

Technical Support Facilitator - Science

Title:	Technical Support Facilitator - Science
Grade:	£19,549-£21,663 (pro rata)
Activity:	Regulated
Hours:	22.2 hours per week
Responsible to:	Head of Faculty and Curriculum Area Manager

Key role objectives

1. To provide technical support and guidance to staff and students within the Faculty of Maths & Science.
2. To liaise with staff to ensure the smooth, safe and effective day-to-day running of the science laboratories.
3. To ensure facilities and equipment are prepared and maintained to the appropriate standard.
4. To maintain resources, stock control and purchasing at appropriate levels.

Main Duties

The post holder will:

1. Support and guidance to staff and students:

- 1.1 Preparation and maintenance 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 Maintenance of equipment, including cleaning, fault-finding and basic repair and replacement of parts (ensuring professional repair when necessary).
- 1.3 Overseeing the safe and effective use of equipment and resources.
- 1.4 Advising on the effective and appropriate use of equipment, processes and materials.

- 1.5 Giving practical assistance where required.
- 1.6 Work in conjunction with the other technicians within the faculty to ensure mutual support in response to the demands of the different areas.
- 1.7 Raise any concerns with appropriate staff to support the safeguarding and wellbeing of staff and students.
- 2. Ensuring the smooth and effective day to day running of the faculty:**
 - 2.1 Liaise with lecturers to provide a schedule of practical requirements and ensure a timely booking system for practical needs.
 - 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 Radiation Protection requirements where applicable.
 - 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.

Mandatory Duties

1. Responsibility for safeguarding and promoting the welfare of children and vulnerable adults
2. Responsibility for promoting equality of opportunity and access to all, irrespective of age, background, race, gender, religion, ability, disability or sexuality.

Additional Duties



To undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the College at the initial place of work or any other of the College's sites within the Exeter area.

Reviewed: January 2022



Person Specification

Technical Support Facilitator

Criteria		How Evaluated	
		Application	Interview
Experience	Essential:		
	- Experience of working in a science laboratory environment	✓	✓
	- Experience using and setting up science equipment for experiments, particularly physics specialist equipment	✓	✓
	Desirable:		
	- Knowledge of practical demands of Geology/ Environmental Science A level curriculum	✓	✓
Skills & Abilities	- Knowledge of Health & Safety, Risk assessment & COSHH assessment.	✓	✓
	- Experience of working with young people.	✓	✓
	Essential:		
	- Basic IT skills	✓	✓
	- Good organisational skills.	✓	✓
	- Willing to work as part of a team	✓	✓
	- Able to work to deadlines	✓	✓
	- Excellent communication skills.	✓	✓
	Desirable:		
	- Able to supervise and demonstrate tasks to learners	✓	✓
	- Able to deal with logistics of additional tasks across the faculty such as handling deliveries, coordinating resource bookings and managing laptop trolleys bookings.	✓	✓

Qualifications	Essential: <ul style="list-style-type: none"> - Relevant science qualification or equivalent on-the-job experience - GCSE English and Maths 	✓ ✓	
Personal Qualities	Essential: <ul style="list-style-type: none"> - Willing to undertake further training as required and to learn skills for new areas such as Geology and Environmental Science, if not already experienced. - Flexibility and Adaptability. - Ability to work under pressure and on own initiative 		✓ ✓ ✓
Mandatory requirements	Essential: <ul style="list-style-type: none"> - Commitment to safeguarding and promoting the welfare of children and vulnerable adults in College - Commitment to equal opportunities 		✓ ✓

Reviewed: January 2022

Exeter College Values



At Exeter College we are committed to being an exceptional College. Therefore all employees will be expected to demonstrate our Exeter College Values.

VISION

To be an exceptional college.

MISSION

To shape the future of education by delivering excellence in all aspects of our work, in order to realise the ambitions of our learners, city and region.

