

Rochdale
sixth form
college

JOB DESCRIPTION:

Senior Science Technician



Job Description

Job Title:	Senior Science Technician
Reports to:	Assistant Principal
Remuneration:	Appointment will be made on the nationally agreed Sixth Form College Support Staff pay spine based on qualification and experience. The salary for this post is SCP 21-24 £18,125 - £19,773 pro rata (Actual £16,060 - £17,520).
Contract:	Full Time – Permanent – 37 hrs per week – Term Time Only + 5 days
Start Date:	September 2018

Overall Purpose of the Post

The science department houses state of the art science equipment and facilities and Biology, Chemistry, Physics and BTEC Applied Science are amongst the most popular subject choices for students at RSFC. The main role of the Senior Science Technician will be to coordinate and manage practical science lessons in the college, ensuring that science teaching staff can run their practical science sessions smoothly and efficiently to maximise students' achievements. The position will also include line management of at least one other science technician.

Key Duties

- To co-ordinate the use of practical resources and facilities and provide assistance and advice in meeting the practical needs of the science curriculum, including liaising with teaching staff.
- To ensure the maintenance of a healthy & safe working environment through: keeping up to date with current procedures; the safe treatment, storage and disposal of used materials including hazardous substances and responding to actual or potential hazards; the healthy & safe storage and accessibility of equipment and materials.
- To manage the stock control of all chemicals and equipment, ensuring the availability of suitable materials and equipment and compiling orders in negotiation with suppliers and the Director of Science.
To ensure that both routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment are carried out to the required standard.
- To co-ordinate the use of practical resources and facilities and provide assistance and advice in meeting the practical needs of the science curriculum, including liaising with teaching staff.
- To ensure the maintenance of a healthy & safe working environment through: keeping up to date with current procedures; the safe treatment, storage and disposal of used materials including hazardous substances and responding to actual or potential hazards; the healthy & safe storage and accessibility of equipment and materials.

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- To manage the stock control of all chemicals and equipment, ensuring the availability of suitable materials and equipment and compiling orders in negotiation with suppliers and the Director of Science.
 - To ensure that both routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment are carried out to the required standard.
 - To liaise with teaching staff to discuss timetables, equipment requirements and work plans.
 - To prepare equipment and chemicals before lessons, together with assisting in demonstrations.
 - To ensure timely and accurate preparation and use of specialist equipment/resources/materials as required by staff/curriculum/lesson plans etc.
 - To construct and modify apparatus where necessary.
 - To support the work of the science teachers in classes and laboratory sessions, giving technical advice where necessary.
 - To conduct risk assessments where necessary.
 - To organise and maintain safe and efficient storage systems for equipment and materials.
 - To ensure that all science laboratories and equipment are clean and well maintained.

Support for the College

The Senior Science Technician will

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference to help ensure everyone has equal access to the services of the college and feels valued, respecting their social, cultural linguistic, religious and ethnic background.
- Contribute to the college ethos, aims and development/improvement plan.
- Attend and participate in meetings as required.
- Undertake personal development through training and other learning activities including performance management as required.

General

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading. This is a new post. The person appointed will be expected to work flexibly and the exact nature of the duties described above is subject to periodic review and is liable to change.

Employment conditions

RSFC belongs to the Sixth Form Colleges' Association (SFCA) and as such has adopted the SFC's agreed support staff conditions of service.

Other

The College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. An enhanced DBS check will be carried out on the successful candidate. RSFC is committed to equal opportunities for all.

The successful candidate will be required to complete a satisfactory medical screening assessment and provide two satisfactory references, identity check and right to work.

Your terms and conditions are specified within your contract of employment.

Person Specification

			Assessed by:	
No.	CATEGORIES	Essential/ Desirable	App Form	Interview
QUALIFICATTIONS AND EXPERIENCE				
1.	Level 2 (GCSE) in Mathematics and English	E	√	
2.	Science related qualification at Level 2 or higher	E	√	
3.	Science related qualifications at Level 3 or higher	D	√	√
4.	Experience of working in a laboratory based environment	E	√	√
5.	Experience of working in an educational setting	D	√	√
6.	Ability to work across all science subjects	D	√	√
SKILLS AND KNOWLEDGE				
7.	Possess good ICT skills	E	√	√
8.	An enthusiastic, dynamic, positive, high profile and encouraging presence.	E	√	√
9.	Interpersonal and communication skills of a high order.	E	√	√
10.	Have experience of successfully managing others	D	√	√
11.	A commitment to undertake additional training and professional learning	E	√	√
12.	Ability to work under own initiative and be self-motivated.	E	√	√
13.	Ability to work effectively as part of a team and individually.	E	√	√
14.	Ability to work flexibly, attending evening meetings as and when necessary and assisting throughout other areas of the College as requested.	E	√	√