



BRIGHTON COLLEGE

ENGLAND'S INDEPENDENT SCHOOL OF THE YEAR 2019
THE SUNDAY TIMES

PREP SCIENCE LABORATORY TECHNICIAN (PART TIME)



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THE SCHOOL

Brighton is one of England's leading schools and the oldest public school in Sussex. The College comprises the Senior School, educating 1,000 pupils aged 13–18, and the Lower School, educating 100 pupils aged 11–13.

The Brighton College family of schools also includes Brighton College Prep School, St Christopher's and Handcross Park, educating a further 1,150 children aged 3 to 13. Overseas, the College has opened Brighton College Abu Dhabi, Brighton College Al Ain and Brighton College Dubai in the UAE, and Brighton College Bangkok in Thailand.

Examination results are strong and the College is among the highest performing schools in England at GCSE and A-level. In 2018, 90.3% of grades at GCSE were at 9, 8 or 7 (equivalent to the old A* and A), whilst 99% of grades at A-level were at A*, A or B. The last five years have also been the best five for Oxbridge success in the 168-year history of the College, with 37 pupils securing offers in 2019.

The Sunday Times awarded Brighton College the title of England's Independent School of the Year 2019, the second time in a decade the school has won this accolade. The Week magazine named Brighton College the 'Most forward-thinking school in Britain' for two year's running in 2017 and 2018. Tatler magazine awarded Richard Cairns the title of Head Master of the Year 2012-13, and Brighton College was named UK Independent School of the Year 2013- 14 at the Independent Schools Awards.

In 2015, there was a full ISI inspection in which the College was awarded the top grade in every single category, including an 'Exceptional' for teaching and learning.

There has also been major investment in new facilities over the last ten years. This has seen the construction of five major buildings on the main site, a new cricket pavilion and a major sports hub on our Jubilee Ground site. Brighton has also purchased the former site of Roedean Junior School, allowing for the relocation of the Pre-Prep School, and the expansion of the College on the main site. A new boarding house opened in September 2013 in the Main Quad which, together with a new Entrance Tower completed in December 2014, completes the original Thomas Jackson designs of the 1880s. A new Music School opened in January 2016, and a new teaching block (including 22 classrooms for maths, history, economics, politics and EAL, alongside an innovative Creative Learning Centre) opened in September 2017. A new Centre for Sport and Science is under construction and is due to open in January 2020; it will include eighteen state-of-the-art laboratories, alongside a new sports hall, 25-metre swimming pool, fitness centre and roof-top running track.

Above all, Brighton is a very happy place. We pride ourselves on being a warm, inclusive and respectful community, where our staff are delightful and positive and our pupils are intellectually curious and charming.

THE CITY

The College enjoys its location in Brighton, one of Britain's youngest cities and one of the most vibrant in Europe.

In 2017, a national survey identified Brighton as the 'happiest city in the UK'. It is close to the beautiful South Downs, within easy travelling distance of London (50 minutes by train), and 30 minutes from Gatwick Airport. Portsmouth, Newhaven and the Channel Tunnel provide accessible links with the Continent.

Brighton is also a university city, and the College has good links with both the University of Sussex and Brighton University.



THE ROLE

The College is seeking to appoint a part-time Prep Science Laboratory Technician as soon as possible

THE POST

To provide technician support to the Head of Science and the wider science department. This post requires experience working within a laboratory or a school laboratory environment and an ability to monitor and follow strict health and safety regulations; familiarity with CLEAPSS and other safety organisations. The successful candidate be helpful and trustworthy, will have excellent IT skills and a flexible can-do attitude.

ROLE SPECIFICATION

Key Result Areas:

- To be aware of the responsibility placed on them under the Health & Safety at Work Act (1974).
- To be committed to ensuring that the agreed safety procedures are carried out to maintain a safe working environment.
- To keep up-to-date with COSHH regulations and CLEAPSS guidance and work with members of the Science Department to ensure safe practice.
- To prepare solutions, chemicals and equipment as requested by science teaching staff.
- To ensure sufficient stock is maintained at all times.
- To keep an inventory of chemicals, equipment and textbooks, order new stock as required and check deliveries are correct on arrival.
- To check and maintain all laboratory equipment, including stationery and other teaching and learning materials.
- To coordinate the servicing of departmental equipment and instruments.
- To ensure all laboratories and the preparation room are kept clean and tidy and that laboratories are cleaned up promptly after practical work.
- To oversee the storage and booking of departmental tablets/laptops
- To provide on-call attention to hazardous spills and broken glassware etc.
- To oversee the appropriate disposal of waste material.
- To liaise with the maintenance over services and any repairs required in the department.
- To attend Health and Safety Laboratory technician training as required.
- To carry out any other reasonable task as requested by departmental staff, including any photocopying required.
- To assist with any other duties required by the school, at the discretion of the Head of Science.

PERSON SPECIFICATION

Brighton College is an exciting place to work, and it is our staff who make our community such a vibrant and stimulating environment.

Essential Skill and Qualifications:

- Previous experience of working within a laboratory or a school laboratory environment.
- Ability to work both independently and alongside staff and pupils.
- Ability to keep detailed working records and maintain organized paperwork and materials
- Ability to multi-task and fulfil requests from a wide range of staff within tight deadlines.
- Ability to monitor and follow strict health and safety regulations.
- Familiarity with CLEAPSS and other safety organisations.
- Excellent numerical and ICT skills.
- Good verbal and written skills.
- 'Can-do' approach to all duties.
- Be professional, helpful and trustworthy.

Hours of Work

- 20 hours per week- working hours/days to be agreed with the Head of Science. You will work 35 weeks per year in total (term-time only).

Holidays:

- 20 days annual leave (pro rata). These should be taken in the school holidays.

Benefits:

- Brighton College provides a contributory pension scheme, which all eligible employees will be automatically enrolled into within 3 months of commencement of employment. For full details of the pension scheme, please contact HR.
- Death in service benefit after successfully passing probation.

THE APPLICATION PROCESS

Candidates should complete an online application which is available at <https://bcollege.careers.eteach.com/> by **midday on Wednesday 20th February 2019**. Applications will be considered on a rolling basis and early application is therefore encouraged. This should be submitted together with a CV and covering letter of application addressed to the **Victoria Berryman**. Any enquiries about the application procedure should be emailed to supportrecruitment@brightoncollege.net or by calling the HR Department on 01273 704215.

We anticipate holding first round interviews on **Monday 25 February 2019**, though we reserve the right to interview candidates in advance of this time.

REMUNERATION

The salary for this role will be £8,018. per annum pro rata (FTE £20,046).

SAFEGUARDING AND EQUAL OPPORTUNITIES

Brighton College is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to an enhanced DBS disclosure, the receipt of satisfactory references, the College's pre-employment medical question, relevant original ID documentation and examination certificates. The College understands that a robust, fair and transparent recruitment and selection policy plays a central role in achieving this aim.

The College is committed to ensuring that the recruitment and selection of staff is conducted in a manner that is systematic, efficient and effective and promotes equality of opportunity. Our full equal opportunities policy is available on the 'Vacancies' link on our website.





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