

JOB DESCRIPTION

- Maintaining an inventory of all the science and simulation equipment, apparatus and materials (including biological specimens); and organising its safe storage in secure areas in conformity with the health and safety regulations.
- Undertaking all appropriate risk assessments (as directed by the science staff) required by health and safety legislation and the regulations for the Control of Substances Hazardous to Health (COSHH).
- Advising the curriculum staff so that they can jointly ensure that adequate stocks and supplies of consumable materials are maintained for the adequate instruction of students.
- Conducting regular checks on the safety of all equipment in, or used in, the laboratory and simulation areas as directed by the curriculum staff.
- Maintaining the work and safety standards in the laboratories and simulation areas providing such supervision of students and their working procedures as is required by the situation and the teaching staff.
- Maintaining computer records of science expenditure and providing up-to-date accounts, projections and spreadsheets as required.
- Comply with Information Security requirements, in line with Weston College policy.
- Carrying out such other duties as are required from time to time and as are commensurate with the grade of post.

The job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and may be subject to amendment from time to time after consultation with the post holder and without changing the level of responsibility of the post.

SUPERVISORY RESPONSIBILITY

None.

SUPERVISION RECEIVED

Day-to-day supervision and work allocation will be administered by the curriculum coordinators in Health and Sport and, ultimately, the Director of Learning.



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HEALTH AND SAFETY

All staff have a duty to maintain the safe and clean conditions of their workplace area and to co-operate with Weston College on matters of Health and Safety. This will include assisting with risk assessments and carrying out appropriate actions, as required. Staff are required to refer to Weston College's Health and Safety Policies in respect to their specific duties and responsibilities.

STAFF DEVELOPMENT

All staff are required to participate fully in Weston College's staff development programmes and have a responsibility to identify their own professional development needs in conjunction with their line manager.

CONDITIONS OF SERVICE

The College standard Contract of Service for Support staff applies.

SALARY

Hay 10 Scale, Points 18-21: £9,209.00 to £10,263.00 per annum, actual.

Hours of attendance: Part-time, 18.5 hours per week.

Annual leave: 140.75 hours per annum, inclusive of statutory bank holidays, actual.

Weston College reserves the right to direct up to 5 days of your annual leave entitlement for efficiency purposes.

As a member of Weston College, you will be committed to develop your technical skills to enhance learning, including use of the virtual learning environments and classroom equipment.

Weston College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults, and expects all staff and volunteers to share this commitment.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Five GCSEs at grade C or above (or equivalent), including English Language and Mathematics. <i>All applicants must be able to provide evidence of a Level 2 Qualification in Mathematics and English Language, or be willing to undertake the qualification whilst in post.</i>	✓	
Full level 3 qualification in Science.	✓	
Experience of laboratory work.	✓	
Experience of working in a Secondary School/College environment.		✓
Degree or equivalent in a Science subject, preferably Biology or Chemistry.		✓
Full understanding of the Health & Safety requirements within a science environment, including disposal of science waste substances conforming to CLEAPPS/COSHH. Skills: <ul style="list-style-type: none"> • Good numeracy skills. • Competence in practical situations. • Computer literate. • Specific practical skills associated with laboratory work. 	✓	
Professional in both conduct and approach.	✓	
Highly motivated.	✓	
Methodical and analytical.	✓	
Strong communication skills.	✓	
Ability to work as part of a team and to be part of the wider life and ethos of the college.	✓	
Self-reliant and able to work independently.	✓	