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### **Job Description**

 **Science Technician**

Title of Post: Science Technician

 1 post 36 hours per week, 52 weeks per year

 1 post 36 hours per week, 36 weeks per year to cover term times

School: Sixth Form

Reporting to: Section Manager: Science

Grade: Scale 4

Hours: 36 hours per week, 52 or 36 weeks per year

Location: Uxbridge Campus

## MAIN SCOPE OF POST

To prepare practical equipment for science classes and clear it away after use. To supervise and assist students in the Science Laboratories helping them with practical work when necessary and to supervise and assist students during class contact hours. To provide assistance in the maintenance and repair of the laboratories and equipment, monitor stock levels and assist and support lecturers during demonstrations. The postholder will work as part of a multi-disciplinary team and will assist in all Science areas.

**DUTIES:**

1. To work as part of the team in the maintenance and repair of laboratory facilities and equipment within the Science Section.

2. To assist in carrying out routine checks of equipment to ensure that it is serviced and safe for use by students and lecturers.

3. To provide assistance to lecturers by attending particular classes and assisting in demonstrations.

4. To set out and prepare equipment for class use and to clear away after use, ensuring laboratory apparatus and benches are clean and any defects in services (Gas, water electricity and drainage) are reported.

5. To issue chemicals and equipment to students during classes and assist in the choice and application of the tools and equipment, ensuring their return after use and ensuring they are stored in an orderly manner.

7. To assist in the monitoring of stock levels and inform the Senior Science Technician of deficiencies, breakdowns or replacements that may be required.

8. To perform any other related duties which are commensurate with the general level of responsibility of the post ads required by the Line Manager.

**GENERAL DUTIES:**

1. To participate in enrolment duties when necessary.

2. To take an active part in the appraisal and mentoring processes and to engage in relevant Staff Training and Development as identified.

3. To comply with all relevant Health & Safety Regulations and assist the College in the implementation of its own Health & Safety Policy.

4. To comply with and actively promote the College’s Equal Opportunities Policy.

5. To participate in and contribute to the College’s in-service and training activities.

6. To carry out all other duties as may be reasonably required.

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| **Further Education is an every changing service and all staff are expected to participate constructively in College activities and to adopt a flexible approach to their work. This job description will be reviewed annually during the appraisal process and will be varied in the light of the business needs of the College.** |

**Science Technician**

#### Person Specification

|  |  |  |  |
| --- | --- | --- | --- |
|  | Essential | Desirable | How assessed?\* |
| Qualifications |  |  |  |
|  Qualified to a minimum of ‘A’ Level or equivalent in a Science subject, or substantial experience in the subject area | **✓** |  | AF/Cert |
| Knowledge, Skills and Experience |  |  |  |
| Experience of working in a science workshop/ laboratory | **✓** |  | AF/IV |
| Good organisational and time management skills | **✓** |  | AF/IV |
| Ability to maintain accurate records, both manual and on a database | **✓** |  | AF/IV |
| Ability to communicate and work effectively with young people, particularly 16-19 age range | **✓** |  | AF/IV |
| Good written and verbal communication skills | **✓** |  | AF/IV |
| Ability to work flexibly across the Science Section  | **✓** |  | AF/IV |
| An understanding of Health and Safety issues applied to laboratory/workshop environment | **✓** |  | AF/IV |
| Experience of working in the education sector |  | **✓** | AF/IV |
| Good literacy and numeracy skills | **✓** |  | T |
| Good IT skills | **✓** |  | AF/IV |
| An understanding of and commitment to Equality and Diversity | **✓** |  | AF/IV |
| Understanding of the importance of Safeguarding in Further Education | **✓** |  | AF/IV |
| Personal Attributes |  |  |  |
| Ability to communicate effectively with people at all levels in an organisation | **✓** |  | AF/IV |
| Ability to work unsupervised and use own initiative | **✓** |  | AF/IV |
| Willingness to work flexibly when required | **✓** |  | AF/IV |
| Competencies*Support staff should be able to demonstrate competency in all of the following areas:*CommunicationPlanning and OrganisingWorking Together Customer ServicesAdaptability/Flexibility |  |  | AF/IV |

\*Evidence of criteria will be established from:

AF = Application Form

IV = Interview

T = Test (Micro-teach/Skills test at selection process)

Cert = Certificates checked at selection process