Senior Laboratory Technician
£19,430 - £24,964 pro rata
36.5 hours per week, term time only
Start date - February 2018

Cardinal Wiseman Catholic School, Old Oscott Hill, Kingstanding, Birmingham, B44 9SR, Tel: 0121 360 6383, Fax: 0121 366 6873,

Cardinal Wiseman is a successful 11 – 16 Catholic Secondary School and we are looking to expand our science department with the appointment of a Senior Laboratory Technician who will have the responsibility of a managing a technician.

Duties will include:

Directing the technician where needed, including the preparation of practical lesson equipment and chemicals (including their safe storage)

Assisting teaching staff and students with issues of equipment and materials

Have due regard for Health and Safety at all times

Previous experience of working in a science department would be advantageous

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.

Closing Date: Friday 5th January 2018 at 9am

Application form and job description are available from our website, applications must include email addresses for both referees please.

Completed applications to be send to recruitment@cardinalwiseman.net
Cardinal Wiseman Catholic Technology College

JOB DESCRIPTION

Job Title: Senior Technician

Grade: GR3

No of Posts: 

1.0 JOB PURPOSE:

1.1 This level is applicable for technicians working at a senior level with children within either

   a) an Advanced Practitioner role or

   b) a management role

1.2 To support teaching staff in the development and education of children including the provision of specialist technical skills and knowledge at an advanced level across a range of disciplines.

1.3 To support teaching staff in the development and education of children including taking management responsibilities for other technicians.

2.0 DUTIES AND RESPONSIBILITIES:

Advanced Practitioner:

2.1 To undertake the duties of a technician level 3 and in addition undertake all or most of the following as agreed with teaching staff and with minimum supervision.
2.2 Use specialist technical skills to meet the educational needs of learners.

2.3 Contribute to the assessment of the needs of learners’ practical needs within the specialist area.

2.4 Lead for whole school in a designated technical area and share expertise and skills with others.

2.5 To take part in the School’s Performance Management process and access CPD.

**Management Role:**

2.6 In addition to the duties normally expected of a level 3 technician, this role will encompass the day to day management of technicians within the school/dept.

2.7 Contribute to the development and implementation of policies relating to Technicians.

2.8 Line-manage individuals and teams of technical staff including responsibility for staff development.

2.9 Be involved in the process for the recruitment of Technicians

2.10 In consultation with appropriate Heads of Department, assist in the development and monitoring of relevant plans and procedures to support the implementation of the curriculum and school targets.

2.13 Manage the use of resources to meet the needs of the school.

2.13.1 Develop and monitor the relevant budget and liaise with the responsible officer as appropriate.

2.13.2 Undertake the deployment of technical staff in line with the school policy.

2.13.3 Ensure physical resources are managed to best value and liaise with relevant personnel.

2.14 Where appropriate determine, implement and monitor health and safety risk control measures with statutory guidelines.

2.15 Research and assist with the implementation of new technical processes as required for a changing curriculum in conjunction with the relevant head of department/faculty.

2.16 Ensure that the training & development needs of staff are assessed and met in conjunction with school policy.

2.17 Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.

2.18 To ensure all tasks are carried out with due regard to Health and Safety
2.19 To undertake appropriate professional development including adhering to the principle of performance management.

2.20 To adhere to the ethos of the school

2.20.1 To promote the agreed vision and aims of the school

2.20.2 To set an example of personal integrity and professionalism

2.20.3 Attendance at appropriate staff meetings and parents evenings

Any other duties as commensurate within the grade in order to ensure the smooth running of the school

OBSERVANCE OF THE CITY COUNCIL’S EQUAL OPPORTUNITIES POLICY WILL BE REQUIRED

3.0 SUPERVISION RECEIVED:

4.1 Supervising Officer’s Job Title: [TO BE INSERTED]

4.2 LEVEL OF SUPERVISION

1. Regularly supervised with work checked by supervisor

2. Left to work within established guidelines subject to scrutiny by supervisor

3. Plan own work to ensure the meeting of defined objectives

4.0 SUPERVISION GIVEN: (excludes those who are indirectly supervised ie through others)
<table>
<thead>
<tr>
<th>Post Title</th>
<th>Grade</th>
<th>No of Posts</th>
<th>Level of Supervision (as in 3.2 above)</th>
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- Use 1, 2 or 3 as in 3.2

5.0 **SPECIAL CONDITIONS:**

5.1
SCHOOL SUPPORT STAFF APPLICATION FORM FOR A POST IN A CATHOLIC SCHOOL

(Before completing this form please read Notes to Applicants)

NAME OF CANDIDATE:

