



## JOB DESCRIPTION

### Position details:

<b>Job Title:</b>	Technical Support Facilitator (Chemistry)
<b>Department/ Faculty:</b>	Maths & Science
<b>Hours:</b>	37 hours per week
<b>Status:</b>	Permanent
<b>Grade/Salary:</b>	EC3/4
<b>Regulated or Controlled Activity:</b>	Regulated

### Reporting/Department details:

<b>Responsible to:</b>	Head of Faculty
<b>Functional links with:</b>	Faculty Coordinator, Deputy Head of Faculty, Chemistry coordinator/team leader, Teaching and Support staff within the Faculty, Estates Department representatives.

### Job Purpose and Major Function:

1. To provide technical support and guidance to staff and students within the Faculty of Maths & Science.
2. To liaise with staff thus ensuring the smooth, safe and effective day-to-day running of the Chemistry laboratories.
3. To ensure the faculty facilities and equipment are prepared and maintained to the appropriate standard.
4. To maintain resources, stock control and purchasing at appropriate levels.
5. To support and work alongside technical support facilitators for biology and physics

### Main Tasks:

#### 1. Support and guidance to staff, students and external bodies:

- 1.1 Preparation and maintenance of equipment and materials for staff and students, including:
  - Setting up of practical experiments

- Preparation of apparatus/chemicals for required practicals and assessments.
- 1.2 Maintenance of equipment, including cleaning, fault-finding and basic repair and replacement of parts (ensuring professional repair when necessary).
- 1.3 Analytical preparation of standard volumetric solutions.
- 1.4 Overseeing the safe and effective use of equipment and chemicals.
- 1.5 Advising on the effective and appropriate use of equipment, processes and materials.
- 1.6 Giving practical assistance where required.
- 1.7 Assist Chemistry lecturers in maintenance of electronic resources and practical records.

## **2. Ensuring the smooth and effective day to day running of the facility:**

- 2.1 Liaise with Chemistry lecturers to provide a schedule of practical requirements.
- 2.2 Ensure compliance with Health and Safety requirements.
- 2.3 Be aware of College and (for controlled substances) statutory health and safety procedures.
- 2.4 Ensure compliance with health and safety requirements in particular implementation of COSHH regulations.
- 2.5 Fire marshalling (training will be provided).
- 2.6 Appropriate First Aid if appropriately qualified.
- 2.7 Assisting and working alongside technical support facilitators for biology and physics to ensure that full support is given to all qualifications within the faculty including BTECs, A levels, Access to HE courses and GCSEs, and all subjects including Geology and Environmental Science.

## **3. Preparation and maintenance of facilities and equipment:**

- 1. Carry out regular maintenance of equipment and resources.
- 2. Carry out repairs where possible and seek specialist advice when necessary.
- 3. Carry out routine Health & Safety checks of equipment, maintenance and repairs as required.
- 4. Carry out risk assessments and obtain COSHH data sheets for hazardous products.
- 5. Maintain the laboratories, preparation area, chemical store and outside store in a safe and tidy condition.
- 6. Oversee the storage and cleaning of lab coats via college laundry facilities.

## **4. To maintain records of resources, stock control, COSHH regulations and purchasing:**

- 5.1. Maintain stock control inventories.
- 5.2. Maintain records of hazards and keep appropriate COSHH records.
- 5.3. Arrange for reordering of stock to agreed levels to maintain the continuity of practical teaching.

### **Mandatory Duties:**

1. Responsibility for safeguarding and promoting the welfare of children and vulnerable adults in College.
2. Commitment to Equal Opportunities.

**Additional Duties:**

To undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the College at the initial place of work or any other of the College's sites within the Exeter area.

**AT/ Dec 2017.**

This job description is current at the above date. In consultation with the post holder it is liable to variation by the College to reflect actual, contemplated or proposed changes in or to the job.

	Essential	How Identified*	Desirable	How Identified*
<b><u>Experience</u></b>	Experience of working in a chemistry laboratory environment	A/I	Knowledge of Health & Safety, Risk assessment & COSHH assessment.  Experience of working with young people.	A/I  A/I
<b><u>Skills &amp; Abilities</u></b>	Excellent IT skills  Able to supervise and demonstrate tasks confidently to learners.  Good organisational skills.  Willing to work flexibly as part of a team,  Able to work under pressure,  Able to work independently using own initiative.	A/I  A/I  A/I  A/I	Excellent communication skills.	A/I

<b><u>Qualifications</u></b>	Relevant qualification or significant vocational experience.	A	Health and Safety.  First Aid.	A  A
<b><u>Personal Qualities</u></b>	<p>Willing to undertake further training as required.</p> <p>Ability to work as part of a team.</p> <p>Flexibility and Adaptability.</p> <p>Ability to work under pressure.</p>	<p>I</p> <p>I</p> <p>I</p> <p>I/A</p>	Good Problem solving techniques.	I/A
<b><u>Mandatory Requirements</u></b>	<p>Commitment to safeguarding and promoting the welfare of children and vulnerable adults in College</p> <p>Commitment to equal opportunities</p>	<p>I</p> <p>I</p>		

\*Key: A = Application Form  
I = Interview