**Job Description**

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| **Directorate** | Curriculum & Quality |
| **Department** | Technical Skills |
| **Section** | Science |
| **Job Title:** | Science Technician |
| **Reports To:** | Curriculum Manager |
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| **Job Purpose** | |
| Support staff and students in the delivery of GCSE and BTEC Science.  Supervise and demonstrate processes and the use of equipment and software.  Issue and maintain equipment and resources.  Ensure appropriate equipment, materials and resources levels are maintained enabling effective supplies for all classes. | |
| **Main Responsibilities** | |
| **Key Tasks:**  ***Teaching and Learning Support***  Provide support to academic staff and students, preparing materials, demonstrating and/or supervising the use of equipment/procedures and assisting practical workshops.  Contribute to the preparation for any demonstrations, including collation and display of student work  Assist students to use specialist equipment and software  Research current products to meet the needs of all courses  Assist with administration on a day to day basis, recording stock and signing out equipment to students  Contribute to the identification of appropriate risk control measures and the implementation of these measures | |
| **Main Tasks** | |
| ***Equipment and facilities maintenance***  Check equipment, and where appropriate making the necessary arrangements with staff to resolve issues and problems.  Maintain any relevant equipment, materials, resources, software and related peripherals, e.g. electronic devices, printers, scanners etc, and update software as appropriate  Liaise with members of academic staff and also the management team and advise on the purchase of equipment, materials, resources and software to meet the needs of the courses run by both Directorates.  Clean, maintain and store all equipment in a safe and tidy manner and ensure safe disposal of any chemical and biological waste following practical work.  Assist with the organisation of laboratories and other teaching rooms, ensuring that all areas are kept clean and tidy | |
| **General** | |
| ***Administration***  Order consumables  Participate in team meetings as required | |
| **Special Features:** | |
| Flexibility in terms of working hours and location to to ensure that courses have appropriate materials and technical support. This may include working off site and evenings to support events – e.g parents’ evenings. | |
| **Responsibilities common to all staff** | |
| You have a legal duty, so far as is reasonably practicable, to ensure that you do not endanger yourself or anyone else by your acts or omissions. In addition, you must cooperate with the College on health and safety matters and must not interfere or misuse anything provided for health, safety and welfare purposes.  The College aims to be a place in which people can work and study free from any form of discrimination You are responsible for applying the College’s Equal Opportunities Policy in your own area of responsibility and in your general conduct.  You are required to participate with the Appraisal process, engaging in the setting of objectives to assist in the monitoring of performance and the achievement of personal development.  All employees are required as part of their duties to take responsibility for safeguarding,  Prevent and promoting the welfare of children and vulnerable adults.  Such other relevant duties commensurate with the post as may be assigned by your manager in agreement with you. Such agreement should not be unreasonably withheld. | |
| **Review** | |
| This is a description of the job as it is presently constituted. It may be reviewed and updated from time to time to ensure it accurately reflects the job required to be performed, or to incorporate proposed changes. | |

**Person Specification**

In order to be short-listed you must demonstrate that you meet all the essential criteria and as many of the desirable criteria as possible. Where we have a large number of applications that meet all of the essential criteria, we will use the desirable criteria to produce the shortlist.

All disabled candidates who meet the minimum essential criteria will be included on the shortlist

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| **Qualifications** | | **Essential** | **Desirable** | **How Assessed** |
| 1 | A technical Science qualification equivalent to HND or equivalent industrial experience |  |  | A/C |
| **Experience and knowledge** | | | | |
| 2 | Knowledge of Health and Safety legislation relating to workshop areas with knowledge of COSHH regulations and ability to assess and manage risks. |  |  | A/I |
| 3 | Good understanding of Science-related equipment, techniques and processes |  |  | I |
| 4 | At least one year’s professional experience gained in an industrial setting |  |  | A/I |
| 5 | Experience of working in a college environment. |  |  | A/I |
| 6 | Experience of working with Scientific equipment (including portable electric appliances) in an educational setting |  |  | A/I |
| **Skills & Abilities** | | | | |
| 7 | Ability to use own initiative and prioritise own work |  |  | A/I |
| 8 | Ability to work as part of a team |  |  | A/I |
| 9 | Proficient in using appropriate Science-related equipment, materials and resources for Physics, Chemistry and Biology and any relevant industry software. E.g. Ability to make up standard chemical solutions;  familiarity with standard laboratory techniques such as centrifugation, titration, bending glass tubing and preparing buffers |  |  | A/I/ |
| 10 | Excellent oral communication and inter-personal skills in order to work effectively with students and staff |  |  | A/I |
| 11 | Demonstrate skills in the use of computer systems and portable electrical appliances |  |  | T |
| 12 | Knowledge of Health and Safety legislation relating to workshop areas with knowledge of COSHH regulations and ability to assess and manage risks. |  |  | A/I |
| 13 | Good understanding of Science-related equipment, techniques and processes |  |  | A/I |
| **Personal Characteristics** | | **Essential** | **Desirable** | **How Assessed** |
| 14 | Has high expectations of self and others |  |  | I/T |
| 15 | Takes responsibility for work activities and personal actions and delivers on commitments |  |  | I |
| 16 | Innovative in response to changing circumstances identifying and or implementing new or improved approaches |  |  | I |
| 17 | Builds positive relationship with others maintaining mutual trust, candor and respect |  |  | T |
| 18 | Does the right thing in the right way and is honest and transparent in their approach |  |  | T |

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| **Key** | |
| **A** | Application |
| **I** | Interview |
| **T** | Test |
| **C** | Certificate |
| **P** | Presentation |

**Vision, Mission and Values**

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| **Vision** |
| To be the best College in the country. |

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| **Mission** |
| To inspire, challenge and transform lives. |

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| **Values** |
| |  |  |  | | --- | --- | --- | |  |  |  | | **Icon  Description automatically generated** | ***Excellence*** | We have high expectations of ourselves and each other. | | **Icon  Description automatically generated** | ***Accountability*** | We own what we do, learn from our mistakes and constantly seek to improve | | **Icon  Description automatically generated** | ***Innovation*** | We seize opportunities and are bold and dynamic in our approach | | **Icon  Description automatically generated** | ***Collaboration*** | We are one team and work hard to serve each other well | | **Icon  Description automatically generated** | ***Integrity*** | We are honest and transparent and do the right thing in the right way | |

**Main Terms and Conditions of Employment**

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| **Salary** | £19,347 per annum |
| **Holidays** | 43 days inclusive of 8 statutory bank holidays |
| **Pension** | LGPS Pension |
| **Contact Type** | Permanent |
| **Working Weeks** | 52 |
| **Hours of Work** | Minimum of 35 per week |