

# JOB DESCRIPTION

## JOB TITLE: Technical Support Facilitator (Science)

### ROLE OVERVIEW

**Job Title:** Technical Support Facilitator

**Grade:** EC4

**Faculty:** Maths & Science

**Location:** on site Exeter

**Responsible to:** Head of Faculty and Curriculum Area Manager

### Key Role Objectives

To provide technician support to staff and students within the Faculty of Maths & Science.

To liaise with staff to ensure the smooth, safe and effective day-to-day running of the science laboratories.

To ensure facilities and equipment are prepared and maintained to the appropriate standard.

To maintain resources, stock control and purchasing at appropriate levels.

### Main Responsibilities

#### 1. Support and guidance to staff and students:

1.1 Preparation of equipment and materials for staff and students, including:

- Setting up of practical experiments and demonstrations
- Preparation of apparatus/equipment/resources for project work, practical examinations and assessments.

1.2 Overseeing and advising on the safe, efficient and effective use of resources.

1.3 Work in conjunction with the other technicians within the faculty to ensure mutual support in response to the demands of the different areas.

1.4 Raise any concerns with appropriate staff to support the health and safety, safeguarding and wellbeing of staff and students.

#### 2. Ensuring the smooth and effective day to day running of the faculty:

2.1 Liaise with other technicians to provide teachers with a timely schedule of practical requirements.

2.2 Ensure compliance with College and statutory Health and Safety requirements such as COSHH regulations.

2.3 Potentially undergo Fire marshalling and First Aid training and duties.

2.4 Support colleagues as capacity allows to enable the smooth and professional running of the faculty, such as for trips, visits, open evenings and other events.

#### 3. Preparation and maintenance of facilities and equipment:

3.1 Carry out regular maintenance of equipment and resources.

- 3.2 Carry out repairs where possible and seek specialist advice when necessary.
- 3.3 Carry out routine Health & Safety checks of equipment, maintenance and repairs as required.
- 3.4 Carry out risk assessments and obtain COSHH data sheets for hazardous substances.
- 3.5 Maintain appropriate records and ensure compliance with relevant best practice and legislation.
- 3.6 Maintain the laboratories, preparation area, and storerooms in a safe and tidy condition.

**4. To maintain records of resources, stock control and purchasing:**

- 4.1 Maintain stock control inventories.
- 4.2 Maintain records of hazards and keep appropriate records.
- 4.3 Arrange for reordering of stock to agreed levels to maintain the continuity of practical teaching.
- 4.4 Oversee the distribution of resources to students.
- 4.5 Handling of petty cash within College procedures.

**5. Mandatory Duties:**

- 5.1 Responsibility for safeguarding and promoting the welfare of children and vulnerable adults in College.
- 5.2 Commitment to Equal Opportunities.

**6. Additional Duties:**

- 6.1 Promote a working environment that observes British Values, is free from discrimination and where all students and staff are able to express their individuality in a professional educational setting.
- 6.2 Be responsible for safeguarding and promoting the welfare of students.
- 6.3 Undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the College at any of the College's sites or place of work.
- 6.4 Promote and conduct your professional duties and responsibilities within the parameters of the colleges agreed values and aims.

**Reviewed:** June 2023

# Person Specification

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### Assessment Criteria

- Evaluated on application form (A) and/or interview (I)

### Experience

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#### Desirable Criteria

- Knowledge of the practical demands of a scientific lab environment (A/I)
- Knowledge of Health & Safety, Risk assessment & COSHH assessment (A/I)
- Experience of working with young people (A/I)

### Skills and Abilities

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#### Essential Criteria:

- Basic IT skills (A/I)
- Good organisational skills and a logical approach to problem-solving (A/I)
- Willing to work as part of a team (A/I)
- Able to work to deadlines (A/I)
- Excellent communication skills (A/I)
- Willing to undertake further training as required (I)
- Flexibility and Adaptability (I)
- Ability to work under pressure and on own initiative (I)

#### Desirable Criteria

- Able to deal with logistics of additional tasks across the faculty such as handling deliveries, coordinating resource bookings and managing laptop trolleys bookings (A/I)

### Qualifications

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#### Essential Criteria:

- GCSE English and Maths (A)
- A science qualification or equivalent on-the-job experience (A)

### Mandatory Requirement

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#### Essential Criteria

- Commitment to safeguarding and promoting the welfare of children and vulnerable adults in College (I)
- Commitment to equal opportunities (I)

**Reviewed:** June 2026

# OUR VALUES ARE WHAT MAKE US, US!

**VISION:** To be an exceptional College

**MISSION:** To shape futures by delivering world-class education and training for our city and region

## AMBITION

- We are challenged and encouraged to push boundaries to enable us to realise our ambitions
- We are brave and take decisions that transform lives and foster achievement for all
- We are agile, future-focused and embrace digital technology and learning
- We believe in impact; we are passionate about our community and environment and continue to make big changes in order to play our part in creating a sustainable city and College

## COLLABORATION

- We collaborate with others to ensure we grow, thrive and initiate brilliance
- We are bold and innovative; we listen to and learn from others in pursuit of the exceptional
- We care about place; we collaborate with others to ensure success for our community that has national impact
- We believe that we are stronger together and actively seek out partnerships that make a difference and help us enrich our College

## ENERGY

- Our expertise, passion and actions energise and enthuse those around us
- We care and support our people and our community. We believe that we excel when we are empowered, engaged and enjoy our time at College
- We are curious; we focus on solutions, not problems
- We are proud of our achievements and actively seek out opportunities to celebrate these and set ourselves our next challenge.