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| **JOB DESCRIPTION** |
| **Job Title:** Senior Science Technician  **Pay: IEG 18**  **Reports to:** Head of Faculty  **Based at:** Peterborough |
| **Job Purpose** |
| The Senior Science technician is responsible for:  1. Ensuring that a safe, effective and efficient laboratory technical service is provided for use by students and teaching staff.  2. Providing technical advice and assistance in the classroom to support students and to assist teaching staff with the provision of learning activities.  3. Co-ordinating the use and development of practical resources and facilities within the science department.  4. Assisting the Science team in the line management of all science technicians including their induction, training and performance management.  5. Ensuring that health and safety requirements and other relevant regulations are in place and adhered to, including the completion and recording of necessary checks. |
| **Main Duties and Responsibilities** |
| Your main duties and responsibilities will include, but will not be limited to the following areas:   * Establish and maintain good relationships with all students, colleagues and other professionals. * Organise and monitor the science technicians’ workloads to meet departmental and cross- curricular needs including cover for absences, delegating tasks appropriately. * Ensure that staff in the science departments are aware of and comply with all health and safety requirements and other relevant regulations. * Discussion with the Director of Estates, Health and Safety, Head of faculty, Curriculum leaders, organise and put in place contingency plans to meet the needs of the science department in the event of emergencies such as absence, power cuts or equipment failure. * Ensure that the technician team is well resourced, organised and developed to meet the performance standards required by the science department alongside the ordering of resources. * Ensure that equipment is in good working order and that laboratories, preparation areas and storerooms, including the chemical store are in a clean, safe and orderly condition * Ensure the cleaning and maintenance of glassware, equipment and sinks. * Hold responsibility for the promotion and observance of a healthy and safe working environment. This includes:  1. Leading and co-ordinating the assessment, monitoring and review of health and safety procedures and information resources. 2. Keep up-to-date with current procedures and practices through continuing professional development. 3. Provide technical advice on health and safety issues and other relevant regulations to teachers and support staff. 4. Ensure the safe treatment and disposal of used materials, including hazardous substances, and responding to actual or potential hazards. 5. Ensure safe storage and accessibility of equipment and materials. Hold responsibility for setting up and monitoring systems used in the management and control of practical resources, including: carry out stock control, compiling orders, liaising and/or negotiating with suppliers, and maintaining appropriate records. 6. Ensure the availability of suitable materials and suggest alternatives for suitability, sustainability and economy.  * Take full responsibility on routine and non-routine checking, cleaning, and maintenance, calibration, testing and repairing of equipment to the required standard. * Carry out and update risk assessments in accordance with college policy. |
| **Budgetary management**   * Accountable for planning, forecasting, implementing and managing pay and non-pay budgets to ensure that financial targets are met, including writing business cases and capital bids for developments that would benefit the College, and devising cost improvement plans to make efficiencies. |
| **Other** |
| * Deliver, promote and support good practice in relation to equality, diversity and inclusion, and compliance with the IEG policies and procedures * Commitment to safeguarding and taking a shared responsibility to promote the welfare and a safe environment for children, young people and vulnerable adults learning within the group * Promote and consistently exemplify behaviours in line with IEG Core Values * Co-operate with, promote and maintain a safe and healthy working environment and responsibility for own health and safety * The post holder will normally be expected to use their knowledge, skills and experience to deal with work problems, prioritise their workload and take decisions commensurate with their post and its level of responsibility * Any other duties that are reasonable and commensurate with the level of the post as required and following consultation with the postholder |

**PERSON SPECIFICATION**

**ROLE:**

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| **Criteria** | **Essential or**  **Desirable** | | **Assessment Method** | | | |
| **A** | **I** | **T** | **R** |
| Qualifications | E | D |  | | | |
| * First aid qualification |  | D | ✓ |  |  |  |
| * Level 3 Qualified in an appropriate qualification OR appropriate industry recognised training relevant to the post. | E |  | ✓ |  |  |  |
| * *CLEAPSS training* | E |  | ✓ |  |  |  |
| * GCSE English Language and Maths (Grade C/4 or above) or other Level 2 equivalent qualifications | E |  | ✓ |  |  |  |
| **Experience** | | | | | | |
| * Extensive and proven experience of working within the Science technician role. | E |  | ✓ |  |  | ✓ |
| * Extensive experience monitoring H&S | E |  | ✓ |  |  |  |
| * Previous Budget experience | E |  | ✓ |  |  |  |
| * Experience of liaising with third parties such as suppliers and maintenance companies. | E |  | ✓ |  |  |  |
| * Experience of working in education |  | D | ✓ |  |  |  |
| **Knowledge** | | | | | | |
| * Knowledge of the H&S constraints relating to Science in education. | E |  | ✓ |  |  |  |
| * Ability to identify and recognise and mange chemical storage, dispensing chemicals. | E |  | ✓ |  |  |  |
| * Recognise the hazard labels. | E |  | ✓ |  |  |  |
| Key Skills | | | | | | |
| * Excellent communication skills (oral and written) and demonstrable presentation skills | E |  |  | ✓ |  |  |
| * IT knowledge and experience of MS office applications-Word-Excel and outlook | E |  |  | ✓ |  |  |
| * Ability to determine priorities and make decisions, supported by excellent organisational skills. | E |  |  | ✓ |  |  |
| * Ability to work independently and as part of a team in order to deliver individual and team objectives and leading the science technicians | E |  |  | ✓ |  |  |
| **Other** | | | | | | |
| * Awareness of and commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults | E |  |  | ✓ |  |  |
| * Commitment to equality of opportunity and the principles of inclusive learning and the ability to promote it in all aspects across IEG | E |  |  | ✓ |  |  |
| * Evidence of a personal commitment to continuous professional development and training | E |  |  |  |  |  |
| * Commitment to the IEG’s Core Values | E |  |  | ✓ |  |  |
| * Awareness of Health & Safety, wellbeing and environmental issues |  |  |  |  |  |  |
| * Flexible approach to working practices | E |  |  | ✓ |  |  |
| * Professional appearance and behaviour | E |  |  | ✓ |  |  |
| * Good previous attendance record | E |  |  | ✓ |  | ✓ |
| * Satisfactory enhanced DBS check + barred list for regulated roles | E | Pre-employment check | | | | |