



Science Technician

28 hours per week

Part-time, Term-time (39 weeks per year)

Application Pack





Letter from the Principal

Thank you for your interest in Woking College.

Woking College is an oversubscribed and highly successful college of over 1400 students drawing students from more than 60 different schools. Our very successful strategic focus has, for many years, been to create the very best environment for high quality of teaching and learning alongside the widest range of enrichment activities enhancing the cultural capital of our students. Alongside this we place a very strong emphasis on maintaining our wonderful community, we have a more diverse College population than might be thought of as typical for Surrey but we are determined to maintain our inclusive ethos. We are fully committed to innovation whilst maintaining a humane and caring approach for all members of the College community which has resulted in the doubling of the student population in recent years. These approaches have been key to securing Grade 1 'Outstanding' in all seven categories in our October 2022 Ofsted inspection.

Woking College is enjoying record results, very positive value-added and an abundance of applications and quite rightly has a teaching and learning culture which is the envy of other institutions, indeed in recent staff surveys over 95% of College staff said they were proud to work at Woking College!

We have benefited hugely from an impressive transformation of the College's estate over recent years, with the completion of a new Sports Centre in 2014, a new Arts Block in 2015 and a modern and larger Science Building in 2016. A full size 3G pitch was completed in 2020. A £3m teaching block and another £3m project working collaboratively with an adjacent community centre will enhance our estate even further within this academic year.

We recognise the advantages of collaboration and have worked hard over the years to build and maintain close working relationships with other education providers and the Local Authority. The College has been a long-standing member of S7, the Surrey and Sussex group of Sixth Form Colleges, possibly the leading college consortium nationally, and we look forward to continued positive engagement with schools, colleges and the local community for the benefit of all.

With strong leadership from our passionate and committed senior leadership team, and with the support of excellent teaching and support staff across all areas, we look forward to the continued evolution of the College; we also look forward to meeting committed, engaging and passionate people who want to join us to further enhance the life-chances and choices of our students – which is of course our main mission as educators.

We very much look forward to receiving your application.

Brett Freeman
Principal



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. This post is exempt from the Rehabilitation of Offenders Act 1974 and successful applicants will be subject to Enhanced Disclosure and Barring Service (DBS) checks. The College is committed to equal opportunities.

The Role

The College requires a Science Technician to support scientific practical work within the Biology/Chemistry area of our friendly Science department. We are looking for a part-time member of staff with a passion for science to provide continuity for students in our successful and growing College.

We are looking for an exceptional candidate for this key role in the department, who is highly organised and an excellent team player. We expect high performance from all our staff and are looking for a dedicated individual to provide support for both staff and students. Candidates should demonstrate their ability and suitability to both the role and the culture of the College.

Start Date: As soon as possible

Hours: 28 hours per week - this could be worked over 4 or 5 days. This role is for term-time only (39 weeks) For info, the standard College day is from 8.30am to 4pm.

Salary: £13,273 per annum inclusive of fringe allowance, actual salary for 28 hours per week, term-time only (39 weeks per year)
FTE £20,420 per annum (inclusive of fringe allowance)

The Department

The Science Department consists of thirteen members of staff, including teachers and technicians. The college has eight teaching labs and two dedicated preparation areas in a modern, dedicated building which opened in Spring 2016. The college has approximately 800 student enrolments in A Level courses in Biology, Chemistry, and Physics as well as BTEC Level 3 qualifications in Engineering and BTEC Level 3 and 2 qualifications in Applied Science.

The Science department is a friendly and successful team, with a passion for developing and sharing evidence-based approaches to teaching and learning. We help our students achieve outstanding results across the sciences by providing stimulating teaching and personalised support.

The department actively encourages students to pursue their interests in science outside of college. Many of our students participate in national science competitions (e.g. the British Physics Olympiad) and the department arranges extra-curricular opportunities, visits and speakers to learn about employment in the scientific sector.



Why work with us?

Woking College has a strong sense of community in which everyone is valued; we look forward to welcoming new members of staff to join our team.

We have an inclusive ethos, and are proud of our diverse students and staff community. The College is committed to safeguarding, alongside our core values of inclusiveness, adhering to the highest personal, professional and academic standards, supporting individual wellbeing, supportive management and positive relationship and a sustainable future for all. We expect all staff, volunteers and others involved in the College community to share this commitment.

Our recent Ofsted inspection, in October 2022, confirmed the following about life at Woking College:

“Staff feel proud to work at the College. They are exceptionally positive about the culture leaders have created. They describe leaders as visible, approachable and highly focussed on staff wellbeing. Leaders celebrate achievement frequently in staff forums which helps staff to feel recognised, highly valued and a member of the Woking College family.”

