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# Curriculum Technician – Science (Biology)

### Job Description

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| **Responsible to:** | Senior Curriculum Technician – Science |
| **Line Manager:** | Senior Curriculum Technician – Science |
| **Contacts:** | College Staff, Students, Contractors |
| **Job Purpose:** | To provide efficient, effective, and safe technical support and advice to students and staff working in the science area. Including supporting practicals, the maintenance of health and safety procedures, and a number of administrative tasks. |
| **Hours:** | 18.5 hours per week. The normal working week is Monday to Friday 0830 – 1700 (1600 Fridays). This post will be to cover afternoons only. Occasional extra hours and weekend work may be required, for which time off in lieu is given. Staff are expected to support College events outside of core business hours. |
| **Salary:** | Grade C on the pay spine (As of 04/05/2021 this is £17,533 – £18,350) |
| **Annual Leave:** | The leave year runs from 1 September to 31 August  21 days, 8 days Bank Holiday, and College Closure Days |
| **Pension:** | Local Government Pension Scheme |
| **Benefits:** | <https://jobs.halesowen.ac.uk/index.cfm?action=content&content=1> |

***Key Tasks and Responsibilities***

1. **Support in the Classroom**
   1. The preparation and laying out of apparatus, equipment and other materials for classes, demonstrations, and student investigations. This may include IT and AV equipment.
   2. The preparation, sterilisation, and decontamination of microbiology practical’s.
   3. The cleaning, maintenance and simple repairs of apparatus and equipment/glassware/textbooks and their storage and labelling of.
   4. To be responsible for the preparation of stock solutions and maintaining supplies of standard reagents.
   5. Assisting lecturers and students with practical and project work as appropriate and organising apparatus and/or resources.
   6. Ensuring the safe and proper working of equipment and facilities in the relevant practical area (either by informing others or rectifying the situation themselves).
   7. To be responsible for the handling and safe and proper storage of all chemicals and micro-organisms in line with COSHH regulation.
   8. Assisting the lecturer in charge to maintain the security of the laboratories and their contents.
2. **Consumable and Capital Equipment**
   1. Controlling stocks of consumable items/chemicals, reordering as necessary to maintain supplies and cross-checking goods upon receipt.
   2. Ordering of new equipment, and books, cross checking on receipt and recording in the departmental inventory, in liaison with the budget holder.
   3. Maintaining an up to date Inventory and stock list for the relevant departments.
   4. Assisting the budget holder for Science in maintaining up to date records of departmental expenditure and budgetary status.
   5. The post holder may also need to use standard software to produce spreadsheets and databases to assist in departmental administration.
   6. Assisting with the annual stock take and update of the inventory in the Department.
   7. Make recommendations and advising staff on suitable equipment purchases.
3. **Health and Safety**
   1. Be aware of, and adhere to, health and safety regulations, including COSHH. Guide and advise staff and students on safety issues.
   2. Carry out safety checks in accordance with instructions and codes of practice and/or the College Safety Policy.
   3. Supervise any trainees or work experience students etc., working in the area (under the guidance of the Senior Curriculum Technician for Science and in liaison with lecturers)
   4. Carry out Portable Appliance Testing as part of the College team of testers. It is expected that the postholder will repair or arrange for the repair or disposal of those items that fail the test.
4. **Other Responsibilities**
   1. To undertake any other duties which may from time to time be required, and which are commensurate with the level of the post held and the holder’s skills and experience.

**Person Specification**

The person appointed will have:

* Have or be willing to obtain First Aid at Work.
* Good organisational and planning skills.
* Good oral and written communication skills.
* Good IT skills (email, Spreadsheets, Word Processing)
* Equal Opportunities knowledge and understanding.

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**Under DBS legislation and guidelines this is a regulated activity.**

Any other duties, which may from time to time, be required and which are commensurate with the skills experience and grade of the post holder.

**Data Protection**

You are required to meet the specifications of the College’s Data Protection Policy as part of your conditions of employment. This will include information relating to past and prospective employees and students, suppliers and customers.

**Harassment and Discrimination**

You have a duty not to discriminate against or harass colleagues, contractors, students, parents, guardians or potential students or other College visitors, by reason of their age, sex, sexual orientation, gender re-assignment, marriage and civil partnership, pregnancy or maternity, race, disability or religion and belief.

**Safeguarding and Staff Code of Conduct**

You have a duty to abide by the Staff Code of Conduct and Safeguarding Policy.

**Health and Safety**

The College and its employees have legal obligations in respect of the health, safety and welfare of persons at work and the protection of others against risks to Health and Safety in connection with their activities. Specific Health and Safety responsibilities are detailed in the College Health and Safety Policy.

Other information for job holders/applicants:

**Disclosure and Barring Service Check**

This post, due to its nature, duties and responsibilities, will be subject to a check by the DBS. The level of check which will apply shall be an “Enhanced” level check.  Information about this disclosure can be found at [www.gov.uk](http://www.gov.uk).

To prevent abuse and implement good practice Halesowen College ensures that recruitment practices are robust and rigorous and that all staff employed have up to date and acceptable references, a full and complete employment history, an Enhanced DBS check and a check of the DBS barred lists.

**Safeguarding**   
Halesowen College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.  
Successful applicants will be subject to an enhanced Disclosure and Barring check.

**Equality and Diversity**

Halesowen College is proud of its work in embedding equality and diversity principles in its activities and welcomes applications from all suitably qualified people, irrespective of age, sex, gender reassignment, marital or civil partnership status, disability, race, ethnic or national origin, religion or beliefs, sexual orientation, unrelated criminal convictions or family responsibilities.

We welcome all sections of the community and value the contributions to the achievement of the College’s mission that are made by members of the College from a wide range of backgrounds and experiences. All staff must demonstrate an awareness of equality and diversity principles, as set out in College policies.  On appointment staff are expected to be committed to and include equality and diversity principles in their work.

**Childcare Facilities**

There is a day Nursery on the Whittingham Road campus for babies from 12 weeks and children aged 2 to 5 years. It is open 8.00 am to 5.30 pm Monday to Thursday and 8.30 am to 5.00 pm Friday. Further details are available from the Nursery staff on 0121 602 7677.

It is registered at present for 29 children in the early year’s age range. The baby room caters for 9 babies.

**Information Technology**

The College has approximately 2,600 computers across its sites including PCs, laptops, netbooks and Macs running a range of industry standard software. Equipment is available for long and short term loans, and guest access to our wireless network is provided for personal devices. We also run a PC booking system to ensure you can get access to a computer when you need it. A wide range of classroom technologies are in place such as the Moodle Virtual Learning Environment, cameras, voting devices and interactive whiteboards/data projectors.

All staff and students are given a personal computer account with access to email and storage which is available on and off site.

**Smoking**

Halesowen College is a designated smoke-free environment within the perimeter of all College property by order of the College Governors, smoking shelters are provided. This rule applies equally to staff and students, and to all categories of visitor. Acceptance of this rule is a condition of employment for staff, and a condition of being a student for students.

**Campus**

The College has three sites, Whittingham Road, Shenstone House and Coombs Wood. Staff can be asked to be based at and/or work across all campuses.

**Note: This job description is current at the time of issue. It should be recognised that, in keeping with organisational changes and developments, it may be necessary to review the duties listed from time to time and change them to meet organisational objectives.**