



**Date last modified:** September 2017

**JOB TITLE:** Science Technician

**GRADE:** JG4

## **1. JOB PURPOSE**

- (a) To provide science related technical support to meet the educational needs of students, which ensures that they have appropriate resources and equality of access to opportunities to learn and develop.
- (b) To act as an integral part of the College staff team, and as such to make a contribution to the overall aims of the College, working within agreed policies and procedures.

## **2. RESPONSIBILITIES AND ACCOUNTABILITIES:**

### **(a) Support for students**

#### **(i) Establish and maintain effective relationships with students**

Develop a general understanding of and respect for the learning needs and preferences of students and use this knowledge constructively when supporting them individually or when working with groups.

#### **(ii) Support students during learning activities**

Working under the direction of the Head of Science Faculty, contribute to teaching sessions, by demonstrating or advising on the proper use of equipment and materials. This will involve providing support to individual students, including assisting with the completion of practical project work.

#### **(iii) Contribute to the welfare of the students**

Provide cover in urgent social or welfare situations in respect of individual students and assist with maintaining the well-being of students in an emergency during laboratory activities, during the normal College day.

### **(b) Support for teachers**

#### **(i) Assist in preparing the learning environment.**

Working under the direction of the Head of Science Faculty, ensure that all required classroom, laboratory and workshop science resources and materials are available and ready for use when needed.

This responsibility includes the cleaning, preparation and assembly of technical

materials, apparatus and equipment, their safe storage and delivery to classrooms, and the disposal of used or waste products in accordance with College policies and procedures and, where appropriate, statutory regulations. Together with maintaining and reordering worksheets and shopping for perishables/ consumables. Maintaining stock levels and reordering through the Head of Science Faculty as appropriate.

**(ii) Maintain materials, apparatus and equipment.**

To maintain a positive learning environment within the department by ensuring that laboratories are cleared of equipment after use, and oversee systems to ensure that the science corridor is kept clear of equipment and apparatus.

Within the scope of personal knowledge and training, maintain and repair scientific apparatus and equipment including PAT testing of electrical equipment and apparatus. Where this is not practical, arrange, via the Head of Science Faculty, for repair and servicing work to be carried out by a contractor approved by the College.

Assist the Science teacher(s) by maintaining agreed written records of all technical materials, apparatus and equipment used in support of the students' learning and development, including responsibility for stock control and maintaining an audit of expendable material.

**(iii) Preparation of displays**

Assist with the preparation and organisation of displays of learning material or student's work under the direction of the Head of Science Faculty. Also, use technical knowledge and skills to contribute to mounting of displays and exhibitions within the Science Department and throughout the College, generally.

**(iv) Contribute to the planning of learning activities.**

Undertake research on current developments in science technology in order to assist the Science teachers in planning how learning activities will be implemented.

**(c) Support for the College**

**(i) Develop and maintain working relationships with other professionals**

Work effectively with teachers, support staff and other professionals, applying own strengths and expertise to contribute positively to the overall aims and objectives of the College. Provide effective support for all other members of the College staff by sharing own knowledge and expertise in a professional and constructive manner

Take an active role in supporting and developing a culture of team working for the benefit of students and teachers, both individually and collectively.

Actively participate in staff and team meetings and contribute to the development of policies and procedures related to the use of science based equipment and aids.

**(ii) Contributing to the management of the security and well-being of the College**

Always undertake duties in such a way as to ensure that the College is a safe and welcoming environment. Be familiar with all the College's policies concerning the safety of students.

To ensure safe working practices and conformity to COSHH and CLEAPSS regulations and College Health and Safety Policies, advising staff and students as necessary.

**(iii) Review and Develop own professional practice**

Maintain effectiveness as a member of the College staff by taking responsibility for own continuing learning and development. Attendance will be required at any training courses provided by the College.

### **3. SUPERVISORY RESPONSIBILITY:**

- (a) The post holder does not have supervisory responsibilities for other staff.
- (b) There are no budgetary responsibilities attached to this post.

### **4. SUPERVISION RECEIVED:**

Overall supervision received from the Head of Science Faculty

## 5. CONTACTS:

- (a) Staff and students within the College, including student placements.
- (b) External contractors providing or maintaining equipment and apparatus

## 6. SPECIAL NOTES OR CONDITIONS:

Protective clothing will be provided and must be worn at all times whilst working with materials, equipment or apparatus.

The post holder is subject to the provisions of all child protection legislation, and the College's policies governing staff who work with children and vulnerable adults.

### Job Dimensions (Specific to the post holder)

No of staff supervised:	0
Budget:	0
Other resources:	
Equipment/Apparatus:	Large and small science equipment, computers and printers
Premises:	Science Labs, Store rooms and Prep room.

### College Dimensions

Status:	Secondary
Students on roll:	900 approx
No of Teaching Staff:	60 approx
No of Support Staff:	65 approx
Annual budget:	£4m

## PERSON SPECIFICATION:

Area	Essential	Desirable
Education and qualifications	Mathematics and English at GCSE grade A to C or NVQ Level 2 or equivalent.	A Level to include two or more Science subjects. HNC – Science based or a Science degree.
Work-related experience		Experience as a science laboratory technician. Experience of working in a secondary College. Experience of working in a Science related industry.
Job related skills	Basic use of internet, email and word processing.	Use of spreadsheets and tables.
Personal skills	<ul style="list-style-type: none"><li>• Hard working and enthusiastic.</li><li>• Must enjoy working with young people.</li><li>• Good communication skills.</li><li>• Capable and flexible with high standards; able to multi-task.</li><li>• Good organiser and team player.</li></ul>	