

## MASTER JOB DESCRIPTION

**Post Title:** Science Technician

**Spine Point:** SP18

**Contract Type:** Learning Support

**Terms and Conditions:** The College uses National Model Contracts in conjunction with AOC guidelines

The information given below is intended to provide an understanding and appreciation of the workload of the job and its role within Redbridge College.

The job description outlines the main purposes in general terms only and is not intended to be prescriptive.

As a member of a College Team, the post holder will be expected to participate in the formulation and implementation of College strategy and operational activity within the scope of the post.

Actions of the post holder will have significant impact on the future direction of the College.

The post-holder is required to respect the confidentiality of matters relating to students and other members of staff. The post holder must be aware of and comply with the requirements of the Data Protection Act (DPA).

Under the Health and Safety at Work Act 1974 all staff have a duty to assure reasonable care for the Health and Safety of themselves and others affected by their acts or omissions at work and co-operate in meeting the requirements of the law.

### Main Purposes of the Post

- To respond to requests and plans from staff for learning resources and class preparation.
- To prepare practical areas for student and or client use.
- To liaise directly with students/clients on practical work, under the guidance of the academic staff, assisting students to progress the sessions offering technical support when and where needed.
- To issue equipment, tools and materials to students and/or staff, keeping a record of numbers of items where appropriate and reporting stock levels to the respective area manager
- To establish and maintain cleanliness and tidiness in practical areas, store rooms, studios and work rooms, keeping to high standards of health and safety and risk assessments and ensure that equipment and materials are maintained.
- To provide technical support to cross-College functions/events and to accompany students with academic staff on visits out of College premises.

- To undertake repairs and routine maintenance of equipment, within own expertise/ qualifications and subject to health and safety regulations.
- To keep records of repairs/maintenance undertaken and of items sent off-site for attention.
- To be trained in First Aid, maintain certified status and administer First Aid when required.

You will be required to carry out other duties as may be commensurate with the post which do not change the character or purpose of the post which are necessary to maintain high standards of business practice.

Redbridge College is committed to ensuring equality of opportunity for all. Recruitment for positions in the College will be carried out in a manner which accords with equal opportunities best practice. The selection of candidates for interview will be based on the personal specification and applicants should bear this in mind when preparing their applications and completing the application form.

This job description, through business reasons, may be altered from time to time to meet the changing needs of the College.

**Job Description Authorised by**

**Theresa Drowley**

**Title**

**Chief Executive**

**Date**

.....

## PERSON SPECIFICATION –TECHNICIAN

A - Application Form

I - Interview

R - Reference

Personal Skills Characteristics	Essential	Desirable	Method of Assessment	Short listing Column
<b>1. Experience</b>				
• Experience of Health & Safety requirements	✓		A	
• Significant experience in a services environment	✓		A	
• Experience as a technician within an educational establishment		✓	A	
<b>2. Qualifications</b>				
• Qualified in First Aid	✓		A	
• Level 3 Qualification relevant to curriculum area	✓		A	
• Computer literacy including the use of Word, Excel, Databases, Outlook and PowerPoint	✓		A	
• GCSE A* - C Grade or Level 2 equivalent in Maths and English	✓		A	
• Preparing To Teach in Life Long Learning Sector (PTTLS) Level 3		✓	A	
<b>3. Practical and Intellectual Skills</b>				
• Ability to respond flexibly to demands and prioritise tasks	✓		A	
• Able to work as part of a team	✓		A	
• Able to work on own initiative	✓		I	
• Good communication skills	✓		I	
<b>4. Disposition/Attitude</b>				
• Committed and reliable	✓		I/R	
• Able to establish good working relations with colleagues and students	✓		I/R	
• Commitment to the provision of a quality service and the implementation of quality improvements	✓		I/R	
• Commitment to the creation of student centred culture	✓		I/R	
<b>5. Physical Make-Up</b>				
• Acceptable Professional Appearance at all times	✓		I/R	
<b>6. Circumstances</b>				
• Must hold current valid driving licence and have access to a car or be prepared to travel by public transport	✓		A	
• Able to work flexibly throughout the week/over the year by prior agreement	✓		I	