

JOB DESCRIPTION

TITLE: Science Technician/Facilitator

GRADE: NCC Support Scale 6

RESPONSIBLE TO: Group Team Leader Science Technician (GTLST)

PURPOSE OF JOB:

- To provide an effective and efficient technical service to science teaching.

MAIN TASKS AND RESPONSIBILITIES:

1. In common with all other staff:

- 1.1 To support the College's mission, vision, values and strategic objectives;
- 1.2 To implement the College's Equality and Diversity policies and to work actively to overcome discrimination on grounds of all protected characteristics; sex, race, religion/belief, disability, sexual orientation, age, pregnancy/maternity, gender reassignment status, marriage/civil partnership status.
- 1.3 To take responsibility for one's own professional development and participate in relevant internal and external activities;
- 1.4 To implement the College's safeguarding policies and practices.
- 1.5 To implement your health and safety responsibility in line with the College's Health and Safety policy.
- 1.6 To contribute to the College's commitment to continuous improvement as identified in the College's charter and quality assurance systems.
- 1.7 To ensure that data is handled in line with the General Data Protection Regulations

2. In common with all other support staff:

- 2.1 To participate in College-wide projects and tasks.
- 2.2 To work in other support services areas to meet the specific needs of workload peaks.
- 2.3 Such other duties of a similar nature commensurate with the grade as may be required from time to time. This will require working in other locations/sites of the College.

3. Particular to the Post:

- 3.1 To prepare apparatus, materials and solutions and setting up and checking equipment and apparatus for use in practical classes, assessment and exams; setting up and carrying out demonstrations; retrieving and clearing away apparatus, etc.;
- 3.2 To work with teaching staff in the development of apparatus, equipment and practical's for use in practical classes in collaboration with the GTLST/SCM.
- 3.3 To clean, maintain, repair and arrange for the maintenance and repair of apparatus and equipment; keeping maintenance records as directed;
- 3.4 To participate in the development of science facilities;
- 3.5 To maintain the general laboratory services and facilities in designated laboratories, reporting faults to the GTLST;
- 3.6 To organise and store equipment, apparatus and materials, in accordance with College policy and, where appropriate, established guidelines (e.g.CLEAPSS);
- 3.7 To maintain stock levels; advising the GTLST/SCM for Science of items and quantities required; Ordering equipment and consumables as directed by the GTLST/SCM for Science.
- 3.8 Checking stock books yearly and twice a year for hazardous chemicals, glassware and non-chemical items; to help maintain the chemical stock database, checking accuracy of database.
- 3.9 To dispose of waste laboratory materials including, but not limited to, chemicals / microbiological waste / animal carcasses, in accordance with established guidelines;
- 3.10 To provide technical advice and assistance to lecturers and students in practical classes as appropriate, particularly with IT and data logging equipment or where high risk or complex practical's are taking place;
- 3.11 To set up and maintain specialist resources, including purchasing plant and animal collections and other items as required;
- 3.12 Assisting other technician staff in laboratory techniques, practice and procedure, as directed by the GTLST;
- 3.13 To use appropriate computer packages as required;
- 3.14 To participate in the maintenance of satisfactory standards of health, safety and security in relation to the technician service, in accordance with College policy;
- 3.15 Other appropriate technician duties as requested by the GTLST/SCM for Science, which may entail work on other sites of the College.

- 3.16 Supervising and facilitating catch up sessions as and when necessary.
- 3.17 To be trained in First Aid, maintain certified status and administer first aid when required.
- 3.18 Supervision and technical support of Enterprise activities as and when necessary.
- 3.19 Provide technical support at open evenings and Saturday open events.
- 3.20 To cover lessons, in the short term, with agreement with the GTLST/SCM for Science and where there is no capacity in the team.
- 3.21 To support students to develop learning and study skills. You will be attached to a department / team to work with specific classes. This might be in a classroom supporting the students in lessons, or with individuals or small groups in their 'free' periods or at lunchtime.
- 3.22 To help students settle into College.
- 3.23 To help 'at risk' or borderline students as identified by tutors or by the half term reviews.
- 3.24 To help students meet coursework deadlines.
- 3.25 To help students with revision.
- 3.26 To support students who are aiming to achieve higher grades.
- 3.27 To attend department / course team meetings.
- 3.28 To attend staff meetings / INSET as appropriate.
- 3.29 Other duties as designated by the GTLST/SCM or Course Leader.

4. Person Specification:

- 4.1 An appropriate technician qualification. An advanced/HNC equivalent level qualification would be an advantage
- 4.2 Experience relevant to the duties of the post;
- 4.3 General laboratory technical skills and an ability to apply these in a college environment. A general technical knowledge of science;
- 4.4 An ability to apply specific chemistry / biology / physics technical skills and knowledge in relation to the technical service;
- 4.5 Skills in laboratory organisation including the ability to organise and schedule own work;
- 4.6 Ability to respond technically to changes in course content and teaching methods;
- 4.7 A good general knowledge of Microsoft office.

- 4.8 A knowledge of the health and safety requirements of laboratory work such as HASAW act, COSHH etc;
- 4.9 An ability to work as a member of a team and to establish effective working relationships;
- 4.10 An ability to communicate effectively with staff and students;
- 4.11 An understanding of, and commitment to, the College's Equal Opportunities Policy and an ability and willingness to promote equality of opportunity through the duties of the post.

Additional Information:

This job description will be regularly reviewed to ensure that it is an active description of the responsibilities and duties of the individual post holder and that these responsibilities and duties consistently match the needs of the College.

Appointment to Scale 6 will be subject to evidence of a degree level or equivalent qualification in relevant subject area.