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|  | **JOB DESCRIPTION** |

**SCIENCE TECHNICIAN**

**Term time plus 5 days (Admin)**

**Job Purpose:** To provide technical support to staff and students in Science – this role may be in a defined area of Science

**Accountability:** Senior Science Technician or Senior Technician (Subject)

**Key Responsibilities:**

* To assist with provision, preparation and clearing up of equipment and materials for practical work to the required level of accuracy
* To promote a healthy and safe working environment
* To give technical advice and help students and teachers with practical and project work
* To assist with maintenance and cleaning of laboratories and equipment
* To assist the senior technician with stock control
* To assist in the preparation of displays either in corridors on for College marketing events
* To work flexibly without close supervision and take initiative in tackling problems
* To participate in the College Professional Development and Performance management scheme
* To have a commitment to the safeguarding and promotion of welfare of students and vulnerable adults
* To comply with equality of opportunity as laid out in the College equality and Diversity policy

The information given within this job description is intended to provide the postholder, and College managers, with an understanding and appreciation of the workload of this particular post and its role within The Sixth Form College Solihull.

The Job Description outlines the main duties and responsibilities under broad headings. It is not intended to specify every job or activity or item in detail.

All College employees are expected to work flexibly to ensure that the responsibilities of their role are fulfilled efficiently according to the needs of the College and its students.

**NB**

Job descriptions are subject to change because of the changing environment in which the College operates

Signed …………………………….…………. Date …………………………………………

**Tasks associated with key responsibilities:**

**This is an indicative list of tasks associated with the job role to help the postholder have a better understanding of their role. It is not intended to be an exhaustive list.**

* Preparation and clearing of apparatus, equipment and materials for practical work and demonstrations
* Safe storage/handling of apparatus, equipment and materials
* Safe disposal of waste
* Maintenance in the laboratory e.g. cleaning of equipment, cupboards and benches
* Assistance with stock control, which will involve some word-processing/database work
* Supplying equipment/chemicals/support to students on practical and project work
* General administrative duties
* To ensure the Health and Safety within areas of own responsibility as laid out in the College Health and Safety Policy including the preparation, use and checking of risk assessments under the direction of a senior technician
* Keeping up-to-date with current procedures and practices through professional development and using CLEAPSS
* Provision Health and Safety advice to teaching staff and students under the direction of a senior technician
* Promotion of and comply with equality of opportunity as laid out in the College equality and Diversity policy
* Assistance in stock takes and stock management under the guidance of the senior technician
* Assistance in routine maintenance, calibration, checking and repair of equipment

**Chemistry**

* Provide and enable the use of practical resources and facilities for teaching and learning in Chemistry and BTEC Science Chemistry related work and projects
* Prepare solutions, assemble apparatus and equipment for practicals and set up, test, and assist with demonstrations
* Maintain a high level of knowledge and accuracy for preparing chemicals which prescribed practicals demand
* Assist in the preparation and development of examination board required practicals, other new experiments and new specialist resources, e.g. trialing experiments
* Support the delivery of BTEC Projects, giving advice to students about the strengths and quantities of solutions to use, how to use equipment, where to find resources, etc
* Assist in the safe clearing away of used resources and waste in accordance with Health and Safety regulations, hazardous substances complying with COSHH guidelines, broken glass, etc. following best practice
* Respond to actual and potential hazards in a timely manner following COSHH guidelines
* Store chemicals and equipment following Health and Safety and COSHH guidelines
* Have the flexibility to work in other science areas when directed by the Senior Science Technician

**Biology**

* Provide and enable the use of practical resources and facilities for teaching and learning in Biology and BTEC Science Biology related work and projects
* Prepare solutions, assemble apparatus and equipment for practicals and set up, test, and assist with demonstrations
* Assist in the preparation and development of examination board required practicals, other new experiments and new specialist resources, e.g. trialing experiments
* Support the delivery of BTEC Projects, giving advice to students about the strengths and quantities of solutions to use, how to use equipment, where to find resources, etc
* Assist in the safe clearing away of used resources and waste in accordance with Health and Safety regulations, hazardous substances complying with COSHH guidelines, broken glass, etc. following best practice
* Safe handling of microbiological samples
* Respond to actual and potential hazards in a timely manner following COSHH guidelines
* Store chemicals and equipment following Health and Safety and COSHH guidelines
* Have the flexibility to work in other science areas when directed by the Senior Science Technician

