

## **St Charles Catholic Sixth Form College**

### **Science Technician (Term Time only)**

#### Job Description

#### **Reporting to:** Head of Science

The Science Department consists of two full time teaching staff, two part-timers (including a senior manager) and a full-time lab technician. Courses offered are A level Biology, Chemistry, Physics and BTEC National Extended Diploma Level 3 in Applied Science. There exists a strong collaborative approach in the department and relationships are supportive. Most of the science students go on to take up university courses in medical, engineering and science subjects.

The science laboratories are well equipped with teaching resources and equipment for practicals. They recently benefitted from a £100,000 refurbishment programme. Class sizes are generally between 15 and 20. There are currently c.50 students studying Biology A level, c.40 students studying Chemistry A level and c.20 studying Physics A level. Another 40 students are following the BTEC programme (NQF from 2016).

#### **Main Duties and Responsibilities:**

- Preparation and assembly of apparatus and components for demonstration, class practical work, assessments and examinations.
- To prepare solutions and materials
- To ensure equipment and electrical connections, chemical solutions and other materials are left/stored in a safe and secure condition, ready for re-use
- To undertake minor repairs and modifications when necessary and to assist in the construction of apparatus. Be responsible for the safe working of appliances
- Where applicable, to undertake reprographic duties and routine 'resource' tasks, as determined by the needs of the Science Department.
- To assist in maintaining records of apparatus, reagents and materials, including inventories and records of breakages.
- To inform the teacher in charge of stock to be replaced/ordered. To pack/unpack and check apparatus and chemicals.
- Monitor and manage stock cataloguing resources and undertaking audits as required
- Purchase of consumables from local shops as required.
- To clean apparatus as directed and to clear out cupboards, drawers, etc. on a regular basis to monitor contents and condition of stock. To assist with stocktaking as required.
- The cleaning and maintenance of equipment and the neutralisation and cleaning up of spillages, including the cleaning of glassware and other equipment.

- Filing of paper resources on return to preparation room and duplication of resources as required.
- To undertake general tasks within the Science Department such as portering and handyman duties, including transporting supplies within the school, collection of materials locally, general maintenance of laboratories, preparation and store rooms.
- To be aware of, and to comply with, all departmental/school instructions and procedures relating to health and safety at work
- To contribute to safe working practice in preparation/storage/teaching areas. Assessment of risks for technician activities.
- Advising staff on safety issues and trialling practical work where necessary.
- To assist in maintaining all safety equipment used by technicians, teaching staff and students to the highest standard.
- To assist in the safe disposal of residues and outdated stock following approval and advice from senior personnel. Ensuring the safe storage of radioactive materials, chemicals and the disposal of chemical and microbiological waste
- To ensure that any scientific debris or hazardous materials/spills are removed from the sinks, bench tops and other areas to provide a safe environment for cleaning staff and others. To deal appropriately with spillages during practical activities
- Maintenance of laboratories and preparation rooms to ensure a clean, safe and orderly environment, including simple DIY work and the checking and maintenance of eye protection.
- To assist in maintaining all living organisms in a safe, healthy condition for observation and experimental purposes. Where applicable, to assist in the collection of live material and required breeding programmes.
- To assist with practical examinations as may be required
- To invigilate examinations as directed by the Examinations Officer as required
- Manage the effective implementation of projects and Science initiatives

*The College is committed to safeguarding and promoting the welfare of children and young people. Candidates for vacant posts are expected to share this commitment and all appointments will be subject to appropriate vetting, including an enhanced DBS disclosure check. We are an equal opportunities employer.*

## Person Specification

This person specification shows the abilities, skills and qualifications you will need to carry out the duties associated with the role.

	Essential	Desirable
<b>Qualifications</b>		
Grade C or above in English and Maths GCSE or equivalent	√	
Educated to at least A level or equivalent		√
Must have the appropriate level of IT skills to meet the activities outlined in the job description	√	
<b>Abilities, Experience and Knowledge</b>		
Previous experience, working as a science laboratory technician	√	
Experience of working in an educational environment or a busy setting		√
Experience of working with young people (16-19) from diverse cultural backgrounds in a formal setting, without immediate supervision		√
Must be aware of safeguarding issues and child protection procedures. Safeguarding training will be provided	√	
Ability and willingness to undertake training and professional development	√	
Ability to undertake a range of administrative, clerical and general duties	√	
High Level of organisational ability	√	
Ability to work independently	√	
Ability to prioritise workload and meet deadlines	√	
An ability to communicate, in both written and oral form, effectively and accurately with a cross-section of stakeholders.	√	
Maintain confidentiality and adhere to security, confidentiality and data protection	√	
<b>Personal Qualities</b>		
Proactive	√	
Ability to work under pressure	√	
Ability to use own initiative to work flexibly and respond positively to a range of situations	√	
Good interpersonal skills	√	
Ability to work effectively as part of a team and to form positive professional relationships with colleagues	√	
Ability to work under pressure and to demonstrate initiative and resilience to adapt and respond to changing circumstances	√	
A commitment to the Catholic ethos of the College	√	