



TRURO SCHOOL

NURSERY | PREP | SENIOR | SIXTH



Information for Candidates **Geology Technician**

Commence September 2024

Part time / Permanent / Term Time Only

From Kieran Topping Chief Operating Officer



Dear Candidate,

Thank you for your interest in the role of Geology Technician here at Truro School.

Our School is steeped in 140 years of history, and is Cornwall's leading coeducational independent school for children aged 3-18. We are situated over two campuses. The Senior School educates around 840 pupils and is set within 40 acres of sports fields and open spaces overlooking Truro and its iconic Cathedral. The Prep School educates around 300 pupils and is located next to the Royal Cornwall Hospital. We have superb facilities and resources at both sites that support our forward-looking educational ambitions.

Our Cornish setting allows us the privilege of working in a thriving city surrounded by beautiful rural and coastal opportunities. Our educational philosophy is to promote inclusive excellence, academically, pastorally and via a vibrant co-curriculum, for all who join our school.

Underpinned by a welcoming and liberal Methodist ethos, we champion the values of curiosity, courage, creativity, compassion and confidence in all we do. We want all our pupils to be and to become the very best of themselves, embracing the richness of a broad and forward-thinking education. We want our staff to be excited by what we are able to provide for the children under our care.

We are an "excellent"¹ co-educational school that is large enough to offer many diverse and exciting opportunities, but small enough to know our children and families well. We champion an ambitious, broad and balanced education, and we hope that everybody who joins us will feel an important part of this flourishing community.

For a flavour of life here at Truro School please look at our website www.truroschoo.com and view our virtual tour, where you will see and hear from staff and pupils, and find a glimpse of who we are and where we work.

A handwritten signature in blue ink, appearing to read 'Kieran Topping'.

Kieran Topping
Chief Operating Officer

¹ As judged by ISI in 2017 at both our Senior and Prep Schools

Job Description: Geology Technician

ACCOUNTABLE TO:

Head of Geology

GRADE:

NT2 on the Non-Teaching Salary Scales

CORE PURPOSE:

The Geology Technician is the laboratory steward for the Geology rooms in the School. General responsibilities are to facilitate the smooth running of the department by providing support to teaching and to prepare, monitor and service equipment and resources where required.

KEY TASKS AND RESPONSIBILITIES:

Preparation of Practicals

- Preparing practical apparatus and field equipment as requested by teaching staff both through the booking schedule and at short notice.
- Set up and prepare the Advanced Level Geology Practical Endorsements and practical examinations.
- Support the delivery of the A Level practical examination.
- Gathering the correct equipment or specimens from the shelves and cupboards and preparing any particular apparatus as necessary, which may also include photocopying and laminating worksheets.
- Delivering practical apparatus and specimens to the teaching rooms and packing away afterwards on a daily basis.
- Making, repairing and cleaning apparatus where appropriate.
- Advising teaching staff of relevant Health and Safety concerns as necessary.

Fieldwork

- Undertake all administrative tasks in relation to fieldwork.
- Taking an active role in all Geology field work, undertaking tasks such as monitoring and distribution of equipment.

Building and Laboratories

- Monitoring classrooms, the prep room and office for safe functioning, tidiness and condition.
- Reporting any damage in the Geology rooms or prep room to the Head of Geology and logging it on EVERY.
- Preparing and maintaining fresh photographic and poster displays.

Ordering and Accounts

- Ordering items as indicated by the Head of Geology and ensuring that stocks of common items are kept at a good level.
- Researching, ordering and commissioning new practical apparatus, as directed by the Head of Geology
- Keeping the order book accurately, including a record of expenditure

Cataloguing and Paperwork

- Keeping the departmental stock list updated, including past papers (hard copies and digital).
- Keeping a record of items borrowed by individuals or other departments.
- Carrying out a general stock take once a year.
- Cataloguing of textbooks and charges.
- Recording of practical endorsement student data

Additional

- Assisting with open days and practical exams as the school calendar dictates.
- Supporting Geology related activities outside the normal school term.
- Spending time at the beginning and end of the terms ensuring the department is well presented and ready for the term ahead.
- Attendance at Geology Departmental Meetings

The above list is not exhaustive and a flexible, proactive approach is required.

