

# Strangford Integrated College

## Job Application Pack

for the post of



**Strangford  
Integrated  
College**

*In hoc signo vinces*

## Technician 2 (Science & IT) (Term Time Only)

Completed applications should be returned to:  
Principal's Secretary, Strangford Integrated College, Abbey Road, Millisle, Newtownards,  
BT22 2GB.

**Applications should be received no later than 12 noon on  
Monday 12<sup>th</sup> June 2023.**



Dear Candidate

I am absolutely delighted that you have shown an interest in applying for this post at Strangford Integrated College.

We are a grant maintained, 11-18, integrated college. We are situated in the village of Carrowdore, in an attractive and purpose-built campus. We are fortunate to have enthusiastic, well-behaved students in our community. It is our ambition to be one of the best schools in Northern Ireland, and as such, we have a focus on quality, creative Teaching for Learning. It is our aim to tap into the wealth of potential held by all our students to help them to compete at the highest levels in our ever-changing world.

This is an excellent time to join Strangford Integrated College. We are highly oversubscribed and have plans to expand.

The job is a permanent position as Technician 2 (Science & IT). The post involves assisting a busy Science department with all aspects of practical activities from ordering materials to demonstrating scientific experiments. The IT aspect of the job is assisting the IT Coordinator with general support of IT throughout the school.

The successful applicant should be a good team worker and should have experience of and a keen interest in Science and IT.

The Governors are passionate about securing the very best for Strangford Integrated College and the Community - they will expect commitment and drive but coupled with sensibility and humility. A sense of humour and a willingness to work hard are also huge attributes.

I very much look forward to hearing from you. I appreciate the amount of time that goes into an application, so thank you in advance for considering joining us.

Yours faithfully

Clare Foster

Principal

# Job Description



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## STRANGFORD INTEGRATED COLLEGE

### JOB DESCRIPTION

<b>POST:</b>	Technician 2 (Science& IT)
<b>RESPONSIBLE TO:</b>	School Bursar through designated line manager
<b>RESPONSIBLE FOR:</b>	Maximum of 5 staff
<b>SALARY SCALE:</b>	NJC pts 5 - 6   £21,575- £21,968 per annum
<b>HOURS :</b>	36 Hours per week (Term Time only)
<b>WORKING PATTERN :</b>	08.30 -16.15 -Monday - Thursday - 08.30 - 16.00 - Friday
<b>JOB PURPOSE:</b>	To provide technical support and assistance to teaching staff in the implementation of the school's/department's educational programme.

### MAIN DUTIES AND RESPONSIBILITIES

*Supervision This is a discretionary element of the job description. The grade may be awarded if supervision is not a component of the post.*

1. Supervise appropriate staff (shared supervision), including managing and allocating duties.
2. Identify and provide on the job training to appropriate staff.
3. Provision and maintenance of facilities and practical resources
4. Assist teaching staff in developing and manufacturing teaching aids and models.
5. Prepare resources for all classes including setting up, testing, demonstrating and dismantling suitable resources as per agreed schemes of work.
6. Collect, clean and store all equipment and materials securely in designated storage areas. Ensure items are maintained in a state of 'ready for use'.
7. Dispose of used materials in a safe and approved manner.
8. Ensure that mandatory and/or statutory checks of materials and equipment are carried out by qualified personnel.
9. Inform designated line manager of materials and equipment found to be in an unsatisfactory/unsafe condition and arrange for repair and disposal of such items.

10. Ensure no unauthorised person has unsupervised access to equipment and materials when not in use.
11. Advise on health and safety issues in relation to the use of equipment.

### **Administration**

1. Develop, maintain and operate manual and/or computerised systems in relation to administrative tasks associated with the area of work.
2. Maintain an inventory/records of departmental resources.
3. Assist in ordering/purchasing, receiving, checking, storing and distributing resources.

### **General**

1. Support all staff in ensuring the general safety of pupils.
2. Assist with evacuation in emergencies.
3. Undertake photocopying as required.
4. Undertake any of the following duties:
  - Handling cash in relation to the purchase of practical materials.
  - Assisting with hospitality at meetings and school functions.
  - Carrying out minor maintenance repairs throughout the school within the competence of the employee.

This job description will be subject to review in light of changing circumstances and is not intended to be rigid and inflexible but should be regarded as providing guidelines within which the individual works. Other duties of a similar nature and appropriate to the grade may be assigned from time to time.

In accordance with Section 75 of the Northern Ireland Act (1998), the post-holder is expected to promote good relations, equality of opportunity and pay due regard for equality legislation at all times.

