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## Job Description for Science Technician

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**Responsible to:** Head of School

**Based at:** New College Pontefract

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### OVERALL PURPOSE OF THE POST

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- To assist in the smooth running of science teaching in the College, primarily within Chemistry and Physics and working flexibly as part of a team of technicians, assisting as directed in all Sciences.

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### MAIN DUTIES

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- Prepare equipment/chemicals/laboratories for practical classes and clearing away at the end of practicals, with the ability to accurately prepare solutions for analysis.
- Share responsibility, with other staff within the department and in liaison with the Site Team, for the maintenance of services and fittings in the laboratories.
- Maintain equipment and apparatus, including basic electrical repairs.
- Assist with maintaining stock inventory and identifying items that may need to be ordered.
- Assist in practical and theory sessions and provide individual support for students, as required.
- Contribute to PAT testing in the sciences area.
- To work with the relevant Head of School in the organisation and administration of assessed practical work.
- Trial experiments and investigations as required and obtain results for subsequent departmental use.
- Assist with the design and construction of novel experimental equipment.
- Help to prepare laboratories for open evenings, induction days, etc (including setting up practical demonstrations and computerised information).
- Help to prepare risk assessments for practical work and share with the other staff the monitoring of Health and Safety issues including safety notices, storage and safe handling of chemicals and equipment.
- Work flexibly as a team to support Heads of School and Technicians across all science areas based on need.
- Provide additional assistance, as part of the Support Staff, in other areas of College further to liaison with line management.

This job description is subject to amendment, from time to time, within the terms of your conditions of employment, but only to the extent consistent with the needs of the college/trust, and only after consultation with you.

**All staff and senior post holders have a duty for safeguarding and promoting the welfare of young people. Staff must be aware of the college procedures for raising concerns about students' welfare and must report any concern to the designated officers without delay. Staff must also ensure that they attend the appropriate level of safeguarding training identified by the college as relevant to their role.**

**The post holder's duties must at all times be carried out in compliance with the trust's Equality and Diversity Policy, and the post holder must take reasonable care of the health and safety of self, other persons and resources whilst at work. This entails supporting the trust's responsibilities under the Health and Safety Act.**

**All staff are expected to support the achievement of the trust/college's mission and strategic objectives and to demonstrate its values through their behaviour.**

## Person Specification for Science Technician

*There will be various opportunities for you to demonstrate you have the necessary attributes for this role such as through completion of the application form, at interview, during any tasks and through your provided references.*

ATTRIBUTES	ESSENTIAL	DESIREABLE
<b>Relevant Experience</b>	<ul style="list-style-type: none"> <li>Practical experience in a technical or scientific context</li> </ul>	<ul style="list-style-type: none"> <li>Previous experience of working in science in an educational establishment</li> <li>Experience of placing orders</li> <li>Experience in using Physics equipment</li> <li>Experience of chemical handling</li> <li>Experience of handling radioactive sources</li> <li>Experience of PAT testing</li> </ul>
<b>Education and Training</b>	<ul style="list-style-type: none"> <li>Understanding of Chemistry and/or Physics to A level standard</li> <li>Good general standard of education, including a minimum of GCSE equivalent in Maths and English at Grade C or above</li> <li>Well-developed oral, written and interpersonal skills</li> <li>Willingness to undertake further training relevant to the post</li> </ul>	<ul style="list-style-type: none"> <li>A level Chemistry, Physics or equivalent</li> <li>A level science qualification or equivalent</li> <li>Evidence of training relevant to the post</li> <li>Good IT skills</li> <li>Evidence or knowledge of other science disciplines</li> </ul>
<b>Special Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>Confidence in working with students in an educational environment</li> </ul>	<ul style="list-style-type: none"> <li>Confidence and ability in demonstrating the use of equipment to students</li> <li>Proficient in a range of practical skills, including soldering</li> </ul>
<b>Personal Skills and Qualities</b>	<ul style="list-style-type: none"> <li>Experience of prioritising work under pressure</li> <li>A "customer care/service" approach in working with staff, students and others</li> <li>Enthusiasm for the role</li> <li>Planned approach to own and work of others</li> <li>Ability to communicate at all levels</li> <li>Excellent organisational skills</li> </ul>	
<b>Additional Factors</b>	<ul style="list-style-type: none"> <li>Ability to work independently or as part of a team</li> <li>An interest in the education sector</li> <li>A supportive and empathetic approach to students</li> <li>Flexible approach to work including occasional flexibility in working hours</li> <li>Commitment to continuous improvement and willingness to learn from experience and practice in this College and others</li> <li>Awareness of health and safety issues</li> <li>Commitment to equal opportunities</li> </ul>	