PERSON SPECIFICATION:

Essential

- Flexible, practical and hardworking individual, willing to play a full part in the life of the School.
- Proven awareness and understanding of Health & Safety requirements in the specific environments, including risk assessments – or willingness to learn
- An enquiring mind and enthusiasm for supporting the teaching of children
- The presence to be able to maintain discipline and retain the respect of pupils
- Good basic education to GCSE level in literacy and numeracy, or the equivalent
- Able to transport scientific equipment around site, within manual handling guidelines
- Proven competency in ICT
- Proven organisational ability – e.g. to manage files, scientific equipment and specimens
- The ambition to develop expertise
- Sensible and imaginative initiative
- The ability to work accurately and cope with busy and short notice demands
- Sensitive to the Methodist ethos and traditions of an independent School

Desirable

- Sound geology background, with a general proficiency in identifying rocks (igneous, sedimentary and metamorphic), fossils and minerals; and an awareness of general Geology field work, although full training will be provided.
- Higher level qualification(s) in Geology or related discipline (e.g. A Level, or even Degree)
- Minibus driving licence (or willingness to undertake training)
- First Aid at Work qualification (or willingness to undertake training)

This job description sets out current duties of the post that may vary from time-to-time without changing the general character of the post or the level of responsibility entailed.

Truro School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening including checks with past employers and a Disclosure and Barring Service check.

We embrace diversity and promote equality of opportunity. We welcome applications from all sections of the community.

Truro School

Our Motto

Esse Quam Videri, meaning 'to be, rather than to seem to be.'

Founded by Methodists in Cornwall in 1880 our School is a welcoming community in which children and adults can flourish, thrive and be happy. They enjoy being and becoming the very best of themselves.

Our Values

From nursery through to Sixth Form, the values our community nurtures are:

- **Curiosity** to always want to discover and learn more, academically and more widely too.
- **Confidence** to build resilience by learning from both successes and failures alike.
- **Compassion** to understand and champion the needs of others, in our community and beyond.
- **Creativity** to be imaginative in how we express ourselves and approach new challenges.
- **Courage** to enjoy becoming the very best of who we are, with integrity and ambition.

Our Ambition

To be a community of inclusion and excellence delivering the best educational journey in the South-West.

Our community and its culture reflect our Methodist foundation and our ongoing evolution in an inspiring Cornish setting. In an ever-changing world, we support and challenge young people to thrive – personally, spiritually, academically, socially, and physically. We value our pupils in the diversity of their identities, beliefs, abilities, talents, interests, backgrounds, and needs. The happiness, energy and wellbeing of our community shapes and inspires who we are and who we can become.

Academic Life

Many of our pupils at Truro School celebrate exceptional results as they prepare to move on to the next stage of their lives, education and career. Our Upper Sixth pupils enjoy places at some of the best universities in the world including Oxford, Cambridge, and a range of Russell group universities.

49% of GCSE and iGCSE grades in 2023 awarded were 9-7 (or A*/A), with just under 17% at grade 9.

In the same year, we were pleased to report 43% of A-Levels were graded A*/A. Furthermore, 67% of all A-Level grades were graded at A*-B.

Further information can be found here: www.truroschoo.com/senior-school/academic/results

The Co-Curriculum

We believe that a rich co-curricular life is a key ingredient of an excellent education. Whilst having fun, participating in a wide range of activities, without academic pressures, pupils broaden their horizons and learn a new skill or extend existing skills. This develops confidence, self-esteem, teamwork and independent-thinking, communication skills and social development across all year groups.

Sport

Truro School has an enviable reputation for the high quality of its sporting provision. Several teams compete nationally and the School hosts elite sportspeople in the fields of windsurfing, fencing and

sailing to name but a few. All abilities are welcome and every pupil is encouraged to participate and enjoy a healthy lifestyle.

Music

Truro School is one of the most busy and vibrant music departments in the country and is home to the Truro Cathedral choristers. We host over 60 concerts each year involving ensembles, choirs and bands. Tuition is available for numerous instruments. Over a third of our school undertake instrumental or vocal lessons each week from 30 of the county's top specialist teachers.

Drama

Truro School is renowned for the quality of its drama productions which are held in our Burrell Theatre. The school runs a number of major productions throughout the year including an annual whole school play or musical, an annual sixth form drama project (including performing at the Edinburgh Fringe Festival every two years) and the junior play in the summer term.

