# Title: Science Technician

**Responsible to:**  Learning Manager

**Reporting to:** Learning Manager

**Grade:** 4

**Contract Status:** Established

**Hours of work:** 16 per week

**Date:** June 2019

**Role Summary:**

* Enable the smooth running of science subjects by ensuring that apparatus is operating properly and safely for the use in practical Science lessons.

### Support teachers in the delivery of courses offered within the College by ensuring the preparation, maintenance and monitoring of learning materials, tools, equipment and spaces.

### Ensure the safe use of materials, tools, equipment and spaces by all students and staff. Take responsibility for ensuring that Health & Safety is central to the operation of the curriculum area.

* The post holder will work across the Applied Science, Health and Childhood Studies department as directed by the Learning Manager or Director of Learning.

**Main duties**

Typical duties include:

* Carrying out risk assessments for practical and technical activities
* Preparing necessary solutions and equipment for practical experiments
* Maintaining, repairing and taking inventory of apparatus
* Liaising with staff over equipment and safety issues
* Running trials of experiments and demonstrations
* To support students in the classroom/workshop/studio as directed by DOL and/or Learning Manager.
* To reclaim materials at the end of the teaching day, recycling where appropriate.
* To organise and maintain materials and equipment and laboratory
* To ensure that the College’s health, safety and welfare policies and procedures are adhered to, particularly in the workplace notifying the lecturer of any potential hazards or taking appropriate action to ensure a healthy environment.
* To write and update Risk Assessment and maintain COSH records for the curriculum area which relate to the use of spaces, equipment, materials and activities.
* To ensure all staff and students are familiar with and can operate equipment safely and maintain records of any instruction carried out.
* To initiate orders for supplies and/or equipment as necessary.
* To organise and maintain an equipment/materials store and stock list in an orderly and tidy manner.
* To be responsible for ensuring that all tools/equipment issued to students are collected and stored.
* To move equipment and materials, as necessary for the purposes of your post and, if required, set up and test readiness for use. Return to store after use.
* Understand personal responsibility to adhere to relevant college policies and procedures as they relate to safeguarding and implement these to ensure vigilance at all times.
* Present the college in the best light at all times and ensure that all areas of personal activity comply with standards laid down by the college and relevant outside agencies.
* Undertake professional development and training to contribute to individual and College development as agreed through the College Performance Appraisal Scheme process.
* Carry out all duties with due regard to Health and Safety Regulations.
* Ensure compliance with the Financial Regulations of the College.
* Positively promote equality of opportunity for staff and students.
* Carry out other duties as may reasonably be required from time to time.

**NOTES:**

This job description is intended to provide a general guide to the duties and responsibilities of the post and aims to set this in the context of the framework within, which the post holder is expected to operate.

This job description should not be viewed as a legal document not a set of conditions of service and it can be received at any time in light of the needs of City College.

Any amendments to the job description will be discussed with the line manager and post holder and subsequently confirmed in writing.

This job description is correct at January 2018. It will be updated in consultation with the post holder as circumstances change.

**Person Specification**

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| --- | --- | --- | --- |
| **Criteria** | **Essential** | **Desirable** | **How Assessed** |
| **Qualifications** | | | |
| A full Level 3 qualification in science or otherwise relevant subject | √ |  | Application and Certificate |
| Degree in Science |  | √ | Application and Certificate |
| Level 2 Maths | √ |  | Application and Certificate |
| Level 2 English | √ |  | Application and Certificate |
| **Experience** | | | |
| Experience of working with scientific apparatus and materials in an educational environment | **√** |  | Application and Interview |
| Experience of supporting students in the completion of scientific enquiries | **√** |  | Application and Interview |
| Experience of maintaining stores and records of scientific materials and equipment |  | **√** | Application and Interview |
| Experience of using Office suite and administration | **√** |  | Application and Interview |
| Knowledge of Data Protection & Safeguarding issues |  | √ | Application and Interview |
| **Skills and Competencies** | | | |
| Excellent communication and interpersonal skills, able to present ideas and communicate information confidently and effectively | √ |  | Application /Interview |
| Ability to work independently and as a team player | √ |  | Interview |
| Able to demonstrate data accuracy and timeliness | √ |  | Assessment |
| Good organisational skills | √ |  | Application and Interview |
| Ability to comprehend and effectively summarise complex information | √ |  | Interview / Assessment |
| **Attributes/attitudes** | | | |
| Self-motivated and committed to high quality | √ |  | Interview |
| Outstanding customer service focus | √ |  | Interview |
| Flexibility and responsiveness to change | √ |  | Interview |