

## **Recruitment Pack for the Post of Science Technician (CS1254) 20hrs term-time Permanent**

Braes High School  
Newlands Road  
Reddingmuirhead  
FK2 0DA



**Falkirk Council**  
*Children's Services*



“Teaching in Falkirk is more than just a job – it demands a shared commitment to support children and young people to be successful by creating the best learning environment for all of those in our care. Committed, caring and ambitious teachers make the difference in terms of ‘getting it right for every child’ and improving attainment and achievement. If this challenge resonates with you come and join us. Falkirk schools believe in better, we want teachers who feel the same.”

**Director of Children's Services**  
**Falkirk Council**



**BRAES HIGH SCHOOL**  
**ADVERT – SCIENCE TECHNICIAN (PERMANENT)**  
**Post ID: CS1254**

**GRADE E – 20 hours Term Time**

**£29,613 – £31,812 (Pro Rata)**

As technician, you will be required to support the school community primarily within the science subjects but you will be required to contribute to the wider technician team support in other areas when required.

Key responsibilities are:

- Preparation and servicing of experimental kits for Science subjects
- Prepare/manufacture teaching material as required
- Maintaining appropriate stock levels of solutions and consumables
- Delivery and setting up of equipment and experiments to classrooms
- Collection of resources from classrooms and work areas
- Maintain efficient, effective and organised laboratory/stores
- Ensure chemicals are stored correctly
- Ordering, stock control and maintaining an accurate inventory of resources
- Regular cleaning, maintenance and repair of resources
- Assist with the implementation of safety regulations
- Carry out risk assessments when required
- Disposal of chemicals and waste products safely
- Undertake other duties as directed by Senior Technician, i.e. ICT/technical support

You should have experience in providing science support to a varied client base within a busy environment - preferably within an educational establishment and have an awareness of current curriculum needs. You will have a proven ability to understand, follow and convey technical instructions, demonstrate accuracy and attention to detail and have excellent organizational skills. This post requires a high degree of flexibility; managing the day to day aspects you will be required to have the ability to make informed decisions quickly.

You are required to hold a relevant qualification in chemical handling and have an up to date knowledge of safe working laboratory practices and COSHH.

For an informal discussion please contact Linda Cranston, Resource Manager, Braes High School on 01324 719551.

**FALKIRK COUNCIL**  
**JOB DESCRIPTION**

**SECTION A JOB DEFINITION**

|                        |   |                          |
|------------------------|---|--------------------------|
| ▪ <b>Job Title</b>     | - | <b>Technician</b>        |
| ▪ <b>Service</b>       | - | <b>Education</b>         |
| ▪ <b>Section</b>       | - | <b>Secondary School</b>  |
| ▪ <b>Location</b>      | - | <b>Braes High School</b> |
| ▪ <b>Current Grade</b> | - | <b>E</b>                 |
| ▪ <b>Hours/Week</b>    | - | <b>20 hrs</b>            |

**SECTION B ORGANISATIONAL RELATIONSHIP**

To support Teaching Staff in the maintenance and preparation of equipment and materials in at least one of the following areas:

- Audio-Visual
- ICT
- Science
- General technical support for the curriculum.

To provide technical assistance and advice, contributing to the life of a school as a community.

The Technician is responsible in the first instance to the Senior Technician, and the Resource Manager.

**SECTION C JOB PURPOSE**

To support the delivery of one of the curricular areas above by carrying out a range of tasks, such as:

- Prepare experimental kits for Science subjects
- Prepare chemical solutions as required
- Deliver equipment to laboratories
- Provide first level ICT hardware configuration and support
- Reporting more complex ICT faults, and liaising with engineers
- Assistance with software installation and the monitoring of the use of hardware and software
- Prepare/manufacture teaching material as required
- Set up projection equipment
- Set up and operate sound and lighting equipment
- Record Classroom resources
- Maintain an efficient/effective and organised workroom and storage areas
- Assist with the implementation of safety regulations
- Undertake other duties as directed by the designated Curricular Manager.

## **SECTION D KEY RESPONSIBILITIES**

Individual job specifications will be finalised to take account of the subject area in which the successful candidate is employed, as above.

*In addition to the examples in C above, all technicians can expect to*

- Prepare (and where appropriate manufacture) teaching materials as required
- Repair, maintain and store equipment, and tools
- Receive and check deliveries of supplies
- Assist with inventory of equipment and stock control
- Provide technical assistance and information across the school community
- Provide advice and support, where appropriate.
- Carry out other reasonable duties as directed by the Headteacher or Depute Headteacher, Resource Manager, Faculty Head or Senior Technician.

## **SECTION E ACCOUNTABILITY**

Technicians are managed in the first instance by the Senior Technician, and are accountable to the Resource Manager, and, on a day to day basis, the appropriate curricular manager in the school.

