Appointment of

Laboratory Technician
Why should you work at Victoria College?

What is it that makes Victoria College an outstanding place to teach and to learn?

Above all else, Victoria College is committed to safeguarding and promoting the welfare of the young people in our care and expects all staff to share in this commitment.

The purpose of Victoria College is to create well rounded, resilient young men who have skills, attitudes and values to be successful individuals who make a positive contribution to society.

We are a selective boys’ day school of 680 students with 180 in the Sixth Form with a dedicated Prep School which currently has 270 students aged from 7 to 11. We are proud of our broadly Christian traditions, our heritage from Queen Victoria and that we have the reigning monarch as our Visitor. We have fine traditions dating back to 1852 and the Headmaster and Governors are keen to support any candidate whose commitment to this place will lead to mutual growth, through the development of our students.

We are inclusive in the tradition of an 11 to 18 English Public School. The Headmaster is a member of the Headmaster’s Conference (HMC) and all our staff are employed by the States of Jersey Department of Education. An Entrance Examination is taken in the November for entrance the following September. Fees for students are currently £1,170 per term. In that sense we are a fee paying, state selective secondary school.

The Bailiwick of Jersey is a self-governing dependency and this has implications for its Education Service. We have adopted the English National Curriculum and Assessment with minor modifications. The size and structure of the authority enables professionals to have a major influence on the Education Service development.

The campus is outstandingly beautiful, overlooking St Helier, but within stunning woodland walks. Our Victorian buildings, set within woodland and lawns are roomy, light and well-equipped. The Sports Centre offers opportunities for staff and family members. London is only 30 minutes away by air and France is a mere 12 miles to the east. When applying for a teaching post, the applicant really must be sure that it is the right move for them, that they will be professionally challenged, happy and see that this place as a marvellous place to work.

Although proud of our academic achievements at Key Stages 3, 4 and 5, we are much more than an examination centre. We supplement academic excellence with an outstanding Co-Curricular programme in which the students are encouraged to make the most of the wealth of activities on offer.
Through our House System (named after five militarily eminent Old Victorians) all students are involved in giving service to the local and the global community. Our tradition of fund-raising for good causes and for those less fortunate wherever they may be is strong.

What very often strikes our visitors is the atmosphere of calm; of good manners and that our students deport themselves in a gentlemanly and polite way while respecting others.

Here at Victoria College we value, encourage and reward Continued Professional Development. We are proud of our team of professional teachers and support staff and only recruit the best people to join our team.

The Senior Common Room to which all staff belong, is recognised by the Board of Governors as being academically excellent and of crucial importance in taking Victoria College forward into the future. Staff are rewarded in both time and salary for the work they do above and beyond the taught curriculum.

Exciting times lie ahead as the Governors and staff are currently working on the next five year strategic plan for Victoria College and Victoria College Prep. The new strategy will be launched in 2017.

The Victoria College website will give you a snapshot of us at our best. Please visit www.victoriacollege.je for information on our community, our ethos, our calendar and many recent and future events.

If appointed, what happens next?

If you are appointed by the Headmaster, you will receive a Letter of Intent offering you the position officially.

A Contract will follow from States of Jersey HR (the People Hub)

A Job Description will follow from Victoria College.

The States of Jersey will pay for an Accommodation Visit to the Island prior to your move to Jersey.

The States of Jersey will pay for your Relocation Expenses.
About Victoria College

Victoria College offers an educational environment of the highest order. Accommodation comprises of newly refurbished, spacious specialist classrooms; eight specialist laboratories; three Art rooms; five Information Technology Suites; Geography and History rooms; a superb Theatre and Drama Studio; an integrated Music Suite with four rehearsal rooms; a purpose built Technology Suite, Sports complex with swimming pool and a Sports Pavilion with adjacent sport pitches.


There is a spacious well-stocked library where the main periodicals and quality newspapers are available. Forming part of the 'de Quetteville Resource Centre', this is situated next to the Great Hall, part of the original Main Building dating back to 1852 and designed by John Hayward, in the same design as the Great Hall at Pembroke College, Oxford with which Victoria College has close links.

The College has undertaken major investment recently to ensure that the environment for our students is stimulating, thereby facilitating the best educational outcome. Other major projects have been identified to ensure that the College moves forward into the 21st Century from a position of strength, to celebrate our traditions dating back over 157 years, whilst at the same time blending modern facilities and techniques.
Our Purpose is:

The development of the spiritual, moral, intellectual and physical capacities of all our students, within a broadly Christian context.

