



CREATING GREAT FUTURES

At Croydon College Group our staff are passionate and committed to achieve the very best outcomes for our students. We recognise and value our people as our most important asset in achieving each of the aspirations within our [College Strategic Plan 2024 - 2029](#). We believe it is through our people that an excellent student experience will be delivered, and this will have a positive impact in our local community. We value inclusion and we are committed to the promotion of equality, diversity, and inclusion, ensuring we have a diverse, skilled, and motivated workforce who are empowered and engaged. This makes our College a unique, vibrant and rewarding place to work.

Our visions and values ensure that we put our students first and value our staff. You can view a short video on our vision and values [here](#).

Croydon Campus

Our Croydon campus is centrally located near to East Croydon station offering a wide range of transport options and easy access to many areas. It's central location in Croydon means we are closely linked with our local community and all that Croydon has to offer. Croydon College can trace its history back to 1868 when Croydon School of Art was first established. Subsequently, a rich and interesting history followed leading to the Croydon Technical College opening its doors for the first time in 1955 and was finally completed and formally opened by the Queen in 1960. In 1974 the College was renamed Croydon College and has remained as such on the main Fairfield site ever since.

Our wonderful campus has recently undergone refurbishment and we are proud of the modern learning facilities we offer to our students, including recent investment in our clinical nursing suite, and refurbishment of our learning spaces with interactive technologies.

Our Area - GSIT

The School of Green Skills, Innovation and Trade (GSIT) includes the curriculum areas Hair & Beauty', 'Hospitality' and 'Public Services, Sport & Vocational Studies' as part of the wider area of Schools. The whole GSIT School works in a collaborative way and we have a positive working culture. We have a range of learning facilities and workshops alongside a **commercial restaurant** in the School, which provides a wide range of practical learning environment to our students.

Title	Science Technician
Salary	£18,135.87 (FTE 0.6), inclusive of London Allowance of £1,954
Hours	Full time: 35 hours per week, 52 weeks per annum
Reports to	GSIT – Green Skills, Innovation and Trades

JOB DESCRIPTION

Overall Purpose Scope:

In conjunction with academic staff and the Academic Leader provide an appropriate and efficient level of support, enabling the operation of a professional and effective learning environment and optimising assessment opportunities for students studying in the workshop area. Ensuring correct and safe use, storage, maintenance and loan of equipment, machinery and materials relevant to their designated course. Responsibilities also include, maintaining and operating a high quality resource provision in addition to assisting the work of both students and staff in the classroom and delivering high quality teaching and learning.

Main Duties and Responsibilities:

1. Provide assistance to academic staff in the preparation for, delivery and clearing after practical sessions, ensuring relevant equipment and materials are available to meet timetable commitments.
2. Support delivery through the production of student work in a technical/demonstration/teaching capacity to students and to staff across the College as required.
3. Support delivery through assessment of students' competence to awarding body standards and assist in the receiving and recording of student work as required.
4. Plan and carry out a programme of induction, demonstration and general instruction on the safe and effective use of all equipment, machinery and materials. This will include assessing students' competence and approving their use of certain machinery or equipment.
5. Monitor health and safety standards and maintain up to date records. This will include conducting relevant health and safety assessments, e.g. COSHH or risk assessments under the direction of the Team Leader and as advised by the Health and Safety Manager.
6. Ensure the reporting of accidents and near misses in the workshop as appropriate.
7. Ensure all necessary maintenance procedures for equipment and materials are carried out regularly and that any faults are diagnosed quickly and appropriate action is taken.
8. Ensure all equipment and materials are stored correctly and safely when not in use and that all necessary cleaning and dismantling of equipment is carried out prior to storage.
9. Ensure stock levels are maintained, and follow stock ordering procedures to prevent over ordering, shortages and delays in the availability of equipment and materials.

- 10.** Track relevant budget levels as directed by the line manager, and ensure budget control within agreed spending limits.
- 11.** Ensure effective and efficient organisation and maintenance of relevant workshop environments in order to meet changing curriculum requirements.
- 12.** Participate in curriculum planning and quality monitoring activities as part of the course/ programme team to ensure effective development and delivery of the course/ programme.
- 13.** Participate in the School's internal and external liaisons, promotional and income generation activities by supporting the operation of short courses and commercial projects.
- 14.** Ensure other members of the team have information to cover effectively for use in your absence.
- 15.** Participate in student/staff induction and staff development, lesson observation and performance training within the School review programmes.
- 16.** Keep up to date with developments in the curriculum, including the use of new technologies, materials and processes relevant to the area of study and inform appropriate colleagues.
- 17.** Ensure the Corporation's Health and Safety Policy is adhered to at all times and take responsibility for general health and safety housekeeping within your area.
- 18.** Any other duties reasonably commensurate with the nature and grading of the post, as directed by the line manager, Head of School, Director, Principal or designated alternate.

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> A. Minimum Level 3 qualification in a relevant discipline. B. Literacy and numeracy at level 2 or above. 	<ul style="list-style-type: none"> A. Hold an appropriate assessor qualification or have a willingness to undertake training.
Experience	<ul style="list-style-type: none"> A. Experience of working as a Technician in a Science Department. B. Classroom management to maintain a safe and appropriate teaching and working environment. C. Experience of carrying out and maintaining risk assessments. D. Experience of effective of stock control of materials, supervising equipment and compliance with financial and budgetary requirements. 	
Skills & Attributes	<ul style="list-style-type: none"> A. A good working knowledge of biology, chemistry and physics. B. Strong track record of delivering to objectives and targets. C. Able to carry out basic maintenance routines on relevant equipment D. Good communication skills including the ability to influence learners positively. E. Good working attitudes of behaviour, relationship-building, and teamwork across areas. 	<ul style="list-style-type: none"> A. An understanding of Health and Safety regulations, codes of practice and their implementation. B. The ability to support a range of subjects in the A-level, BTEC and ACCESS curriculum.

NB: This job description and persona specification outlines a range of main duties. It is not exhaustive and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.

Safeguarding

This post is recruited in line with Safer Recruitment practices. You must demonstrate in your application, your ability to work in a way that promotes the safety and wellbeing of children and young people. If you are successful, this post will be subject to an enhanced DBS check and other onboarding requirements in line with the [Keeping Children Safe in Education Guidelines](#).

Staff Benefits

Apart from our great location, our wonderful staff and positive culture, we also offer a range of other staff benefits. This includes:

- Generous annual leave
- Defined benefit pension schemes
- Cycle to work scheme
- IT salary sacrifice scheme
- UNIDAYS online discount
- Costco membership card
- TOTUM NUS Extra Card
- Annual season ticket loans
- On-site [Aura Hair and Beauty Salon](#) offering hairdressing, beauty and complementary therapies at competitive prices
- Access and use of the College library

We also value staff development and have 7 days a year planned for staff development, including elements of team development, socialisation and staff wellbeing.

Next Steps

If you are as passionate about making a difference, we look forward to receiving your application and joining our great college group.

Apply via: <https://croydon.ac.uk/student-life/job-vacancies/>

Closing Date: 5 September 2023

Interview / Selection Date: Week Commencing 15 September 2023

