



Collingwood
College
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Collingwood College Recruitment Information

Science Technician



Dear Applicant,

Our vision for Collingwood is to be the College of first choice for all our parents and we are currently on a journey to move from Ofsted Good to Outstanding!

Collingwood College is committed to developing responsible, aspirational, independent, happy and well-rounded young people with the self-belief to reach their goals.

Our students are the focus of everything we do. We have found that by listening to students' views and offering them the opportunity to work with each other, staff and governors, they are an integral part of our relentless drive for improvement.

Collingwood College offers all students an inclusive, flexible and stimulating educational experience. With a strong emphasis on personal development and a very wide range of leadership opportunities and extra-curricular activities, we are able to offer challenges that motivate and appeal to all individuals.

Our academic performance is consistently high and in recent years students have achieved excellent results at pre and post 16 level. In 2023, in the Sixth Form, 74% of A level qualifications were at A*-C and our ALPS three year rolling average (progress) score for A level and BTEC qualifications was a 4 ('very good', top 40% nationally).

At GCSE, almost 80% of entries were graded at 9-4. 71% of our students also achieved 9-4 grades in both English and Maths. Our ALPS progress measure was 4 ('very good', top 40% nationally).

This continued level of success is down to the hard work of our students and their teachers.

We believe that our staff are the foundation upon which the success of the College depends and recognise that our employees are the most important asset of the college.

Collingwood welcomes and encourages applications from Early Careers Teacher (ECTs). We have an outstanding induction programme for ECTs and we were recently awarded 'exceeding expectations' for provision and support provided to ECTs by our Appropriate body.

We empower our employees to utilise their talents and skills to make a positive and significant contribution to the quality of teaching, learning and personal development that the College provides for its students.

We look forward to receiving your application for this post.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Eden Tanner', written over a thin horizontal line.

**Mr Eden Tanner
Principal**

Science Technician

Science Technician

28 hours per week, term time plus 5 inset days.

Salary: Starting at £13,690.81(Grade B £20,461- £22,544 FTE)

Would you like to make a difference to the lives of our students?

Do you want to work with a friendly and supportive team?

This role supports the successful implementation and development of the school's academic programme as a member of the Science Department. The role is Part time for 28 hours per week and will support the teaching and learning across the department through the maintenance of the laboratories and equipment.

Collingwood College is a friendly and oversubscribed mixed comprehensive school based in Camberley, Surrey.

To apply: Please complete the application form available from [Collingwood College - Vacancies](#)

Closing Date: 9th October 2023

For more information: Please contact HR 01276457600 or email hr@collingwood.surrey.sch.uk

Suitable candidates may be interviewed before the closing date and Collingwood College reserves the right to withdraw the position if an early appointment is made.

Collingwood College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to an Enhanced DBS check.

The Department

Collingwood College has a flourishing Science Department. The Department endeavours to ensure that students find Science a stimulating, enjoyable and highly relevant subject. The Department helps them to develop confidence in their scientific ability to meet new challenges and succeed. The Department has high expectations of all students and is focused on helping them achieve their very best, in classwork, homework, school examinations and public examinations. The Department provides pupils with a rich variety of lessons and a broad range of opportunities to extend their learning. The Department continually explores new and interesting ways to teach the subject, in order to engage pupils at every level and ensure all reach their full potential.

The Department results are improving year on year, with 72% achieving two or more Science GCSEs at Grade 4 or above, with 16% of the cohort gaining 3 Science GCSEs last year. Sciences are also popular in the Sixth Form where we offer A Levels in Biology, Chemistry and Physics.

A particular strength of the department is the way we identify and challenge our gifted and talented students. We also work closely with our SEND Department and Pupil Premium Lead to support some of our students, including extra lessons focused on key skills in Science. We offer extra curricular activities such as Science Club, where students can work towards Crest Awards and a Gardening Club who work on the development and maintenance of our college Eco-Garden. We also offer trips, for example focusing on engaging girls with STEM careers and an exciting STEM festival where students can meet and talk to people representing a variety of STEM careers and engage in related activities.

There are currently 15 members of the Science Department, teaching from KS3 to A Level, with a mix of full-time, part-time and staff with additional responsibilities within the school. The Science teaching staff are supported by 6 excellent and experienced technicians.

Probationary Periods

All posts are subject to a probationary period. For teachers this is 2 full terms, for support staff this is 6 months. Collingwood College's Probationary Policy is available upon request.

Remuneration and Benefits

Collingwood College has its own generous pay scale and the financial package offered will be commensurate with the responsibilities of the post and the experience of the person appointed.

The remuneration for this post is Grade B £13,690.81- £15,084.58 (£20,461 to £22,544 FTE) based on 28 hours per week. 39 weeks per year.

All new staff appointments are subject to verification of fitness to work, receipt of two satisfactory references, qualification verification, clearance from the Disclosure and Barring Service at Enhanced level as well as other checks relevant to the role.