## Strangford Integrated College

### Post of Technician 2

#### Job Specification

PERSON SPECIFICATION	ESSENTIAL	DESIRABLE
QUALIFICATIONS & EXPERIENCE	<p>The following criterion will be applied at shortlisting.</p> <p><u>Applicants must have the following by the closing date:</u></p> <ul style="list-style-type: none"><li>Five GCSE's (Grades A*-C) to include English Language, Mathematics and Science, or equivalent or higher level qualifications</li></ul>	<p><u>Preference may be given to those applicants who have:</u></p> <ul style="list-style-type: none"><li>A minimum of one year's experience of working in a school environment in the related area (Science)</li><li>Hold a minimum of one 'A' Level in a science subject grade A* - E or relevant equivalent or high examination qualifications.</li><li>Experience of IT in a school environment</li></ul>
<b>The Board of Governors reserves the right to enhance the criteria if necessary in order to facilitate a manageable shortlist.</b>		
KNOWLEDGE	<ul style="list-style-type: none"><li>Demonstrable evidence of knowledge of:</li><li>The requirements of a Technician 2</li><li>Health and safety regulations, as relevant to the role (Science Technician)</li><li>General administrative processes and records relating to the role</li></ul>	
SKILLS	<ul style="list-style-type: none"><li>Proven effective planning and organisational skills and an ability to work under pressure to meet deadlines</li><li>Proven effective people management skills</li></ul>	

	<ul style="list-style-type: none"> <li>• Ability to work effectively as part of a team to achieve outcomes</li> <li>• Evidence of sound interpersonal and communication skills</li> <li>• Evidence of proficiency in the use of computer packages, to include use of Microsoft Word, Excel, and Outlook</li> </ul>	
<b>PERSONAL QUALITIES</b>	<ul style="list-style-type: none"> <li>• Confidentiality;</li> <li>• Child centred approach;</li> <li>• Ability to work as a member of a team;</li> <li>• Ability to use own initiative;</li> <li>• Interpersonal skills;</li> <li>• Approachable;</li> <li>• Sensitive;</li> <li>• Ability to work under pressure to strict deadline;</li> <li>• Ability to manage conflicting priorities;</li> <li>• Flexible.</li> </ul>	
<b>OTHER REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>• Willingness to undertake job related training as and when required.</li> </ul>	

It is desirable, but not essential, that applicants have previous cleaning experience in a public body or a medium/ large retail or office setting.

#### **DISCLOSURE OF CRIMINAL BACKGROUND**

**If you have been appointed for a post that involves ‘regulated activity’ under the Safeguarding Vulnerable Groups (NI) Order 2007, the Education Authority will be required to undertake an Enhanced Disclosure of Criminal Background.** Please note that you WILL be expected to meet the cost of an Enhanced Disclosure Certificate, which is currently £33. Details of how to make payment will be sent to you at the pre-employment stage.

Further details in relation to legislative requirements can be accessed on [www.nidirect.gov.uk/vetting](http://www.nidirect.gov.uk/vetting) or [www.dojni.gov.uk/accessni](http://www.dojni.gov.uk/accessni)

Applications must be returned by Monday 12<sup>th</sup> June 2023 at 12 noon.

By Post to:     The Principal's Secretary  
                  Strangford Integrated College  
                  Abbey Road  
                  Carrowdore  
                  BT22 2GB

By email to: [jpierpoint232@c2kni.net](mailto:jpierpoint232@c2kni.net)

Late applications will not be accepted.

**Posts involving work in educational establishments are subject to the provisions of the Children and Vulnerable Adults (NI) Order 2003.**

Strangford Integrated College is an Equal Opportunities Employer



# Memorandum on Child Protection



**Strangford  
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This information originates in Department of Education Circular 2006/06: [www.deni.gov.uk](http://www.deni.gov.uk)

The Board of Governors of Strangford Integrated College seeks to discharge its duty of care to all students attending the College and to conduct employment procedures equitably and well.

**1. Candidates are reminded that:**

- All posts in this College are regarded as 'regulated positions' under the terms of the Protection of Children and Vulnerable Adults (NI) Order 2003 (POCVA).
- It is a criminal offence for any individual to apply for, offer to do or accept any work, paid or unpaid in a regulated position if that individual is:
  - Entered on DHSSPS list of those Disqualified from Working with Children.
  - Entered on Department of Education's list of unsuitable people.
  - Subject to a disqualification from the courts.
  - Where there is reason to suspect that an application has been received from such an individual the matter will be reported to the police and full co-operation given to any subsequent investigations including disclosure of all relevant documents.

**2. Each candidate must:**

- Declare any criminal conviction on the application form.
- Indicate that they are eligible to apply for a regulated position.
- **Provide the following if called for interview:**
  - Photographic proof of identity
  - Original birth certificate
  - Authorisation for school to initiate Vetting and Barring Procedures (used only for candidates recommended for appointment).
- **Provide the following if recommended for appointment**
- Proof of qualifications entered on application form.

**3. Candidates are advised that:**

- False or incomplete declaration of criminal convictions or false claims of qualifications will render an application ineligible and any recommendation for appointment will be withdrawn.
- Where the outcome of a Criminal Record Check, initiated as part of the Vetting and Barring Procedures, is unsatisfactory, in the opinion of the Principal, having consulted the Chairperson of the Board of Governors, a recommendation for appointment will be withdrawn.
- Due process will be followed but, if an individual has taken up post before the discovery of false or incomplete declaration of criminal convictions, or false claims of qualification, or failure to disclose ineligibility to apply for or to hold a regulated position, the employment will be rescinded with immediate effect.

- In making application for a regulated position in Strangford Integrated College, candidates acknowledge the school's right to:
  - Carry out pre-employment and criminal record checks.
  - Take cognisance of such information as the school deems appropriate and make decisions accordingly
  - Require full compliance with the requirements set out in this memorandum.
  - Disqualify those candidates who fail to comply.
  - Disclose relevant documents to the PSNI in the event of any investigation.

A Criminal Record will not necessarily be a bar on obtaining a position in the College.