



# Newton Abbot College

Imagine what's possible ...

## JOB DESCRIPTION

<b>Post Title:</b>	Science Technician
<b>Salary Grade:</b>	Scale 3
<b>Working Hours:</b>	22 - 36 hours per week, 41 weeks per annum (Term Time plus the equivalent of 2 additional weeks). 902 - 1476 hours per annum. There is a requirement to work flexibly within and outside of normal College hours.
<b>Responsible to:</b>	Senior Science Technician

## Role Description

As a key member of the Science Team, the Science Technician will organise, deliver and develop technical services to the Science Department in order to support the teaching of a range of science subjects.

## Job Description

- To prepare materials and equipment for science lessons, including:
  - carrying out risk assessments for technical activities
  - disposing of waste materials
  - collecting apparatus and chemicals from storage
  - preparing chemicals and solutions
  - checking components in and out for class use
  - preparing experiments, setting up apparatus and equipment for demonstrations and practical lessons
  - liaising with staff over use of equipment and stock
  - advising staff of any problems, including health and safety
  - returning apparatus and chemicals to storage as soon as possible
  - collecting specimens for curriculum purposes
  - repairing or arranging repair of damages
  - purchase of sundries
  - moving books and equipment between laboratories
- To maintain science laboratories and preparation rooms and their equipment in good order, including:

- keeping laboratories clean and tidy in conjunction with the classroom teacher
  - cleaning the sinks, bench tops and spillages
  - storing materials tidily
  - keeping equipment clean, including goggles, safety screens, fume cupboards and other items
  - looking after animals, insects and plants in the department
  - carrying out servicing, testing, safety checks and other routine maintenance of laboratory equipment
  - ensuring that standardised risk assessments are available and that all staff are aware of their location. Maintaining a resource bank of safety information
  - contributing to the monitoring systems to ensure the maintenance of practical facilities and laboratory services. Locking up of laboratories and stores and securing equipment when not in use
  - compliance with COSHH regulations
- To provide general support to teachers in the Science Department, including:
    - taking stock of chemicals, consumables, stationery, books and breakable items
    - advising the Team Leader – Science on stock replacement requirements
    - ordering stock and equipment and checking deliveries
  - To maintain an up to date first aid qualification and provide first aid as required
  - To participate fully in the varied departmental activities

### **Other Duties**

- To follow the College's ICT policy for safe use of ICT
- To be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children and to report any concerns in accordance with the college's safeguarding policies
- To comply with legislation, policies and procedures relating to confidentiality and data protection, reporting any concerns to the appropriate person
- To work in compliance with the Codes of Conduct, Regulations and policies of the College and its commitment to equal opportunities
- To comply with the College's Health & Safety policy and statutory requirements as detailed in the Health & Safety at Work manual
- To undertake training and personal development as and when identified by Line Manager
- To undertake any other duties as deemed appropriate by the Principal.

**This is not an exhaustive list of duties; they may be varied from time to time without changing the general character of the job or the level of responsibility. A high degree of flexibility and adaptability is an important element of this role.**

**This is a description of the role as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. We aim to reach agreement on reasonable changes, but if agreement is not possible, we reserve the right to insist on changes to your job description after consultation with you.**

Signed: .....

Date: .....

Signed: .....

Date: .....

Principal

Newton Abbot College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All employees are expected to undergo Disclosure and Barring and employment checks.