Access to other benefits including:

- Outstanding facilities, including free on-site parking

- All Collingwood College teachers up to the age of 75 are eligible to belong to the Teacher's Pension Scheme for teaching staff and the Local Government Pension Scheme for Support Staff.
- 24/7 Employee Assistant programme for staff and their families
- Exclusive savings, discounts and offers through My Staff Shop including Cycle to Work Scheme
- Flexible leave of absence policy
- Free on-site parking

Training and Development

At Collingwood we are committed to providing a well-structured staff development programme to enhance personal and team development. All new staff received the following training:

- Collingwood College Company Induction
- Safeguarding and Prevent Training
- Mandatory and Compliance Training including Fire Awareness and Health and Safety at Work
- Training linked directly to the job role, which may be delivered by other colleagues or external trainers

In addition, staff can have:

- An opportunity to access other training as detailed in the termly training calendar
- An opportunity to access training outside the college linked directly to your role or career aspirations
- Other on-line training relevant to the role.

JOB DESCRIPTION

Science Technician

POST:		Science Technician
REPORTING TO:		Senior Laboratory Technician
JOB PURPOSE:		To ensure the maintenance of the laboratories and equipment to support the teaching and learning of students.
DIRECT INVOLVEMENT WITH:		Head of Science, teaching, support staff and students.
KEY RESPONSIBILITIES	<ol style="list-style-type: none">1.2.3.4.5.6.7.8.9.10.11.12.13.14.15.16.	<ol style="list-style-type: none">1. The construction and repair of equipment.2. Liaison with external contractors.3. Preparing chemical solutions.4. Collection of equipment and materials from storage and their organization for class use.5. Preparation of equipment and materials for lessons both for demonstration and class use.6. Checking materials and equipment, before and after use by a class, for quantity and damage.7. Care of plants and animals kept by the Science Department8. Maintenance of laboratories and preparation areas to ensure a clean, safe and orderly environment.9. Organisation of repairs or specific maintenance when necessary.10. Advising science teachers on safety matters or potential problems with equipment.11. Maintenance of an inventory of materials and equipment and associated stock taking duties.12. Placing orders and checking deliveries.13. Assisting staff with class practical work.14. Safe disposal of chemical and biological waste.15. Cleaning of glassware and other equipment.16. Mounting displays of materials, visual aids and students' work
OTHER RESPONSIBILITIES	<ol style="list-style-type: none">1.	To undertake such other duties as may be reasonably by required in consultation with the post holder

Person Specification

CRITERIA & ATTRIBUTES	ESSENTIAL	DESIRABLE	EVIDENCE
Qualifications	<ul style="list-style-type: none"> • Minimum of 5 9-4 (or equivalent) including English & Maths & Science • A good knowledge of Science to a minimum of Level 3 BTEC/A Level or equivalent • Training in the use of standard material preparation 	<ul style="list-style-type: none"> • A good knowledge of Science to degree level • Willingness to undergo further training and development • Qualified in First Aid 	<ul style="list-style-type: none"> • Application form • Letter of Application
Experience	<ul style="list-style-type: none"> • Working in a laboratory • Experience of working in a Science • Knowledge of Biology, Chemistry and Physics 	<ul style="list-style-type: none"> • Experience of working successfully in secondary education • Ability to create teaching resources • Knowledge and understanding of the KS3 & KS4 Science curriculum and the associated required practical's. 	<ul style="list-style-type: none"> • Application form • Letter of Application • Reference
Skills	<ul style="list-style-type: none"> • Good time management and organisational skills • Skill in maintaining equipment • Excellent ICT skills • Effective oral and written communication • Ability to prepare materials for the delivery of Science • Be an excellent self-manager, able to work independently in an organised way • Have an understanding of Health & Safety within the workplace 	<ul style="list-style-type: none"> • Able to give effective instruction to individual and small groups of students • Knowledge of Health and Safety standards as they apply to school science 	<ul style="list-style-type: none"> • Letter of Application • Interview
Personal Attributes	<ul style="list-style-type: none"> • Outstanding work ethic, passion and enthusiasm for raising standards • Ability to establish good working relationships and effective teamwork • Good basic skills • Practically minded • Growth Mindset; a self-motivator, resilient under pressure • Sustained and reliable ability to perform job role. 	<ul style="list-style-type: none"> • Ability to use initiative • Good relationships with students • Good organisational skills • Ability to manage work life balance effectively. 	<ul style="list-style-type: none"> • Letter of Application • Interview • Reference
Other	<ul style="list-style-type: none"> • Hold / have ability to obtain clean DBS certificate • Good record of health and attendance • Smart appearance 	<ul style="list-style-type: none"> • Willingness to take responsibility for own development as well as work with a mentor 	<ul style="list-style-type: none"> • Interview • Reference