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## Job Description for Science Technician

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**Responsible to:** Head of Faculty

**Based at:** New College Pontefract

**Paid on:** Band E of the Support Staff Scale

### OVERALL PURPOSE OF THE POST

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To assist in the smooth running of science teaching in the College and work flexibly as part of a team of technicians, assisting as directed in all Sciences.

### 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.
- 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.
- Designing methods for A level and BTEC practicals.
- 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.
- Be committed to the safeguarding and welfare of young people.
- To observe at all times confidentiality appropriate to the post and to work within Trust guidelines of Data Protection.
- Perform other duties as assigned by your line manager.
- **You may be required to work up to 2 evenings per academic year to support Trust events.**

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.

### **Please note this job has a Probationary Period of 6 Months and a Notice Period of 1 Month.**

*All staff and senior post holders have a duty for safeguarding and promoting the welfare of young people. Staff must be aware of the Trust 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 Trust 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's vision 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	DESIRABLE
<b>Relevant Experience</b>	<ul style="list-style-type: none"> <li>Practical experience in 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 chemical handling.</li> <li>Experience of using Physics equipment.</li> <li>Experience of working safely, using CLEAPSS/COSHH.</li> <li>Experience of making solutions of specific concentrations.</li> </ul>
<b>Education and Training</b>	<ul style="list-style-type: none"> <li>A good general standard of education, including a minimum of GCSE Maths and English at Grade C or above (or equivalent).</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>Evidence of training relevant to the post.</li> <li>At least one A Level (or equivalent) in Physics, Biology or Chemistry</li> <li>Good IT skills</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 demonstrating the use of equipment to students.</li> <li>Proficient in a range of practical skills</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>Willingness to learn and adapt.</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 and as part of a team.</li> <li>An interest in the education sector.</li> <li>A supportive and empathetic approach to students.</li> </ul>	

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	<ul style="list-style-type: none"> <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>	
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