## **SECTION F KNOWLEDGE, SKILLS AND EXPERIENCE**

- Ability to use computer technology as appropriate to the post
- Awareness of Health & safety issues as appropriate to the post
- Ability to work and plan under pressure
- Good organisational skills
- Experience in working in one or more of the areas above, either in education or in industry.

## **SECTION G DEMANDS**

- Ability to work in a team
- Good interpersonal skills
- Enthusiasm/initiative/commitment
- Positive commitment to Staff Development.

## **SECTION H COMMUNICATIONS AND CONTACTS**

Senior Technician, Other Technicians within the school, Resource Manager, Headteacher, Senior Management Team, Teaching and other Support Staff as appropriate.

## **SECTION I ENVIRONMENT**

The Science Technician will be based in Braes High School.

## **ADDITIONAL INFORMATION**

Short listing will be based on all of the information provided in the application form.

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## **INFORMATION RESOURCES**

### **🔗 Falkirk Council Performance**

<http://www.falkirk.gov.uk/services/councildemocracy/budgets-spending-performance/council-performance/>

### **• Schools Assessment and Performance**

<http://www.falkirk.gov.uk/services/schoolseducation/school-assessment-performance.aspx>

### **• Various education plans and strategies**

<http://www.falkirk.gov.uk/services/schoolseducation/>

### **• My Future's in Falkirk**

<http://www.myfuturesinfalkirk.co.uk/>

### **• School page on Falkirk Council website**

<https://www.falkirk.gov.uk/places/schools-nurseries/secondary-schools/braes-high-school.aspx>

### **• School website**

<https://blogs.glowscotland.org.uk/fa/schoolwebsite/>

### **• School twitter**

<https://twitter.com/braeshigh>

**Educational Resources Manager**

**12 February 2013**

## FURTHER INFORMATION

Braes High School is a six year non-denominational school located in the Reddingmuirhead area of Falkirk. The town is noted for its community spirit and a strong industrial heritage. It is also well served with road and rail links to the rest of Central Scotland. The school serves a wide geographical area and takes pupils from the communities of Avonbridge, California, Drumbowie, Maddiston, Shieldhill and Wallacestone. The current school population is 1050 pupils although this figure is likely to rise in future years due to the programme of house building in the area.

The school currently has a complement of approximately 80FTE teaching staff and a highly dedicated team of support staff, including a librarian, pupil support worker, 6 office staff, 2 school helpers, 1 medical attendant and 9 support for learning assistants.

The Senior Management Team comprises of a Headteacher, 4 DHTs (Darren Yeates, David Ironside, Heather Cameron and Julie Wilkinson) and a Resource Manager (Linda Cranston). Each DHT has their own curricular, organisational and strategic duties, and is also Head of House working with one of our four Pastoral Heads (PTs). We also run a faculty system with 8 Faculty Heads who all manage a number of related departments. There is one other Principal Teacher who has responsibility for Support for Learning.

The school has a very effective pastoral support programme which consist of the following Houses, Campsie, Lomond, Ochil, and Pentland.

Braes High School has a strong ethos which is well defined by our school motto: Build Respect and Earn Success – Be Part of It! We place much emphasis on ‘respect for all’, both within the school and in the wider community. This philosophy is supported by our restorative approach to discipline issues and our positive behaviour and reward systems.

Participation is another important aspect of our ethos and pupils are encouraged to participate in the wide range of lunchtime and after school activities which are on offer. These include a large programme of varied House Activities which are designed to be inclusive and events such as Senior Ceilidh, Concerts, Musical Shows and Drama productions. There is also an ever increasing number of trips, to widen the horizons of our pupils.

Our aim is to encourage and support every pupil to achieve their potential and attain not only the highest academic standard that they can, but also to participate in a wide variety of other personal development opportunities to support their academic, vocational and personal development.

In recent years our SQA results have continued to improve. This is due to our emphasis on the development of quality teaching and learning in the school, firmly based on Assessment is for Learning and active learning techniques. We have a number of staff highly trained in these areas and they support others to deliver ongoing CPD and training. We have a very effective mentoring and support programme which we believe has also impacted on our results. Pupils choose their own mentor from amongst the staff to support them in developing study skills and strategies to improve their work. Many staff also offer supported study and homework help.

All of our school aims are supported by the developments in Curriculum for Excellence which has been an initiative welcomed by our staff since its inception. We have always seen Curriculum for Excellence as an opportunity to improve the education we offer our pupils and at a ministerial visit, staff pupils and parents all confirmed their support for this initiative at Braes High.

The school has a robust sense of community and parents are very supportive. We have a large and effective Parent Council who meet regularly to discuss developments and support us with issues of concern. We have an even larger PTA called FAB! (Friends At Braes!) who not only fundraise but also support us with concerts and shows, charity events, school sports, and offer help in school (such as updating our numerous photograph boards).

Braes High School also prides itself in the opportunities it provides for leadership development; not just for pupils and staff but parents too. We are never short of volunteers to support us and this results in a wide range of extra-curricular events and innovative fundraisers for charity.