

## **JOB DESCRIPTION**

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| <b>Job Title:</b>      | Science Technician (Physics) (full time, term time only for 39 weeks a year) (maternity cover) |
| <b>Responsible to:</b> | Lead Science Technician  |
| <b>Job Purpose:</b>    | Providing technical support to staff and students for science work in the College.             |

### **A. SPECIFIC ROLE RESPONSIBILITIES**

1. To prepare equipment, chemicals and specimens for practical sessions and examinations, including constructing and setting up equipment as required.
2. To assist teachers and support students in practical demonstrations and field trips where possible.
3. To co-operate fully in the implementation of college health and safety policies relating to safety in laboratories.
4. To ensure all laboratories, preparation areas are maintained in a clean and tidy state.
5. To monitor supplies of stock and inform the Senior Technician when further supplies or apparatus have been requested or are necessary.
6. To check goods delivered against orders and store appropriately.
7. To carry out stock taking and inventory checks using IT to produce records of stock, including books, exam papers and hand outs.
8. To dispose of, or arrange for the disposal of, laboratory materials.
9. To make up and ensure that essential standard solutions and other reagents are maintained in the laboratories.
10. To complete training for specific areas.
11. To purchase and collect local materials for use in Science courses.
12. To be a College First Aider

### **B. GENERAL RESPONSIBILITIES OF ALL STAFF**

1. All College employees are expected to:
  - Maintain their own continuing professional development and attend meetings, training and conferences, as required.
  - Maintain discretion and confidentiality.
  - Comply with all College policies and procedures particularly the Code of Professional Conduct, Health & Safety, Safeguarding, Equality Policy and Procedures.
  - Positively promote and represent the College both internally and externally, particularly within the local community.
  - Proactively assist in the management of students and visitors throughout the College.
  - Effectively use IT systems and further enhance IT skills in order to continually develop efficient ways of working.
  - Liaise with other departments/faculties and members of staff, as appropriate.
  - Participate in College events, as required.
  - Carry out other duties commensurate with the grade and general nature of the post under the direction of the Principal or other designated manager of the College.

## **PERSON SPECIFICATION**

The College regards the following as important criteria and will look for evidence that applicants meet as many as possible:

### **C. QUALIFICATIONS**

1. Qualified to at least A level standard in Physics, preferably a degree.
2. An appropriate First Aid Certificate or willingness to complete training to achieve this qualification.
3. Good standard of general education, 5 GCSE's A-C including Maths and English or equivalent.
4. Qualified by relevant experience.

### **D. EXPERIENCE**

1. Experience of supporting students in practical work.
2. Experience of working with students in the 16 – 18 age range. Sixth Form College experience would be advantageous.
3. A demonstrable record of success in previous roles.

### **E. KNOWLEDGE AND AWARENESS**

1. Knowledge of standard A Level practical activities in Physics.
2. Knowledge of Health and Safety regulations would be an advantage.
3. Clear understanding of safeguarding processes and procedures.
4. Understanding of issues relating to equality, diversity, health and safety and the safeguarding of young people.

### **F. SKILLS**

1. The ability to work unsupervised when required and display initiative.
2. Excellent written and verbal communications skills, in particular the ability to communicate complex information to others, with effective listening and influencing skills and the ability to consult at a face-to-face level on a wide range of issues
3. Excellent interpersonal and negotiation skills in order to develop and manage relationships with a diverse range of people internally and externally with tact and diplomacy.
4. Highly effective decision-making skills with excellent analytical and problem-solving abilities.
5. The ability to work under pressure and be flexible.
6. Innovative, resourceful, creative with the ability to achieve the highest levels of quality and performance.
7. Excellent administrative, recordkeeping, organisational and IT skills (e.g. Microsoft Office software suite – Word, Excel, Powerpoint and Outlook, and any other relevant software/database )

8. An ability to take responsibility for several tasks, while remaining calm and coping effectively with a high workload and many priorities and seeing these through to completion within agreed timescales.

## **G. PERSONAL QUALITIES**

1. High levels of emotional intelligence with evident sensitivity to the needs of students, staff and key stakeholders.
2. High levels of emotional resilience, positivity and drive.
3. Strong intellectual powers and the ability to be reflective.
4. Personal and professional integrity, which includes: having a good work ethic, high levels of personal integrity and professionalism, the ability to undertake work of a discreet nature, handle difficult situations with tact and diplomacy and have complete respect for confidentiality.
5. Passionate about teaching, learning, quality improvement and the wider Sixth Form College experience.
6. To work collaboratively and constructively as a member of a team and to support colleagues as required.
7. A proactive approach demonstrating an openness to change.
8. The suitability to work with children.
9. A commitment to the College's values and a shared responsibility to achieving greatness.
10. A commitment to provide an outstanding and inspirational service to staff and students (which includes developing them to their full potential).
11. A commitment to relevant legislation and good practice in relation to equality and diversity and safeguarding and promoting the welfare of young people.
12. A commitment to continuing professional development.
13. A commitment to equality of opportunity.

**Please note that the College requires candidates wishing to be considered for employment to complete an application form via the My New Term website. The College is unable to accept any standalone CVs submitted. Any CVs that are submitted with a completed application form will be seen as secondary information. As such, shortlisting will be on the basis of the information provided in the application form.**

**Luton Sixth Form College is an equal opportunity employer. It is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All roles in the College have contact with children and as such anyone that is employed by the College is considered to be engaged in regulated activities. The successful applicant will be required to undertake an enhanced disclosure via the Disclosure and Barring Service.**

**This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Orders 1975, 2013 and 2020.**

**Offers of employment are subject to evidence of the relevant qualifications, the right to work in the UK, references and DBS clearance that are deemed satisfactory to the College.**

## **PAY & CONDITIONS**

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| <b>ANNUAL SALARY:</b> | <p>Sixth Form Colleges Support Staff Pay Spine point 20, £19,770 (This is the prorated equivalent of the full-time scale £22,949). This will be further prorated for the fixed term period.</p> <p>This is a fixed term contract covering Maternity Leave, which will terminate on the return from Maternity leave of the permanent post holder.</p> |
| <b>HOURS:</b>         | <p>Working 37 hours per week between the hours of 8.00am and 4pm, term time only, for 39 weeks per year. A degree of flexibility is required.</p>  |
| <b>START DATE:</b>    | <p><b>Tuesday 22<sup>nd</sup> April 2025</b></p>   |
| <b>DISCLOSURE:</b>    | <p>The College will seek an enhanced disclosure from the Disclosure and Barring Service.</p>   |

**Closing date for all completed application forms: Monday 17<sup>th</sup> March 2025**