

POST TITLE: GRADUATE TRAINEE – HE SCIENCE TECHNICIAN
(FIXED TERM FOR ONE YEAR, IN THE FIRST INSTANCE)

POST NUMBER: WREQ1707

GRADE: GRADUATE TRAINEE

JOB PURPOSE

As Graduate Trainee – Higher Education (HE) Science Technician, you will be gaining knowledge and experience working in a laboratory environment, by supporting the work of the HE Science Technician.

KEY TASKS AND DUTIES

As post-holder, you will be responsible for the following:

- Providing technical support to the Senior Science Technician in safely setting up and preparing experiments (including, handling chemicals), and designing, as appropriate, equipment for the use of students and staff.
- Cleaning, maintaining, and repairing laboratory equipment, and maintaining the laboratories and working areas in a clean, neat, and tidy fashion.
- Complying with the requirements of current Health and Safety legislation and the College's Health and Safety policies and procedures.
- Acquiring a working knowledge of all procedures carried out in the provision of materials and equipment for the laboratories, and keeping a progress record of skills and competences learnt.
- Conducting regular safety and operational checks of all equipment and materials used in the laboratory areas, as directed by the Senior Science Technician and other science staff. This includes ionising radiation sources, chemicals with specific storage and usage requirements, and sensitive scientific instrumentation.
- Assisting the Senior Science Technician in maintaining inventories of equipment and chemicals, and ensuring appropriate secure storage of such items.

GENERAL TASKS AND DUTIES

In addition to the requirements of the post above, all members of the team are responsible for the following:

- Completing all associated organisational and administrative work.
- Participating in both internal and external staff development, as appropriate.
- Adhering to all Weston College policies and protocol.
- Being prepared to operate on a flexible year, as required. Members of the team will be expected to work out of normal working hours, as required by the role.
- Meeting the requirements of the Health and Safety at Work Act 1974 and the University Centre's Health and Safety procedures.
- Complying with Information Security requirements, in line with UCW policy.
- Undertaking such duties as may be reasonably required, commensurate with the grade of the appointment.

HEALTH AND SAFETY

All members of staff have a duty to maintain the safe and clean conditions of their workplace area and to co-operate with UCW on matters of Health and Safety. This will include assisting with risk assessments and carrying out appropriate actions, as required. Staff are required to refer to UCW's Health and Safety Policies in respect to their specific duties and responsibilities.

STAFF DEVELOPMENT

All staff are required to participate fully in UCW's staff development programmes and have a responsibility to identify their own professional development needs in conjunction with their line manager.



UNIVERSITY
CENTRE
WESTON

JOB DESCRIPTION

CONDITIONS OF SERVICE

UCW's standard Contract of Service for support staff applies.

SALARY

Graduate Trainee: £16,551.00 per annum.

HOURS

Hours of attendance: Full time, 37 hours per week.

Annual leave: 281.5 hours per annum, inclusive of statutory bank holidays and centre closures.

UCW reserves the right to direct up to five days of your annual year entitlement for efficiency purposes.

UCW is committed to safeguarding and promoting the welfare of young people and vulnerable adults, and expects all staff and volunteers to share this commitment.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Five GCSEs at grade 4 / C or above (or equivalent), including Mathematics and English. <i>All applicants must be able to provide evidence of a Level 2 Qualification in Mathematics and English, or be willing to undertake the qualification whilst in post (with the assistance of UCW).</i>	✓	
Relevant Science based Degree-level qualification.	✓	
General interest in Science.	✓	
Ability to use Microsoft Office 365.		✓
Knowledge and experience in the development of science experiments.		✓