Cornwall

Truro School is located in the county of Cornwall, in south west England. It is surrounded almost exclusively by water which makes it ideal for those who love to spend their downtime at the beach, surfing, sailing, windsurfing or just enjoying a coastal walk. With the nearest beach only a 15-20 minute drive either north or south from Truro School, it is most certainly a life style choice of many. Take a look at www.visitcornwall.com for more information about how to get here, where to stay and what's on.



TERMS OF APPOINTMENT

If you are appointed to the role, a formal offer will first be made verbally and then followed up with an offer letter and contract of employment. The following are for guidance and may or may not be available at the time of offer. Benefits are subject to change from time to time.

- Competitive salary based on the Truro School Salary Scales
- Pension scheme
- Lunch provided (when a full day is worked)
- Free membership of the Sir Ben Ainslie Sports Centre and pool facilities
- Free weekly fitness classes for staff only
- Access to a wide range of books, magazines and DVDs through the School library
- Free parking
- Free fruit, tea, coffee and use of espresso machine
- Discounted school fees
- Employee Assistance Program
- Cycle to Work scheme
- Employee benefits platform
- Continued Professional Development and training possibilities.

Terms of Employment

This role is a permanent, part-time, 18.75 hours per week, term time only (with some additional hours required for INSET and at the start and end of a term). Flexibility in working hours is key in order to effectively carry out the role around the Geology timetable.

Salary

This role is graded at NT2 on the OPS Salary Scales and equates to an FTE salary of £23,450pa - £26,270pa. Based on an FTE of 0.3663, your actual salary would be £8,582pa - £9,622pa.

Pension Scheme

Truro School complies with its legal obligations to provide access to a pension scheme. Non-teaching staff have a pension via the Pensions Trust whereby the School double-matches an employee's contribution, up to an employee contribution of 5%. So, where an individual contributes 5% to the Pensions Trust, and the School will make a 10% contribution.

Employee Assistance Program/Employee Benefits Platform

Truro School utilises Care First as our EAP provider so all employees have access to a 24/7 helpline and website support. In addition, this platform gives to access hundreds of discounts, offers and savings from high street retailers to holidays, Marks & Spencer to Bloom & Wild.

Other Employment Checks

The offer of employment will be conditional upon satisfactory receipt of the following;

1. Proof of right to work in the UK
2. Enhanced criminal background check (DBS) & Barred List check
3. Two satisfactory references
4. Evidence of qualifications held
5. Overseas criminal record check (if you have resided or worked out of the UK in the past 3 years)
6. TRA and section 128 check (if applicable)
7. Fit to Work Questionnaire
8. Acceptable self-disclosure form



APPLICATION PROCESS

To apply for this position, you will need to complete and submit a formal application using our Truro School application form. We are unable to accept any CVs. This should be emailed to recruitment@truroschool.com or mailed to the School address.

Through the submission of your application form you should demonstrate your qualifications, skill, and experience in relation to the role you are applying for. This information will be assessed against the requirements detailed in the job description.

Once the closing date for applications has been reached we will shortlist applicants and you will be contacted in order to either be invited to interview or to be notified that you have not been successful this time. Our shortlisting process utilises anonymised application form in order to avoid any bias. If you are called for interview you will be asked to provide your right to work in the UK evidence, complete a self-disclosure form and a provide a copy of your qualifications. Additional selection methods such as a presentation or activities/tasks may be used and you will be notified in advance if that is the case.

References may be taken up prior to interview.

All applicants must be prepared to have a Disclosure and Barring Service (DBS) check and undergo any other appropriate child protection screening including checks with past employers.

The post for which you have applied is exempt from Section 4 (2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975, amended 2013. If you are shortlisted and invited to interview, you must declare any relevant warnings, reprimands, cautions and/or convictions by completing a self-disclosure form prior to interview. Any positive disclosure will be discussed at interview.

Any information given will be treated in strict confidence and will be considered only in relation to your application for this post. Truro School does not discriminate against candidates with irrelevant criminal convictions. For further information on which offences should be disclosed please visit:

<http://hub.unlock.org.uk/wp-content/uploads/What-will-be-filtered-by-the-DBS.pdf> and/or view the flowchart on our employment webpage.

Candidates who have a disability or any other special requirement should let the school know so that reasonable adjustments can be made during the recruitment process.

You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected and possible referral to the police and/or Department for Education.

We look forward to receiving your application.

Truro School, Trennick Lane, Truro, TR1 1TH
www.truroschool.com, recruitment@truroschool.com

Established in 1880, Truro School is Cornwall's leading independent schools for girls and boys aged 3 to 18