

Job Summary for Science Technician Part-time, term-time only, 0.517094 fte,

Team: Science Team (22 hours per week, term-time only)

Salary: £10,776.04 to £11,378.08 per annum (pro rata of scale 3 - £20,839.62 to £22,003.90)

Job Summary: Newham Sixth Form College (NewVIC) is London's largest sixth form college. It is a vibrant centre for sixth form education with the great majority of students coming from our local schools in Newham. Our mission is to create a successful learning community and our values are:

- excellence and achievement; setting high standards and high expectations
- respect for everyone; valuing diversity and promoting equality
- education for everyone; attracting and including new learners
- education of the whole person; for personal and social development
- accountability; responding and contributing to our communities
- honesty, openness, trust and sensitivity in everything we do

We wish to appoint a skilled part-time (22 hours a week), term-time only technician to support our science team in their preparation and delivery of practicals, in-class support and events across the full range of life and physical sciences.

Led by the senior technician, you will be part of a team promoting learning through the provision of technical support to students and teaching staff within NewVIC.

To be successful in this role you will have excellent subject knowledge including the operation and basic maintenance of appropriate equipment, awareness of the relevant health and safety implications of your work and a commitment to the promotion of safe working practices for students and staff.

Closing date: 12.00 noon, Friday 1 September 2017

Vacancy ID: OP/03

Application process: For an application form please visit our website www.newvic.ac.uk or email jobs@newvic.ac.uk or call the recruitment line on 0207 540 6921

Selection process: Candidates are shortlisted on the basis of their written application and the extent to which they meet the standard criteria. You are advised to ensure that you use your supporting statement to indicate the extent to which you meet each of the criteria in the person specification below.

Shortlisted candidates will be invited in for a selection day that may include a briefing, a written assessment, a practical test and an interview.

Job Description for Science Technician



Reports to: Senior Science Technician

Responsible for: N/A

1. To assist staff and students in routine experiments and activities before and during lessons.
2. To work in conjunction with teaching staff in arranging for the provision of appropriate equipment at specified times.
3. To ensure the efficient preparation and organisation of equipment for lessons as required.
4. To set up equipment, ingredients and/or other resources as required and arrange to assist in the preparation of displays and exhibitions.
5. To make standard laboratory solutions within health and safety guidelines.
6. To undertake regular stock checks as directed by senior technician.
7. To operate a booking system for the loan of equipment, deliver and collect equipment on or from loan, and to collect supplies and other deliveries as required.
8. To lift and transport equipment and bulk materials.
9. To undertake basic and routine maintenance of equipment and keep maintenance records.
10. To organise, tidy and clean teaching areas and technical areas and store rooms, as well as general maintenance of equipment.
11. To clean equipment and laboratories after each lesson and any chemical spillage when they occur.
12. To arrange for the safe disposal of materials, in accordance with approved methods and procedures.
13. To ensure that health and safety guidance is followed and encourage safe working practices in the use of equipment, materials and premises.
14. To cover the office, teaching areas and technical areas and keep basic services running in the absence of other staff.
15. To participate in the college appraisal scheme, and arrangements for further training and development.
16. To apply and promote NewVIC's policies and procedures (e.g. health and safety and equal opportunities).
17. To work flexibly according to the demands of the service and to perform such other duties, within the competence of the postholder, which may be required reasonably from time to time, including working out of normal hours.

This job description is subject to review and may change as the college develops.

Other information

Health and Safety - all employees must comply with the requirements of the Health and Safety at Work Act 1974 and affiliated regulations. Employees are also required to comply with the college's Health and Safety Policies and take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions. Where the college has a statutory duty with regard to health and safety employees are required to co-operate with the college and its managers and officers so far as is necessary to enable the college to meet that duty. This includes using equipment in accordance with training and instruction and the reporting of serious dangers to your own or others' safety.

Equality – the postholder must be committed to the college's Equality and Diversity Policy and advancing equality through our Equality Objectives.

Performance – the postholder will be required to participate in performance reviews and undertake a plan of training where necessary.

Confirmation of appointment is subject to a satisfactory 10 month probation period.

The post holder will be required to adhere to College policies and procedures.

In addition to the responsibilities listed above, all employees must be adaptable in their approach and undertake other duties that are commensurate with postholder's level, wherever they may be, to achieve the objectives of the College.

This post is based at Prince Regent Lane but the postholder may be required to move their base to any other location within the college at a future date.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment.

The post holder will be required to undertake a disclosure and Barring Service check. Criminal convictions will only be taken into account when they are relevant to the post.

Further Information

- The college operates a smoke-free policy and the post-holder is prohibited from smoking in any of the college's buildings, enclosed spaces within the buildings, and college vehicles. Staff will not be released for a break that is specifically for smoking.
- NewVIC supports the professional development of its staff. The strong team culture in the college provides a stimulating environment in which to develop your skills. Development needs are discussed during the appraisal process and there is a generous budget for staff development requests that support team and college objectives.
- This post is eligible for membership of the Local Government Superannuation Scheme.

Person Specification Science Technician

The requirements below are all essential (unless otherwise stated) to the job so you should demonstrate how you meet them all in your application.

Qualification

1. Minimum level three qualification e.g. A-levels, BTEC extended diploma.

Experience

2. Experience in a related environment e.g. laboratory / teaching environment.
3. Experience with A-levels and GCSE.

Knowledge

4. Strong science background and / or experience
5. Knowledge of safe working practices, health and safety guidelines etc. relating to specific work areas and the workplace in general.
6. Understanding of specific work areas e.g. knowledge of basic science principles across a variety of science subjects.
7. Practical knowledge of relevant equipment, sufficient to undertake first-line maintenance and/or identify more serious faults for specialist attention.

Skills and Abilities

8. Ability to communicate clearly both verbally and in writing.
9. Ability to deal with a variety of people, especially young adult students, clearly, tactfully and politely.
10. Ability to develop knowledge of health and safety and other working arrangements.
11. Literacy and numeracy sufficient to keep basic records (manual and computerised), and carry out detailed instructions.
12. Ability to self-motivate and meet targets and priorities.
13. Ability and willingness to apply and promote NewVIC's policies, procedures and attitudes involving the delivery of services to ethnic and other minority and/or disadvantaged groups.
14. Ability to work effectively as part of a team.

Useful websites

NewVic

www.newvic.ac.uk

The college's own website.

Newham Council

www.newham.gov.uk

The website of Newham Council.

www.london.gov.uk

The website for the Government Office for London.

The 2015 Ofsted inspection report on NewVic

<http://www.newvic.ac.uk/news/publications/Ofstedinspection2015.pdf>