

JOB TITLE:	Senior Science Technician (with responsibility for Biology)
ACCOUNTABLE TO:	Science Technician Team Leader
JOB PURPOSE:	To co-ordinate the provision of laboratory assistance to the teaching staff in the areas through the preparation of equipment, materials and resources.

KEY RESPONSIBILITIES

- To be responsible for the provision of the equipment and materials required for class practical's, demonstrations, investigations, including practical assessments, external practical examinations, as requested by teaching staff
- To help with the supervision of students doing practical investigations or practical examinations
- To ensure that the technical team is resourced, organised and developed to meet the performance standards required by the department
- To liaise with members of teaching staff and to supervise the work of the relevant technical team in the completion of all day to day tasks
- To be responsible, in conjunction with teaching staff, for the design and construction of equipment including that for external practical examinations
- To help with the production of teaching resources
- To be responsible for maintaining equipment, materials and facilities in a clean, working and safe condition and reporting any faults to the appropriate internal or external agencies
- In conjunction with the Curriculum Area Leader and the Technician Team Leader, to be responsible for stock management, ordering supplied, checking deliveries, undertaking an initial review of invoices and advising the Curriculum Area Leader on expenditure requirements
- To be responsible for the repair of laboratory apparatus and equipment, liaising with the Curriculum Area Leader to effect repairs as needed

- To maintain records of damage to apparatus, equipment, etc
- To ensure safe practices th regard to handling of chemicals (COSH) and equipment
- To carry out routine safety checks as required by official Health & Safety regulations and the areas Safety Policy, and be responsible for routine maintenance of safety equipment
- To assist in an annual safety audit as directed
- To be responsible for the organisation and safe storage or equipment and materials including the radioactive substances
- To assist teaching staff in the development of new practical exercises and in the improvement of existing ones

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 the key responsibilities. It is not exhaustive and the tasks associated with the key responsibilities 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 postholder's contract of employment)
- The nature of the work involved in this role will on occasions require some flexibility over hours of work to facilitate meetings and other interactions with parents/carers.

PERSON SPECIFICATION

Attribute	Criteria	Method of Assessment
Education & Qualifications		
GCSE grade C or above in Maths & English, or equivalent	Essential	App Form/ Certs
A-level in Biology/Chemistry or equivalent.	Essential	App Form/ Certs
Degree level qualification or equivalent	Desirable	App Form/ Certs
COSHH/HASAW safety qualifications	Desirable	App Form/ Certs
First Aid training	Desirable	App Form/ Certs
Experience, Knowledge & Abilities		
Experience of working in a laboratory set-up	Essential	App Form/ Int
Experience of supervising and managing technicians	Essential	App Form/ Int
Experience of working in a school/college laboratory environment	Desirable	App Form
Experience of practical examinations	Desirable	App Form/ Int
Competent in laboratory skills	Essential	App Form/ Int
Working knowledge of safe practice with regard to handling chemicals (COSHH) and equipment	Essential	App Form/ Int
Capacity to motivate staff individually and collectively	Essential	Int
Confident and competent in the use of IT in a working environment	Essential	Int
Interpersonal Skills & Qualities		
Able to work with accuracy and attention to detail,	Essential	Int
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	Int
A positive attitude towards students and commitment to their success	Essential	Int
Flexibility and resilience	Essential	Int
Open and approachable manner	Essential	Int
Calmness under pressure	Essential	Int