



Supporting Practical Science and Technology

- in schools and colleges

INFORMATION FOR JOB APPLICANTS:

SENIOR SCIENCE TECHNICIAN

CLEAPSS

CLEAPSS is a non-profit-making local authority organisation. Its purpose is to research and provide information, training and advice on resources for, and health and safety in, science and some aspects of technology for schools and colleges up to A-level or equivalent. The service is provided for those working in education authorities which subscribe to and control CLEAPSS, and for the staff of foundation, voluntary aided and independent schools, incorporated colleges, teacher-training institutions and other bodies which are associate members. Currently, all 180 eligible local authorities in England, Wales, Northern Ireland and the off-shore islands are members, and there are around 2000 associate members.

The main services offered by CLEAPSS are:

- a telephone ***Helpline*** which takes around 7000 calls per year,
- termly newsletters for primary and secondary schools,
- a range of other publications including the CLEAPSS *Laboratory Handbook*, CLEAPSS *Hazcards*, CLEAPSS *Model Risk Assessments for Design and Technology*, etc, the majority of which are included on either the *CLEAPSS Science Publications CD-ROM* (updated annually) or the *CLEAPSS Design and Technology Publications CD-ROM* (updated occasionally). A primary CD-ROM is planned.
- in-service training courses for primary and secondary teachers, laboratory technicians, advisory staff and other local authority officers,
- evaluation, in terms of safety, educational worth and value for money, of equipment and other resources (usually published as CLEAPSS Guides).

Health and safety is a particular, but not an exclusive, focus of all the services, both in terms of practical considerations and legal requirements. CLEAPSS' mission statement includes a requirement to support all aspects of practical science, which includes laboratory design, resources, technician support and advice on how to undertake effective practical work with pupils.

CLEAPSS is a small, friendly, informal organisation. Staff get on well with each other and, at times of peak demand, everybody "mucks in". Members of the team are interested in, and enjoy, their jobs. They provide a helpful and supportive environment for any newcomer. Hertfordshire County Council acts as the employer of CLEAPSS, on behalf of the Consortium. In general, Hertfordshire conditions of service apply. West Sussex County Council acts as the Treasurer. A staff appraisal policy is in place and funding is available for staff development.

At present, there are 12 full- and part-time staff: the Director, one Lead Adviser, three Advisers, an Advisory Technician, a Senior Technician, an Administrative Officer, an Electronic Communication and Publications Manager, three part-time clerical/technical staff and one Technician on part-time secondment. The Advisory Technician will retire at the end of the year and the Senior Technician is taking over this role. Each Adviser takes responsibility for a particular area, such as biology, chemistry, physics, or primary science, with some back-up from colleagues. In addition CLEAPSS retains the services of a number

of part- time or occasional staff whose expertise fills any gaps in that of the permanent staff and who contribute to writing guides, etc.

CLEAPSS' premises comprise a purpose-built suite of rooms which include office spaces (the successful candidate will share an office with the advisory technician) and, adjacent to these, a large room which has been subdivided into a general science laboratory, a clean room laboratory, a chemical store and a small workshop which is equipped with a modest set of machine tools.

The successful candidate will be an experienced science technician who has perhaps worked in more than one school or college. We are not expecting any more initial expertise than that which a good technician or senior technician would have. We will provide an induction programme with sufficient time for the newly-appointed senior technician to learn more about CLEAPSS and its work.

Being a small and quite complex organisation CLEAPSS can offer the successful applicant scope for developing his/her career. Depending on aptitude, skills and interest, this could include more IT responsibility, writing *Bulletin* articles or aspects of some CLEAPSS guides, and running training for school technicians. It is virtually inevitable that there will be occasions where the senior technician might be the most appropriate person in the office to answer a *Helpline* telephone or email enquiry.

CLEAPSS is an Equal Opportunities employer.

The CLEAPSS Mission Statement

CLEAPSS exists to provide support in the field of science

- from early years to GCE A-level or equivalent,
- especially practical science,
- including health and safety, and
- advice on laboratories and resources

and a similar but more limited service in design and technology.

The service is provided for

- officers of local authority members,
- teachers, technicians and governors in the establishments of local authority members,
and
- teachers, technicians and governors in associate establishments.

CLEAPSS staff will

- try to respond to queries quickly, courteously and accurately,
- endeavour to keep abreast of developments in relevant areas and especially health and safety, and
- be proactive in drawing developments to the attention of members through publications and in-service training