The aims of Victoria College are:

1. To be accessible to boys from all walks of life.
2. To create academic and co-curricular opportunities for all students to fulfil their highest potential.
3. To nurture a positive and passionate attitude to learning.
4. To foster an inclusive culture based on personal and social responsibility.
5. To maintain a safe, happy and caring environment based on mutual respect and tolerance.
Laboratory Technician

Required from 1st July 2017 or 1st September 2017
Laboratory Technician
37 hours per week Term Time Only
Grade 6
Closing date 11th May 2017

SUMMARY
Victoria College requires from 1st July or 1st September 2017, a Science Laboratory Technician to provide an efficient technical support service to the teaching staff for the maintenance and upkeep of the laboratories, scientific equipment and peripherals. Experience in a practical science is essential, with a preference towards Biology. A BTEC, ONC, Science Laboratory Technician Certificate or equivalent is desirable.

JOB ACCOUNTABILITIES
To provide a technical laboratory service, to include:
Preparing the materials and apparatus for demonstrations, practical work and examinations.
Setting up and testing demonstration experiments.
Assisting teaching staff with demonstrations and in the use of apparatus and the occasional supervision of students using apparatus.
Cleaning of apparatus used by teaching staff and students.
Assisting in the maintenance of plant specimens in the department.
Liaising with other technicians to share expertise.
To provide a construction and repair service, to include:
Inspecting and arranging for repairs, etc to furnishings, equipment and services in the laboratories and preparation rooms.
Construction, maintenance and modification of laboratory apparatus.
Testing new experiments and assisting in devising new practical work in conjunction with teachers.
Preparing examination apparatus and equipment.
To ensure a safe working environment for staff and pupils by ensuring:
The safe disposal of chemical residues and other waste materials.
The inspection, maintenance and correct use of safety equipment with reference to National Safety Standards and CLEAPSS.
That practical procedures comply with the current Safety Policy in Victoria College.
The display of relevant safety regulations in classrooms and preparation areas.
To provide an administration service, to include:
Operating and administering stock control.
Operating laboratory documentation systems.
Responsibility for the Science Department’s audio-visual equipment.
Keeping records of equipment on loan to other departments and students, checking that equipment is returned in good order.
Assist with maintaining the Science Department’s equipment inventory. Ordering scientific equipment and materials, books and stationery and tracking these orders using the Supply Jersey ordering system.

**JOB CONTEXT / DIMENSIONS**
The postholder is a vital member of the Science Department, occupying a unique and flexible role. In addition to preparing equipment for the teaching staff the postholder fulfils an organisational role crucial to the smooth running of the department. Professional development is provided according to the needs of the individual through courses and/or training identified as being appropriate.

**QUALIFICATION REQUIREMENTS**
Biology, Chemistry, Physics or General Science to GCSE standard, with an A Level in Biology, Chemistry or Physics essential. ONC, OND, BTEC, GNVQ, Science Laboratory Technician Certificate or equivalent is desirable.

**EXPERIENCE REQUIREMENTS**
A good knowledge of the Sciences and two years’ practical experience within a laboratory setting is highly desirable.

**SKILLS, KNOWLEDGE & COMPETENCY REQUIREMENTS**
The postholder should show initiative and be able to work as a member of a team. He/she should have the knowledge and manual dexterity to be able to assemble the variety of manual devices used in the Science area.

The postholder must be able to operate: Computer, photocopier, oscilloscope, data logging equipment, signal generator, Van der Graaff generator, various electronic diagnostic equipment and all other equipment required for the teaching of Science.

The possession of a qualification in first aid is desirable, though not essential.

**ADDITIONAL INFORMATION**
Victoria College is a selective boys’ day school of 700 students with 200 in the Sixth Form, has fine traditions dating back to 1852 and the Headmaster and Governors are keen to support a candidate whose commitment will lead to growth in an area that is seen as crucial in the students’ development.

The person appointed will be required to work closely with the Headmaster and all members of staff of the College community, in order to develop attitudes of social concern, high academic standards and a modern curriculum.

Victoria College operates a wide range of co-curricular activities and the successful candidate will be expected to contribute to the development of this programme.
Applications are invited from experienced as well as newly qualified teachers. Consideration will also be given to applications from appropriately qualified disabled persons.

If after reading the information enclosed you feel you are right for the challenge we offer, I would be delighted to receive your application via www.workingforjersey.gov.je

USEFUL LINKS
For subject specific enquiries regarding this vacancy please contact the Head of Faculty, Mr Matthew Widdop on m.widdop@vcj.sch.je

For general information regarding this vacancy please contact:

Mr D J Rotherham, Assistant Headteacher : Staffing,
Victoria College,
Jersey,
JE1 4HT.

Tel: 01534 638200

E-mail: d.rotherham@vcj.sch.je

The Victoria College Website Address is: www.victoriacollege.je

A direct link to the application process is below:

https://www.gov.je/Working/JobCareerAdvice/Pages/details.aspx?nPostingId=4905&nPostingTargetId=10111