TO BE USED FOR THE FOLLOWING SUPPORT STAFF POSITIONS ONLY:-

Teaching Assistants at Levels 1 – 4 inclusive
Temporary Welfare Assistant/Classroom Assistant
Support Staff Member (Not Teaching Assistants)
Nursery Employee

Please use the latest version of this application form which can be downloaded from the Catholic Education Service website: www.catholiceducation.org.uk

BEFORE YOU BEGIN PLEASE CHECK THAT YOU HAVE THE FOLLOWING:-

1. Correct Application Form for the post being applied for

2. Notes to Applicants

3. Recruitment Monitoring Form

4. Rehabilitation of Offenders Act 1974 – Disclosure Form


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PLEASE DO NOT RETURN ANY COMPLETED APPLICATION FORMS AND/OR SUPPLEMENTARY DOCUMENTS TO THE CATHOLIC EDUCATION SERVICE. PLEASE RETURN ALL COMPLETED APPLICATION FORMS AND/OR SUPPLEMENTARY DOCUMENTS TO THE SCHOOL/COLLEGE WHERE THE POSITION APPLIED FOR IS BASED, OR AS INSTRUCTED IN THE DETAILS OF THE POST.

DETAILS OF ROLE APPLIED FOR

Application for the position of:

Full Time: ☐ Part Time: ☐ Job Share: ☐

At: VA School / Voluntary Academy

At which the Governing Body / Academy Trust Company is the employer of staff

In the Local Authority of:

In the Archdiocese/Diocese of:

Please state where (or how) you first learned of this vacancy:

1. APPLICANT’S PERSONAL DETAILS

1.1
1.1.1 Title:

1.1.2 Surname: 1.1.3 First Name(s):

1.1.4 Known as (if applicable):

1.1.5 Any former name(s):

1.1.6 Religious Denomination/Faith:

1.1.7 Address:
1.1.8 If you have lived at this address for less than 5 years, please list all other addresses at which you have lived during this period with dates:

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<th>Address</th>
<th>Dates</th>
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1.1.9 Telephone numbers:

Home: Mobile: Work:

1.1.10 Email Address:

1.2 How do you prefer to be contacted?:

1.3 National Insurance No.:

1.4 DBS No.:

1.5 DBS Check Date:

2. DETAILS OF APPLICANT’S PRESENT EMPLOYMENT

2.1 Are you presently employed? Yes: No:

If no, please proceed to the next section.

2.2 Name and address of Employer:

2.2.1 Post title:

2.2.2 Local Authority (if applicable):

2.2.3 Permanent: Temporary:

2.2.4 Full time: Part time: Job share:

2.2.5 Date of Appointment:

2.2.6 Notice Required/date Notice due to expire:

2.2.7 Reason for leaving (if applicable):

2.2.8 Gross annual salary:

2.2.9 Description of key duties/responsibilities:
### 3. APPLICANT’S EMPLOYMENT HISTORY AND WORK EXPERIENCE

**3.1 Please complete in chronological order, starting with the most recent:**

<table>
<thead>
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<th>Employer’s Name, Address and nature of business</th>
<th>Full or Part Time</th>
<th>Job Title and brief description of duties and responsibilities</th>
<th>Dates employed Month/Year</th>
<th>Reason for Leaving</th>
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**3.2 If there are any periods of time that have not been accounted for in your application, for instance, periods spent raising a family or of extended travel, please give details of them here with dates. The information provided in this form must provide a complete chronology from the age of 16 – please ensure that there are no gaps in the history of your education, employment and other experience. Failure to provide a full account may lead to your application being rejected.**

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**3.3 Please confirm whether you have ever been ordained and/or been a member of a religious community.**

Yes: [ ] No: [ ]
If yes, please provide details:

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<th>Full name and address of establishment</th>
<th>Full time or part time</th>
<th>Qualifications, date Award made and Awarding Body</th>
<th>Dates Attended Month/Year</th>
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Date of most recent safeguarding training, if relevant:

5. **INTERESTS AND HOBBIES**

Please list your interests and hobbies outside of work:

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6. **SUPPORTING STATEMENT**

Please provide a written statement of **no more than 1,300 words** detailing why you believe your experience, skills, personal qualities, training and/or education are relevant to your suitability for the post advertised and how you meet the person specification applicable to the post. You should pay particular attention to the national standards for the position for which you are applying.

