and passion of our students, the City of Stoke-on-Trent Sixth Form College has outstanding facilities to support their learning and progression. These include:

- *A NEW Digital Centre (opened in 2021) which includes the higher education hub and state-of-the-art computing labs.*
- *A technical and vocational hub to accommodate T Level provision in Science, Health, Education and Business/Finance opening in 2022/2023.*
- *Shared usage of a specialist science Centre with university standard laboratories.*
- *High quality dance studio and performing spaces.*
- *Digital creative suites and art workshops.*
- *Sport and Leisure Facilities at Fenton Manor Sports Complex and Staffordshire University*
- *Refectory and coffee shop*



Our Employee Benefits

- The College offers a Pension Scheme for all our employees to access in order to help plan for their retirements.
- We are committed to offering flexible employment opportunities enabling staff to strike a sensible balance between home and work life. Wherever possible, we are open to discussing a range of flexible working options including reduced/compressed hours; remote working; flexible start and finish times.
- We offer a robust and supportive induction, peer support and a comprehensive programme of professional development, we pride ourselves on the achievements of our colleagues as professional members of our community. We offer dedicated training days for all staff and support employees in attending external courses and gaining professional qualifications where permissible.
- Employees are entitled to register for our cycle to work and computing schemes, where you are able to purchase bikes and the latest IT equipment and mobile phones with convenient monthly payments automatically deducted from your salary. Make NI savings and spread the cost over a period of 12 months.
- We have an employee assistance programme which is available to all staff and immediate family members. As part of this, employees have access to our health and wellbeing portal, provided by Health Assured, which includes free face to face counselling and telephone support for a whole variety of issues, worries and concerns.
- The College offers Occupational Maternity, Paternity and Adoption Schemes where you may be entitled to enhanced occupational leave and pay.
- The College offers generous annual leave entitlement to all whole year Support Staff with a minimum of 22 days to a maximum of 33 days plus 3-5 local days at Christmas and 8 bank holidays. All entitlements are pro-rata for part time positions.
- Free eye tests and discount vouchers available to use at Specsavers.
- The college has an on-site Canteen area as well as a Costa Coffee Shop. There are various seating areas where you can sit and enjoy your breaks and visitor/team meetings etc. This includes the refectory, Costa café area and a decking area outside. In the summer this is a great facility to enjoy the sunny weather and also have a BBQ.



The City of Stoke on Trent Sixth Form College is a thriving, lively and successful Sixth Form College, at the heart of the University Quarter in Stoke on Trent. The College is part of the Potteries Educational Trust working collaboratively with educational institutions from across Stoke on Trent and Staffordshire. The College is currently graded Good by Ofsted.

We have fantastic opportunities for innovative, ambitious and committed individuals to join our college at a time of exciting curriculum initiatives and developments. The successful applicants will join the college at a time of growth and opportunity. To deliver our expanding provision, the college has invested in:

- A state of the art digital facility that opened in November 2020
- A specialist facility to accommodate T Level provision in Science, Health, Education and Business/Finance opening in 2022/2023
- Specialist equipment that enables teachers to provide high quality learning and skill development experiences for our young people.

We are actively seeking people with passion, expertise and who are excited about supporting students on their career journey.

Science Technician

(Full Time, Term-time only (+10 days), Fixed Term until August 2023)

Benefits include annual leave, pension scheme, free on-site parking

A Science Technician is required to organise and provide a range of practical resources to promote effective learning across the Science curriculum. The post-holder will support the development of a range of resources and activities to promote student programmes of study and progression into higher education and employment in the sciences.

In addition, the post holder will be a point of contact for staff and students within science and be a representative of the college within the Science Centre and the wider environment. The post holder will be a role model promoting key professional attributes and fully engaging with the student community within and beyond science.

If we receive a high volume of applications we reserve the right to close any vacancies from further applications. Please ensure you apply without delay if you wish to be considered for this role.

For further details and an application form please visit the College's website: www.stokesfc.ac.uk, or email HR@stokesfc.ac.uk. Alternatively, telephone Human Resources on (01782) 854210.

The College is committed to Equal Opportunities. Applications are particularly welcome from members of the ethnic minorities who are currently under represented at the College.

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. You should note that an enhanced DBS Disclosure will be required prior to taking up an appointment with the College.

