

JOB DESCRIPTION

JOB TITLE:	Biology/Chemistry Technician
ACCOUNTABLE TO	Technician Team Leader
JOB PURPOSE:	To provide a range of services to Biology/Chemistry staff and students with particular reference to the preparation of equipment and resources.

RESPONSIBILITIES & DUTIES

- Under the supervision of the Senior Laboratory Technician/ Technician Team Leader, to be responsible for the provision and clearing away of equipment and chemicals required for class practicals, demonstrations, investigations, including practical assessments, external practical examinations, as requested by teaching staff
- To assist in maintaining a catalogue of all practicals
- To help with the supervision of students doing practical investigations or class practicals where appropriate
- To assist, in conjunction with the Senior Laboratory Technician/ Technician Team Leader, and teaching staff, with the design of practicals and construction of equipment
- To help in the production of teaching resources particularly associated with practical work
- To participate in maintaining equipment, materials and laboratories/facilities in a clean, working and safe condition and reporting any faults to the Senior Laboratory Technician
- To participate in the organisation and safe storage of equipment and materials
- To ensure safe practices with regard to handling chemicals (COSHH) and equipment
- To participate in routine safety checks on apparatus and materials as required by Health and Safety regulations and for the routine maintenance of safety equipment and instruction of others on routine safety checks
- Participate in monitoring stock of consumable and non-consumable materials, equipment and resources and in conjunction with the Senior Laboratory Technician checking deliveries
- Assist with the production of displays and at enrolment, open days and other events organised by the curriculum area

GENERAL RESPONSIBILITIES:

- To ensure the adherence to the College's policies and procedures with regard to the safeguarding of, and promotion of, the welfare of students
- To ensure the application of the College's Single Equality Scheme including valuing diversity and promoting equality
- To implement the College's Health & Safety policy and procedures within the post holders own area of responsibility
- To support, promote and operate in line with the College mission and values
- Commitment to the continuous improvement of services offered by the College
- Any other reasonable duties commensurate with the role as required

NOTES

- The above job description outlines key responsibilities. It is not exhaustive and the tasks outlined can be expected to change over time.
- The post holder will be expected to undertake such other duties, within the general scope of the post, as may be required from time to time by the Principal (subject to the terms of the post holder's contract of employment)

PERSON SPECIFICATION

Attribute	Criteria	Assessment Evidence
Education & Qualifications		
A high standard of literacy and numeracy (e.g. GCSE Grade C or above in Maths and English or equivalent)	Essential	App/Certs
Good educational background in Biology/Chemistry or equivalent	Essential	App/Certs
A-level in Biology, Chemistry or equivalent.	Desirable	App/Certs
COSHH/HASAW safety qualifications	Desirable	App/ Certs
First Aid training	Desirable	App/Certs
Experience, Knowledge & Abilities		
Good laboratory skills	Essential	Int/Test
Confident and competent in the use of IT in a working environment	Essential	App/Test
Ability to respond and communicate with others showing sensitivity, clarity and focus	Essential	Int
Ability to plan and prioritise work effectively and meet deadlines	Essential	Int
Good written and oral communication skills	Essential	App/Int
Positive attitude towards students and commitment to their success	Essential	Int
Working knowledge of the use of PCs in a creative environment	Desirable	App
Interpersonal Skills & Qualities		
Flexibility and resilience	Essential	Int
Open and approachable manner	Essential	Int
Calmness under pressure	Essential	Int