7. **REFERENCES**

7.1 A referee who is a current or former employer must have full access to the applicant’s personnel records. Schools/Colleges of a Religious Character (in England only) are permitted, where recruiting for Support Staff posts, to give preference to applicants who are practising Catholics where it is a proportionate means of achieving a legitimate aim (commonly known as a “genuine occupational requirement”). Therefore, it is recommended that one referee should be your Parish Priest/the Priest of the Parish where you regularly worship, if applicable. It is the responsibility of the Applicant to ensure that all named referees, including Parish Priests, where applicable, have consented to providing a reference. You are advised to read the relevant section of the Notes to Applicants before completing this section.

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<th>Present School/Employer:</th>
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Parish Priest/Priest of the Parish where you regularly worship (or Additional Professional (if applicable)):

Name:
Address:
Telephone:
Email:

Notes:  
(i) We reserve the right to take up references with any previous employer. Please advise if you do not want us to do so at this stage and provide reasons.
(ii) If any of your referees knew you by another name, please specify that name(s) here:

7.2 Are you (or your spouse/civil partner/partner) related by marriage, blood or as a co-habitee to any member of the Governing Body / Academy Trust Company or any current employees of the Governing Body / Academy Trust Company?  

Yes: ☐  No: ☐

If yes, please complete the following:

<table>
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<tr>
<th>Name of Governing Body / Academy Trust Company member/employee</th>
<th>Relationship to you</th>
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8. **DISCLOSURE OF CRIMINAL AND CHILD PROTECTION MATTERS AND DISCLOSURE AND BARRING SERVICE CHECKS**

8.1 The Governing Body / Academy Trust Company is obliged by law to operate a checking procedure for employees who have access to children and young people.

Please confirm whether you have ever been the subject of any child protection concern either in your work or personal life, or been the subject of, or involved in, any disciplinary action in relation thereto, including any which is time expired.

Yes: ☐  No: ☐

If yes, please provide details:


8.2 By checking the box below I hereby confirm that I am not disqualified from working with children and/or have information held about me under section 142 Education Act 2002 (formerly known as inclusion on the DfE List 99): ☐

8.3 In the event of a successful application an offer of employment may be made to you which is conditional upon receipt of satisfactory Disclosure and Barring Service Checks (“DBS Checks”)

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By checking the box below you hereby consent to a DBS Check being made to the Disclosure and Barring Service (“DBS”): ☐

9. REHABILITATION OF OFFENDERS ACT 1974

If you have been convicted of a disclosable criminal offence the details must be disclosed on the separate document entitled “Rehabilitation of Offenders Act 1974 – Disclosure Form” together with any cautions or bind-overs, pending criminal convictions, criminal actions and/or court hearings against you. The Rehabilitation of Offenders Act 1974 – Disclosure Form must be enclosed with your application in a sealed envelope marked “confidential”. If you do not have any disclosable convictions, please complete the relevant section in the Disclosure Form.

10. DATA PROTECTION ACT 1998

By checking the box below I hereby give my consent for personal information (any information which may be considered Personal Data and/or Sensitive Data within the meaning of the Data Protection Act 1998, which includes recruitment monitoring data) provided as part of this application to be held on computer or other relevant filing systems and to be shared with other accredited organisations or agencies in accordance with the Data Protection Act 1998.

11. IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006

The Governing Body / Academy Trust Company will require you to provide documentary evidence of your entitlement to undertake the position applied for and/or of your ongoing entitlement to live and work in the United Kingdom in accordance with the Immigration, Asylum and Nationality Act 2006. More information can be found in paragraph 17 of the Notes to Applicants. By checking the box you are hereby confirming that you are legally entitled to work in the United Kingdom and that you will promptly provide documentary evidence of such entitlement when requested: ☐

12. DECLARATION

If you know that any of the information that you have given in this application form is false or if you have knowingly omitted or concealed any relevant fact about your eligibility for employment which comes to our attention then your application may be withdrawn from the recruitment process.

Providing false information is an offence and may result in this application being rejected. If such a discovery is made after you have been appointed then you may be liable to be dismissed summarily.

You may also be reported to the National College for Teaching and Leadership (NCTL) (England only) and/or Education Workforce Council (Wales only) and/or the Police, if appropriate.

By signing below I hereby certify that all the information given by me both on this form and in any supplementary pages and/or the supporting evidence provided, is correct to the best of my knowledge and belief, that all the questions relating to me have been accurately and fully answered and that I possess all the qualifications that I claim to hold.
I acknowledge that it is my responsibility as the applicant, if invited for interview, to disclose information to the panel which may affect my suitability and/or eligibility to work with children and/or vulnerable adults.

Signature:

Date:

The post will be subject to the terms and conditions of the appropriate Catholic Education Service model contract, a copy of which will be provided to you before interview if you are shortlisted.
Additional Pages

Name:

Position applied for: