

THE TRAFFORD COLLEGE GROUP

Job Description

JOB TITLE:	Technician (Science)
REPORTS TO:	Head of Studies
RESPONSIBLE FOR:	N/A
AREA:	Science
GRADE/SALARY:	£18,663 - £21,348 per annum

Our Vision

“Unlocking potential, fostering success”

Through its innovative approach to learning and exceptional engagement with business, The Trafford College Group prepares learners for success in work and life.

OUR VALUES

Bold - Be bold in all that we do, pushing the boundaries to ensure that our staff and learners reach their full potential.

Ambitious - Be ambitious for ourselves and our learners. Set high expectations and standards and strive to achieve excellence in all that we do.

Respect - Appreciate your own strengths whilst demonstrating respect for others, treating people with thoughtfulness, dignity and an open mind.

Collaborate and Teamwork - Share ideas, encourage each other to succeed and work together in a supportive environment to achieve our goals.

Professional - Be honest, reliable and polite to create a positive image of the College while demonstrating the highest standards of work.

JOB PURPOSE:

The post holder will be required to provide a technical support service to the department and other resource areas as required contributing to the effective operation of the Departments activities.

KEY AREAS OF RESPONSIBILITY

- 1 Prepare equipment and materials for practical classes, demonstrations and exam projects.
- 2 Assist staff and students to ensure learning environments operate effectively and to a high standard by providing support in the classroom where necessary.
- 3 Facilitate the efficient and effective running of the Department, as directed.
- 4 Take receipt of deliveries and check against orders, reporting any as appropriate.
- 5 Maintain, repair and rebuild tools and equipment, as directed.

- 6 Check stock levels of consumables on an agreed timetable and report needs as appropriate.
- 7 Issuing/dispensing of materials and equipment to staff and students in accordance with the Department's procedures.
- 8 Ensure good housekeeping of laboratories, stores areas and classrooms etc.
- 9 Adhere to health and safety procedures and systems ensuring compliance with Health and Safety legislation.
- 10 Participate effectively in the relevant aspects of the College's quality system.
- 11 To participate in course teams and other staff meetings, so as to make an effective contribution.
- 12 To provide a high level of customer service and work co-operatively with other areas of the College.

Equality and Diversity:

1. It is the responsibility of the post holder to promote equality and diversity throughout the Group.
2. The post holder will undertake their duties in full accordance with the Group's policies and procedures relating to equal opportunity and diversity.

Health and Safety:

1. To promote health, safety and welfare throughout the Trafford College Group
2. To undertake their duties and responsibilities in full accordance with Trafford College Group's Health and Safety Policy and Procedures.

Safeguarding Children and Vulnerable Adults:

1. It is the responsibility of the post holder to commit to safeguarding and promoting the welfare of children and vulnerable adults within the Group.
2. The post holder will undertake their duties in full accordance with the Group's policies and procedures relating to safeguarding and promoting the welfare of children and vulnerable adults, e.g. dealing with learner issues i.e. safeguarding and referring on to specialist staff.
3. This position is subject to an enhanced criminal records check from the Disclosure & Barring Service (DBS) and will be subject to satisfactory clearance of this check.
4. If this position is classed as Regulated Activity, it is subject to an Adult & Child barring check.

Review

The details contained in this job description, particularly the principal accountabilities, reflect the content of the job at the date the job description was prepared. It should be remembered, however, that over time, the nature of individual jobs will inevitably change; existing duties may be lost and other duties may be gained without changing the general character of the duties of the level of responsibility entailed. Consequently, the Corporation will expect to revise this job description from time to time and will consult with the post holder at the appropriate time.

Person Specification – Science Technician

Attributes	Essential	Desirable
Values and Behaviours		
Be bold in all that we do, pushing the boundaries to ensure that our staff and learners reach their full potential	✓	
Be ambitious for ourselves and our learners. Set high expectations and standards and strive to achieve excellence in all that we do.	✓	
Show respect for all those that we meet on our journey through life	✓	
Collaborate through effective and supportive teamwork	✓	
Demonstrate a professional attitude at all times	✓	
Qualifications		
Literacy and Numeracy to a level two as a minimum or willing to undertake the training	✓	
A technical qualification to at least level 3 in science	✓	
Qualified First Aider or willing to undertake the training	✓	
Fire Marshall trained or willing to undertake the training	✓	
Relevant Experience		
Experience of working in the relevant industry	✓	
Experience of operating, identifying issues with and maintaining/repairing relevant equipment	✓	
Experience in using IT packages	✓	
Experience of providing Technical support in an education setting		✓
An awareness and understanding of Health and Safety in the workplace	✓	
Be able to demonstrate an understanding of the requirements for ensuring effective customer care and quality assurance	✓	
Be sensitive to the needs of all learners, have an understanding of the principles of equal opportunities and appreciate the need to adopt a positive approach to managing diversity	✓	
Be an effective team member by supporting colleagues, being approachable and a good listener	✓	
Have a flexible approach to work and be receptive to new ideas	✓	