



**CROWN HILLS**  
COMMUNITY COLLEGE  
*A Specialist Sports College*

# Appointment Information

## Science Technician



Crown Hills Community College  
Gwendolen Road, Leicester LE5 5FT  
Tel: 0116 273 6893  
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crownhills.com





Dear prospective applicant,

Thank you for taking the time to read about this role and our school. CHCC is in the top 12% of schools nationally and blends a 70-year history of inclusive education with an innovative, forward-looking approach to providing a state education like no other to 1500 students from inner city backgrounds.

This is a fantastic career opportunity for a highly motivated professional to join one of the most exciting schools in Leicester. Crown Hills Community College is an exhilarating and innovative school that produces exceptional progress for its learners and will make a significant contribution to the lives and opportunities of our families.

Over the past three years, the school has changed significantly not only in its performance but in the way it operates. We are not interested in the OFSTED grade or judgement and it is not something that we use to threaten staff with nor do we use it to set policy. We do what is best for the staff and the students underpinned by a set of clear values and we trust that everything else will take care of itself. I would therefore, urge you to visit us and to look at our website and the video about what it is that we stand for and why you would want to join us - <https://www.crownhills.com/join-us/>

I want us to be at the forefront of educational excellence because we want to provide the best educational experience possible for the children in our care. This is extremely difficult in a climate of ever-increasing accountability and diminishing resources. However, I sincerely believe that if we lead this community by staying true to our values then it is possible. I have therefore spent time with staff and exploring what it is we stand for and, after a school-wide consultation, we have decided that ASPIRATION, COMMITMENT and SUCCESS are the three key drivers that will support the development of our pupils.

We believe that the curriculum is king and that the way it is sequenced, will help our students to make progress. We have taken a very clear stance on knowledge-first teaching and place an emphasis on memory recall as well as responsive teaching. In order to be successful you need to buy into this pedagogy and practice as it underpins our philosophy and the way the curriculum should be delivered to our students. As a member of support staff who supports the delivery of the curriculum, it is important you understand and align to our college principles.

We are very clear that the gender, background, colour, poverty, wealth or social status of a child should have no bearing on how well they perform and staff here work extremely hard in trying to close that gap between the different groups of pupils.

Please read the attached job description and person specification. If you are interested in applying, please fill in the application form available on our eteach portal, <https://www.eteach.com/jobs/crown-hills-community-college-jobs-9453/?oo=ag> please include e-mail addresses of all referees, together with a letter of application (no more than 2 sides of A4, font 12) outlining your skills, qualifications and experience relevant to this post by 9am on Monday 29th July. Please include your cover letter in the supporting statement section.

Yours sincerely,  
Mr F Adam  
(Principal)

\*All appointments will be subject to references and pre-employment checks.

# JOB DESCRIPTION

Job Title: Science Technician	11-16	Maintained
College: Crown Hills Community College	Grade:	Grade 3, Point 5.
Reports to: Principal via Head of Faculty	Salary: £20,151.39 - £20,488.39	
Term: 37 hours per week, term time plus 10 hours during the school holidays and three Teacher Days		
Additional: The post holder must be prepared to support staff in all areas of the science department. In addition to the following tasks the technician will be expected to carry out such duties as the Principal may reasonably request from time to time.		

## JOB PURPOSE SUMMARY:

To provide support for teachers to be able to deliver practical and theory lessons.

## RESPONSIBILITIES & OBJECTIVE:

- To fully support the teaching of outstanding science.
- To use the school system of stock management and equipment ordering.
- To have good online research skills.
- To ensure that requested chemicals, solutions, apparatus and resources are clean, ready and available.
- To collect in materials given out during lessons and to store away cleanly and safely.
- To wash up all dirty glassware.
- To list and order equipment to maintain stock (i.e. consumable items and breakages that need replacing).
- To make up stock solutions as required.
- To maintain equipment and repair damaged equipment where possible.
- To manufacture equipment where possible.
- To maintain an efficient method of storing equipment for re-usage.
- To write out apparatus lists for teacher materials produced. To order this equipment and to ensure it is available when the material is to be used.
- To be aware of the safety precautions that have to be taken when handling chemicals and solutions.
- To carry out stock checks as and when necessary.
- To maintain the greenhouse and propagate plants for use in the department.
- To assist wherever possible in classrooms with practical work.
- To implement a high standard of Health and Safety awareness and practical applications.
- To carry out any tasks as reasonably required by the Head of Department

# PERSON SPECIFICATION

Assessed by:

No.	CATEGORIES	Essential/ Desirable	Application Form	Interview / Task
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## QUALIFICATIONS & TRAINING

1	Good general standard of education – A*- C in GCSE Eng	E	✓	
2	Willing to undertake any training necessary to carry out the role effectively and safely	E	✓	✓
3	Evidence of Continuous Professional Development	E	✓	✓

## EXPERIENCE & SKILLS

4	Knowledge of Health & Safety legislation as it relates to the work of the school	D	✓	✓
5	Knowledge of COSHH and ESCC regulations in relation to the safe handling and storage of chemicals	D	✓	✓
6	Knowledge of safe working practices in relation to the handling and usage of hazardous equipment and tools	E	✓	
7	Organisation and control of stock, equipment and materials within the science department and keeping records Supervision of staff	E	✓	
8	Competency in using IT-Microsoft	E	✓	

## EQUAL OPPORTUNITIES

9	Must be able to recognise discrimination in its many forms and willing to put the Council's Equality Policies into practice.	E	✓	
10	Commitment to the promotion of equality and diversity and operating in a safe and healthy environment	E	✓	

No.	CATEGORIES	Essential/ Desirable	Application Form	Interview / Task
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## ABILITIES,SKILLS AND KNOWLEDGE

11	Ability to work with and communicate with members of staff/ pupils	E	✓	✓
12	Ability to maintain a range of tools and equipment	E	✓	✓
13	Ability to carry out risk assessments in relation to laboratory work	D	✓	✓
14	Ability to maintain accurate work records and inventories.	E	✓	✓
15	Able to accept instruction from Science staff, teachers or Head Teacher as appropriate.	E	✓	✓
16	Ability to work to the required standards of accuracy and presentation	E	✓	✓
17	Ability to develop and maintain effective working relationships with a wide range of people	E	✓	✓
18	Ability to work on own initiative with minimum supervision Knowledge of equipment and materials	E	✓	✓

## PERSONAL QUALITIES

19	Reliable, honest and trustworthy	E	✓	✓
20	Commitment to continuous personal	E	✓	✓
21	Connection with the values of the college	E	✓	✓