

JOB DESCRIPTION

JOB TITLE:	Science Technician
REPORTS TO:	Area Lead of Science
SALARY:	SSP3 £22,312 FTE pa. Actual £19,082
WORK PATTERN:	37 hours per week
CONTRACT:	Permanent

PURPOSE OF THE ROLE

The Science Technician role is to provide support to the students and staff in Science and Allied Health departments, and to assist in the day-to-day operations of the labs and equipment.

MAIN DUTIES AND RESPONSIBILITIES

- Carry out risk assessments for technical activities.
- Prepare materials, equipment, chemicals, solutions, and laboratory apparatus etc. for students to use.
- Dispose of waste materials in accordance with CLEAPSS and keeping records.
- Record and supervise the issue of equipment to students and staff.
- Keep up to date with Health and Safety requirements and developments, undertake working practices in compliance with the college Health and Safety Policy.
- Keep regular checks on safety and security of facilities and ensure lab work complies with COSHH regulations.
- Able to support investigations or experiment demonstrations to the students.
- Clear laboratories and store all apparatus after use, check rooms are clean and ready for the next lesson, ensure a safe working environment for staff and students.
- Order and purchase equipment and consumables in accordance with budgets.
- Provide limited technical support to science and other departments across the college as and when necessary.
- Provide technical support including safety aspects.
- Undertake visual checks of equipment to ensure it is in good order and safe to use, undertake basic repairs or report to the named person as appropriate.
- Undertake duties as necessary to ensure the smooth operation of the equipment stores.
- Carrying out safety checks on equipment, e.g. Bunsen tubing etc.

- Ensure storage conditions are appropriate and meet the requirements for consumables and equipment.
- Work efficiently and effectively as a member of a team and on own initiative.
- Be a member of the College First Aid team.

In addition to the above mentioned attributes the successful candidate will be expected to:

- Support effective safeguarding of all young people throughout the College.
- Attend as necessary, meetings of all College Staff.
- Participate in Health & Safety committee meetings.
- Adhere to College policies and procedures e.g. Equality and Diversity; Health and Safety.
- Undertake any such other duties as may be required, commensurate with the post which does not change the character or purpose of the post which are necessary to maintain outstanding standards.
- Contribute to the overall ethos/work/aims of the College and adhere to the College culture.
- Participate in training as required and attend departmental meetings as required.

The job description is an outline of the key tasks and responsibilities and is not intended as an exhaustive list. The job may change over time to reflect the changing needs of the College, as well as the personal development needs of the post holder. We strive for equality throughout the college and positively encourage applications from all sections of the community. The College has a strong commitment to safeguarding and promoting the welfare of young people and vulnerable adults and all appointments are subject to an enhanced DBS clearance.

LEON RILEY
Principal and Chief Executive

Employee signature: **Date:**

Line manager signature: **Date:**

Person Specification

AF = Application Form

Q = Qualification

I = Interview Process

RELEVANT EXPERIENCE	ESSENTIAL/ DESIRABLE	ASSESSMENT METHODS
Previous experience of employment in a Science context	D	AF I
Previous experience of working in science laboratories	D	AF I
Previous experience of working in education	D	AF I
EDUCATION & TRAINING		
Appropriate qualifications and/or industrial experience in Science	E	AF Q
Appropriate qualifications and/or industrial experience in Science	D	AF Q
First aid trained or willing to work towards	E	Q
SPECIAL KNOWLEDGE & SKILLS		
Have an excellent aptitude for practical based work and be able to undertake practical tasks safely and effectively	E	AF Q I
Can maintain and carry out regular checks on safety and security of facilities and ensure lab work complies with COSHH regulations and the Health and Safety policy	E	AF Q I
Knowledge and experience in maintaining accurate records of material, equipment, chemical etc. issued to students and facility	E	AF Q I
Has experience in ordering and purchasing equipment and consumables in accordance with budgets.	D	AF I
Prepare materials and laboratory equipment for student use	D	AF I
Can efficiently manage simple administrative tasks required by the department	D	AF I
Can provide technical and general support across Science and other areas if required.	D	AF I
Have good communication and interpersonal skills with colleagues and students in a variety of ways	E	AF Q I

Have good level of organisation skills, able to prioritise the workload and meet deadlines	E	AF I
ADDITIONAL FACTORS		
Suitability to work with children and young adults	E	AF DBS
To work additional hours in an evening or weekends for parents' evenings, open events, presentations etc as required	E	AF I
Able to work flexibly and organise, with good time management skills and ability to plan and manage a work stream	E	AF I