Job Description

Science Technician

37 Hours per week, Term Time Only + 10 Days (Fixed Term until August 2023)

SALARY: Scale 3 (£18,593 - £19,719 per annum pro rata)
(Actual salary approximately £16,760 - £17,775 per annum)

LOCATION: City of Stoke on Trent Sixth Form College

REPORTS TO: Curriculum Manager Science

This job description is not a comprehensive definition of the post. Discussions will take place on a regular basis to clarify individual responsibilities within the general framework and character of the post as defined below.

POST OBJECTIVE

- To organise and provide a range of practical resources to promote effective learning across the Science curriculum.
- To further support the development of a range of resources and activities to promote student programmes of study and progression into higher education and employment in the sciences.
- To be a point of contact for staff and students within science and be a representative of the college within the Science Centre and the wider environment. The post holder will be a role model promoting key professional attributes and fully engaging with the student community within and beyond science.

GENERAL DUTIES AND RESPONSIBILITIES

- To participate in college processes as required.
- To comply with the Colleges policies and codes of practice in relation to Health and Safety, Equality and Diversity and Quality Assurance.
- To work flexibly in the interests of the College as required.
- To participate in the College Performance Management Scheme and undertake staff development activities as appropriate.
- To be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults you are responsible for, or come into contact with, and outside of this, to exercise vigilance at all times.

- To be a nominated first aider and undertake relevant training as necessary.
- To be aware of the policy, procedures and safe working practices expected of all staff relating to the processing of personal information and Data Protection.

POST SPECIFIC DUTIES AND RESPONSIBILITIES

- To provide technical and learning support and organise the practical and project requirements across the Science subject areas with a focus on the physical sciences.
- To provide in class support with the delivery of practical tasks across the range of science subjects – to provide requested resources and set those out ready for practical classes.
- To manage both the resources and space with regards to science practical delivery.
- To ensure compliance with, and regularly audit, the resources and space with regards to relevant legislation.
- To assist the Curriculum Manager and other relevant staff to ensure an appropriate implementation of Health and Safety risk assessments.
- To assist with preparation for College ‘Open Evenings’ and Science Hub and provide support during these events when necessary.
- To manage the resources and forward plan, including costing, for future practical delivery.
- To ensure that adequate Health and Safety risk assessments are in place and disseminated for future practical developments to meet T-Levels in Science and Health.
- To undertake other reasonable duties commensurate with seniority and grade.

PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE	ASSESSED BY <i>(Application, Task, Interview)</i>
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Qualifications

Minimum of a Level 3 Qualification in a related area/discipline	✓		Application
Good honours degree or equivalent in appropriate field		✓	Application

Professional development, skills, experience and knowledge

Good organisational and time management skills	✓		Interview / Task
Effective communicator and able to relate well to staff and students	✓		Application / Task / Interview
Good practical skills in a Science based area	✓		Application/ Interview
Understanding of issues from a student and College perspective	✓		Application / Interview
Previous experience of providing technical support within a Chemistry, Physics and/or Biology department	✓		Application
Evidence of successful work in a similar environment, preferably in education	✓		Application / Interview / Task
Excellent ICT and literacy skills	✓		Application / Interview / Task
Knowledge of COSHH regulations, CLEAPSS guidelines and Electrical Portable Appliance testing		✓	Interview
Ability to prioritise workload, work under pressure and help others to manage their workload	✓		Interview / Task / Application
Commitment to the safeguarding and promotion of the welfare of young people	✓		Interview / Task

Personal skills and attitudes

An enjoyment of working with young people and an empathy for their needs and concerns	✓		Application / Task / Interview
Ability to work both on your own initiative and as part of a team	✓		Application / Interview
Commitment to on-going professional learning and development	✓		Application / Interview
Excellent interpersonal and communication skills	✓		Application / Task / Interview
Resilience, determination and a sense of humour	✓		Application / Interview
Commitment to professionalism, objectivity, sharing, teamwork and collaboration	✓		Application / Interview
Must accept and actively support the College's values including equality and diversity	✓		Interview / Task
Enthusiasm and passion for learning and ability to inspire others	✓		Application / Task / Interview
Flexible approach to work	✓		Interview / Task

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All employees are subject to an enhanced DBS (CRB) Disclosure prior to taking up an appointment with the College.