Staff survey results state that:

- ✓ 95% of staff are proud to work at Woking College.
- ✓ 99% agreed that leaders are considerate of staff wellbeing.
- A positive approach to staff development; including regular cross-College sharing best practice sessions
- Opportunities for staff training within the S7 consortium of Colleges & liaison with peers within the consortium
- Regular whole-College communication including weekly staff briefings
- Regular departmental meetings to ensure support and share departmental best practice
- Excellent student behaviour and productive working relationships with the Student Union
- Excellent links with local schools, businesses and universities
- Welcoming, friendly and approachable community, a harmonious working atmosphere

Benefits include:

- Free on-site parking
- Newly refurbished staff room with free hot drinks available to all staff, Friday cakes
- Onsite canteen with a range of healthy options to purchase, and a new Costa coffee shop
- Regular staff social events: bowling, staff quiz, summer BBQ, weekend walks/cycling, Christmas party
- College gym available for staff use, yoga classes, staff football (new 3G pitch)
- Free eye test vouchers
- Flu jab
- Cycle to work scheme
- Pension: eligible employees will be automatically enrolled in the Teacher’s Pension Scheme, or the Local Government Pension Scheme (support staff), unless you decide to opt-out
- Employee support: staff have access to a confidential employee support helpline
- Location: Excellent train links from London Waterloo and the South Coast, walking distance of Woking station. Close to A3, M25 & M3 junctions



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Application & Selection

Application forms are available to download from our website: www.woking.ac.uk/about/staff-vacancies/ Please note that CVs will not be accepted on their own.

Please ensure **education** and **employment history** is completed fully, gaps in employment must be accounted for under the section entitled "Periods when not working". We would like to see your passion for the role and the College in your **supporting statement**, please use this opportunity to include personal skills, experience relevant to the post, and reasons why you feel you would be successful if this post.

Completed applications, or any queries regarding the role or your application, should be sent via email to Kirsty Crook (Personnel Officer): recruitment@woking.ac.uk

Closing date: 9am, Tuesday 29 November 2022

Interviews: to be held on Wednesday 7 December 2022 [please note this could be subject to change]

Shortlisted candidates will be notified, invited for interview and references will be taken up immediately. Please note that it is not possible to inform candidates who have not been short-listed due to time constraints.

The interview process will comprise of the following, but may be subject to change:

- a guided tour of the College
- Interview with the Principal and senior staff
- Secondary interview with senior staff
- Informal meet with department members

The College encourages all candidates to be familiar with the following documents:

- Section 1 of the DfE paper on "Keeping Children Safe in Education" September 2022
- Woking College's Safeguarding and Child Protection Policy.
- In line with the General Data Protection Regulation (GDPR) the College asks candidates to consider the Privacy Notice for Job Applicants

The documents listed above are available from the College's Staff Vacancies page, please use this link to access them <https://www.woking.ac.uk/about/staff-vacancies/>



Job Description

Post Title: Science Technician (Part-time, term-time)

Responsible: Head of Department

Job Purpose: Support teaching staff and students in arranging practical work, predominantly in Biology/Chemistry. Maintain stock and equipment.

Job Responsibilities

Health and Safety

1. Keep up to date, monitor and review health & safety procedures and information resources in coordination with the Head of Science and the Estates & Facilities Manager.
2. Ensure the safe treatment and disposal of used materials, including hazardous substances and responding to actual or potential hazards in line with relevant legislation.
3. Ensure the resources are organised, developed and trialled to meet the performance standards required by the department.
4. Carry out risk assessments for technician activities.

Maintenance

5. Ensure that equipment and materials are maintained to the required standards.
6. Ensure that basic safety checks on equipment are carried out on a regular basis.

Preparation

7. Ensure that apparatus is set out, cleared away and kept in good order for class practicals and demonstrations, predominantly in Biology and/or Chemistry.

Administration

8. Review and maintain ordering systems to ensure that resources are efficiently transferred to their point of use.
9. Review and maintain stock management system, entering orders as appropriate.
10. Work with teachers and programme leaders to prioritise equipment replacement/orders of new equipment.

Other

11. Provide professional guidance, assistance and support to students and teachers on the practical aspects of the curriculum as necessary.
12. Assist in class demonstration work as necessary.
13. Liaise with opposite number in consortium colleges to facilitate the sharing of equipment and resources and best practice where possible.
14. Attend department meetings as needed.

15. To act at all times in accordance with the College's Equality & Diversity policies.
16. To act at all times in accordance with the College's Safeguarding policy. Ensuring the safeguarding of students at the College, recognising one's own role in liaison with the designated safeguarding team.
17. To contribute to the safety policies of the College as directed by the Principal and to ensure that Health & Safety Regulations are observed within the Curriculum Areas and within the College in general.
18. To take part in the training programmes provided by the College and agree to the process of professional reviews.
19. To undertake any other particular duties which may be reasonably assigned to you by the Principal from time to time.

Person Specification

The person appointed will be expected to have:

1. An interest and commitment to work with young people in a college environment.
2. Experience in Biology or Chemistry (essential), in a school or college environment (desirable).
3. Experience of organising technical support for teaching staff (desirable)
4. Good interpersonal skills
5. Self-motivation
6. Good planning and organisational skills
7. The ability to prioritise and manage projects independently within a team environment
8. Ability to work under pressure, for example there will be times when equipment is required at short notice.
9. A willingness to work flexibly and assist others when requested.
10. An effective knowledge of health and safety issues and COSHH regulations
11. IT skills (good knowledge of Microsoft Office, Internet and email).