

## JOB DESCRIPTION

<b>Job title:</b>	Science Technician - Chemistry
<b>Reports to:</b>	Programme Manager - Science
<b>Salary:</b>	£21,684 - £23,511 per annum pro rata (actual salary £18,713 - £20,290 per annum) main scale 5
<b>Hours of work:</b>	36 hours per week

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### Main Responsibilities:

- Preparation, maintenance and storage of apparatus, used for both demonstrations and practical work; particularly in the Chemistry area.
- Care and general maintenance of all laboratories and specialist areas, particularly the Chemistry laboratory including:
  - Services
  - Stores
  - Laboratory workshop equipment
  - Drainage systems
  - Working surfaces
  - IT equipment and software
- Assist with and report repairs and faults as appropriate.
- Monitor and order stock.
- Check and safely store apparatus and materials in the Chemistry area.
- Complete administrative tasks in the Chemistry area such as:
  - Photocopying
  - Collation of coursework
  - Inputting of student performance data
  - Contributing towards the development of resources and production of displays both physical and digital
- Active involvement in the development and use of IT across the Science programme area, in particular Chemistry.
- Assist with the Science department's aim to implement an eLearning environment.
- Participate in the implementation of the Science programme area's health and safety policy, particularly risk assessments in the Chemistry area.
- Act as a registered First Aider within the programme area and across the college.
- The post holder may also be asked to contribute to the pastoral support programmes of the college.

### **General Responsibilities:**

- Work within the requirements of the college's established 'Key Features of an Outstanding Area' which reflect the colleges' operational aims and objectives, and the Leyton Community Member.
- Undertake any staff development relevant to the needs of the post.
- Comply with Health and Safety regulations associated with your employment.
- The college has a strong commitment to achieving equality of opportunity to the students and in the employment of people. It expects all employees to understand, comply and promote its policies in their own work, and to undertake any appropriate training.
- Contribute to quality assurance in the college through participation in performance review.
- Support the aims and ethos of the college.
- Maintain confidentiality and observe data protection and associated guidelines where appropriate.
- Maintain an awareness of Safeguarding Children and undertake training as required
- Carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post.

### **Other Information**

**Contract/Hours:** This is a permanent role. The post holder will only be required to work during term time and not during college holiday periods.

**PERSON SPECIFICATION**  
**Science Technician - Chemistry**

<b>Criteria for Selection</b>	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>GCSE English and Maths grade A - C or equivalent, or able to demonstrate this level of literacy and numeracy</li> <li>Educated to Level 3 (A levels / BTEC / Extended Diploma / GNVQ or equivalent) in a relevant subject</li> </ul>	<ul style="list-style-type: none"> <li>Graduate status or equivalent in Chemistry or related subject area</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience of working with chemicals and scientific equipment</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in a school or college laboratory</li> </ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>Excellent communication skills both oral and written</li> <li>Excellent attention to detail and high levels of accuracy</li> <li>Effective IT skills, particularly in the use of spreadsheets</li> <li>Ability to work in a supportive and patient manner with students and staff</li> <li>Ability to develop good working relationships with students and staff</li> <li>Ability to work effectively within a team</li> <li>Ability to use own initiative</li> <li>Ability to maintain confidentiality and handle sensitive data appropriately</li> <li>Ability to organise and prioritise own workload</li> <li>Ability to demonstrate a flexible approach to work and changing priorities</li> </ul>	<ul style="list-style-type: none"> <li>Google Suite and Microsoft Teams</li> </ul>
<b>Specialist Knowledge</b>	<ul style="list-style-type: none"> <li>Safety requirements and procedures in Science laboratories</li> </ul>	<ul style="list-style-type: none"> <li>Safety requirements and procedures in relation to Science equipment and materials</li> </ul>
<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>Awareness and commitment to equality and diversity, safeguarding and health and safety</li> </ul>	<ul style="list-style-type: none"> <li>Supporting students in their academic work and enthusiasm for pastoral support</li> </ul>