**Physics and Applied Science**

* Provide and enable the use of practical resources and facilities for teaching and learning in Physics and BTEC Science related work and projects
* Prepare solutions, assemble apparatus and equipment for practicals and set up, test, and assist with demonstrations
* Use the control measures put in place for the safe handling of radioactive materials
* Assist in the preparation and development of examination board required practicals, other new experiments and new specialist resources, e.g. trialing experiments
* Support the delivery of BTEC Projects, giving advice to students about the strengths and quantities of solutions to use, how to use equipment, where to find resources, etc
* Assist in the safe clearing away of used resources and waste in accordance with Health and Safety regulations, hazardous substances complying with COSHH guidelines, broken glass, etc. following best practice
* Respond to actual and potential hazards in a timely manner following COSHH guidelines
* Store chemicals and equipment following Health and Safety and COSHH guidelines
* Have the flexibility to work in other science areas when directed by the Senior Science Technician

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| SSFC%20Purple_thumb | **PERSON SPECIFICATION** |

**JOB TITLE:** **Science Technician**

 **Term Time plus 5 days (Admin)**

**SCALE: Pts. 18-21**

In accordance with the College’s short listing policy we will look for evidence of the characteristics listed below

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| **CRITERIA** | **How Assessed** |
| **EDUCATION/TRAINING****Essential:*** Educated to at least Advanced Level or equivalent in relevant Science subject, and GCSE Maths and English
* Health & Safety training

**Desirable:*** First Aid training
 | AAA |
| **RELEVANT EXPERIENCE****Essential:*** Recent laboratory experience
* Practical experience of A-Level or BTEC Applied Science requirements
* Awareness of COSHH & CLEAPSS and risk assessments.

**Desirable:*** 3+ years recent experience of laboratory work in a school or college environment
* Experience of storage and stock control
* Practical experience of BTEC Applied Science
* Knowledge of and experience if using of COSHH & CLEAPSS and risk assessments.
 | AAAA & IA, IA, IA, I |
| **SKILLS/APTITUDES****Essential:*** Ability to prioritise workload
* Excellent time management and organisational skills
* Ability to communicate effectively with subject staff, colleagues and students
* Ability to work within a team and effectively with other technicians in their work
* Ability to work flexibly without close supervision and take initiative in tackling problems

**Desirable:*** I.T. skills, Office and data logging
 | T,AAA,T,IA,T,IA, IA |
| **OTHER REQUIREMENTS****Essential:*** Ability to relate to 16-19 age group
* Willingness to take initiative in tackling tasks/problems
* Willingness to receive further training
* Flexible approach to working methods and patterns
* Commitment to equality and diversity, safeguarding British Values and the College’s Preventing Vulnerability strategy
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**\*Key:** I = Interview, A = Application Form, T = Test

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| SSFC%20Purple_thumb | **GENERIC JOB DESCRIPTION****Professional Services Staff** |

The following Generic Job Description is applicable to all Professional Services Staff and is designed to meet the needs of the College community. It will be reviewed at least bi-annually.

**Raising Standards of Achievement**

* To work as a whole staff to raise standards of achievement for all our students.
* To adhere to the College’s policies and practice.
* To promote the College’s ethos in every aspect of the role presenting a positive image to the community.
* To act as a role model for our students, promoting our vision and values.
* To work flexibly to support the College’s needs; this may include the need to work beyond the confines of the normal working day, for which time off in lieu will be given in accordance with the College’s Time Off In Lieu Policy.
* To undertake any reasonable task as directed by the Principal.
* To be proactive in suggesting and supporting change for the benefit of the College community.
* To work outside the immediate role and team as necessary to ensure the smooth running of the College e.g. exam invigilation.

**Our Students**

* To be responsible for assisting with and monitoring the welfare, care and safety of students e.g. acting as a student mentor
* To take responsibility for reporting inappropriate student behaviour while on site to relevant staff and dealing with incidents if able, appropriate and necessary.
* To note, share and celebrate student achievement.
* To be aware of and work to achieving the College’s Strategic Priorities.

**Support, Training and Professional Development**

* To participate in Staff Briefings, Staff Meetings and whole College meetings as appropriate.
* To participate in whole College training and Staff Development Days as appropriate.
* To participate in the College’s Performance Management Programme.
* To make a full commitment to the delivery of the College’s policies for Health and Safety and Equality and Diversity.
* To actively promote Safeguarding, British Values, Prevent and the College’s Promoting Resilience: Preventing Vulnerability strategy.
* To participate in professional development and training, cascade acquired skills and knowledge to colleagues and train individuals as appropriate.
* Training, support and assistance will be given, if and when needed, to help deal with student control and behaviour, coaching and other duties such as exam invigilation, accompanying trips, etc.

**February 2017**