# Job Description

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| **Post Title:**  **Department:** | Science Technician  Science |
| **Reports to:** | Curriculum Leader |
| **Overall job purpose:** | To provide technical support services including maintaining the science labs and the equipment in them, the preparation of materials/practicals and general assistance of lecturing staff, all in support of teaching and learning within the curriculum area. |

## Grantham College Mission & Vision

To deliver inspirational vocational, technical, professional and higher education and training that empowers people, businesses and the community to achieve their goals.

We will be an accessible, essential, relevant and trusted partner that delivers improved skills and a love of lifelong learning to:

* Better progression opportunities and careers for our students
* Increase productivity and profitability for employers and
* A thriving local economy and community

## Main Duties & Responsibilities

1. To maintain the science labs such that they may be used effectively and safely by staff and students, including re-stocking of materials.
2. To prepare materials, apparatus and equipment for student practical work, training and lecture demonstrations in all science subjects as required.
3. Use appropriate software to prepare materials for administration purposes.
4. Support teaching staff in the delivery of the curriculum, including the supervision of students.
5. Maintain accurate records and levels of equipment, materials and consumables ordering replenishment stock as necessary.
6. Organise and ensure effective operation and security of the labs, with particular regard to hazardous and/or inflammable materials (including radiation sources) and their safe storage.
7. Responsibility for departmental COSHH and comprehensive risk assessments for all science areas.
8. Keep all areas clean, tidy and safe to ensure adequate care of health and safety and take immediate action (e.g. disconnection of power supply) if there is a reason to suppose a safety hazard exists and report the hazard immediately.
9. Offer services and technical advice across College.

## Other Duties

The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties that may be required from time to time within the general scope of the post.

1. To undertake additional duties as required or requested by College management.
2. To take part in approved staff development as part of the College’s Staff Development

Programme. It is mandatory for employees to complete induction training after which you will receive certificates of completion, which will need to be periodically renewed.

1. To ensure the College Health and Safety policies and procedures are adhered to and safe working practices are observed by themselves and others (including students) for whom you are responsible.
2. To take responsibility for safeguarding and the promotion of welfare for students and vulnerable adults within the College.
3. To carry out all duties in accordance with Diversity, Equity and Inclusion policies and procedures.
4. To ensure knowledge on Safeguarding, Diversity, Equity and Inclusion, The Prevent Duty and Data Protection are up to date through the completion of mandatory training.

# Person Specification

Post Title: Science Technician

Job post number: ST / 10.2022

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| **Requirements** | **Essential**  **or**  **Desirable** | **Evidence by:**  **App Form (A)**  **Interview (I)** |
| **Qualifications**  **•**  Degree / HND in relevant science subjects or relevant experience at  that level  **•**  A levels/BND or equivalent in science subjects  **•** NVQ laboratory and associated technical activities or equivalent | D  E D | A  A A |
| **Knowledge**   * Literate and numerate * Experience of Word and Excel * Health and Safety issues/procedures in labs | E E E | A/I A/I A/I |
| **Skills/abilities – interpersonal**   * Excellent interpersonal skills * Skills in general maintenance of all resources and equipment * Technical skills in the preparation of materials, apparatus and equipment for practical work * Effective administration skills | E E E  E | A/I A/I A/I  A/I |
| **Skills/abilities - other**   * The ability to be flexible * To be a team player * Enthusiastic and positive | E E E | A/I A/I A/I |
| **Experience**   * Experience as a science lab technician in an education environment * Experience in the preparation of materials, apparatus and equipment for practical work | E E | A/I A/I |
| **Work related circumstances**   * Commitment to the promotion of Diversity, Equity and Inclusion * Commitment to the promotion of Safeguarding * Commitment to College mission, vision & core values * Commitment to development of self and others | E  E  E  E | I  I  I  I |

**Essential attributes:** Those without which a candidate would simply be unable to do the job. Any candidate unable to meet these requirements would normally be rejected at the short-listing stage.

**Desirable attributes:** Those which would be useful for the post-holder to possess

Date Prepared: 03/10/2022