

John Leggott College Job Description

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| JOB TITLE: | Science Technician |
| REPORTS TO: | Area Lead of Physical Science |
| SALARY: | Support staff scale Point 2 - £18,039 (Full time equivalent) |
| WORK PATTERN: | Full Time - Term Time Only (39 weeks) |
| CONTRACT: | Permanent |

Purpose of the role

The Science Technician role is to provide support to the students and staff in the science department and to assist in the day-to-day operation of the labs and equipment.

Main duties and responsibilities

- Prepare materials, equipment, chemicals, laboratory apparatus etc. for student use;
- Supervise students using equipment in labs;
- Record and supervise the issue of equipment to students and faculty;
- Check and maintain the apparatus and ensure in good order;
- Keep regular checks on safety and security of facilities and ensure lab work complies with COSHH regulations.
- Maintain a clean, tidy and safe working environment for staff & students.
- Undertake working practices in compliance with the college Health & Safety Policy
- 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 under the direction of the Area Lead.
- Undertake duties as necessary to ensure the smooth operation of the equipment stores.
- Provide technical support as required including evening and weekend working as necessary on a rota basis.
- Work efficiently and effectively as a member of a team and on own initiative.
- To 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.

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
PHYSICALSCIENCE TECHNICIAN

| ATTRIBUTES | CRITERIA | ESSENTIAL/ DESIRABLE | ASSESSMENT METHODS |
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| RELEVANT EXPERIENCE | <ul style="list-style-type: none"> • Previous experience of employment in a Science context | D | A, I, R |
| | <ul style="list-style-type: none"> • Previous experience of working in science laboratories | D | A, R |
| | <ul style="list-style-type: none"> • Previous experience of working in education | D | A, R |
| EDUCATION & TRAINING | <ul style="list-style-type: none"> • Appropriate qualifications and/or industrial experience in at least one Science (Biology, Chemistry or Physics) | E | A, C |
| | <ul style="list-style-type: none"> • Appropriate qualifications and/or industrial experience in more than one Science (Biology, Chemistry or Physics) | D | A, C |
| | <ul style="list-style-type: none"> • First aid trained/willing to work towards | E | |
| SPECIAL KNOWLEDGE & SKILLS | <ul style="list-style-type: none"> • Have an excellent aptitude for practical based work and be able to undertake practical tasks safely and effectively | E | A, I, R |
| | <ul style="list-style-type: none"> • 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 | A, I, T, R |
| | <ul style="list-style-type: none"> • Knowledge and experience in maintaining accurate records of material, equipment, chemical etc. issued to students and facility | D | A, I, T, |
| | <ul style="list-style-type: none"> • Has experience in ordering and purchasing equipment and consumables in accordance with budgets. | D | A, I |
| | <ul style="list-style-type: none"> • Prepare materials and laboratory equipment for student use | D | A, I |
| | <ul style="list-style-type: none"> • Can efficiently manage simple administrative tasks required by the department | D | A, I, T |
| | <ul style="list-style-type: none"> • Can provide technical and general support across Science and other areas if required. | D | A, I |
| | <ul style="list-style-type: none"> • Have good communication and interpersonal skills with colleagues and students in a variety of ways | E | A, I, R |

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| ADDITIONAL FACTORS | <ul style="list-style-type: none"> Suitability to work with children and young adults | E | A, DBS |
| | <ul style="list-style-type: none"> To work additional hours in an evening or weekends for parents evenings, open events, presentations etc as required | E | A, I |
| | <ul style="list-style-type: none"> Able to work flexibly and organise, with good time management skills and ability to plan and manage a work stream | E | A, I, R |

PERSON SPECIFICATION – Physical Science Technician

The Person Specification details the principal skills and personal attributes the post holder must possess and actively demonstrate in order to effectively fulfil the role. The criteria are ranked as ‘essential’ and ‘desirable’ and your application form should demonstrate how you meet each individual criterion and possess the key skills relevant to the job.

The ranking of criteria on the employee specification can be explained as follows:

Essential - The successful candidate must meet the essential criteria in full on the first day of commencing in post, in order to be able to effectively fulfil the role to which he/she has been appointed.

Desirable - The post holder needs to meet the desirable criteria to fulfil the role on a longer-term, permanent basis. The successful candidate would be expected to develop his/her skills and knowledge within an agreed timescale (usually within six to twelve months of his/her start date) to meet the desirable criteria in full, if they are unable to demonstrate they meet these criteria at short-listing and interview stage.

Criteria will be measured through a number of methods, the key to which is as follows:

- A = Application**
- I = Interview**
- T = Test**
- C = Certificates**
- R = References**
- DBS = Disclosure & Barring Service**