

City and Islington College Job Description and Person Specification

Post:	Science Technician (Chemistry)
Contract:	Full Time/Permanent
Hours:	35
Reporting to:	Chief Science Technician
Grade:	CCCG Business Support - 2
Salary:	£ 24,934 - £28,005 per annum

Key Purpose

To work as a member of a team providing technical support and expertise to the sciences at the Angel Campus, Sixth Form College Chemistry Area. To assist and advice staff and students and actively participate in the maintenance, development and delivery of the science learning resources, equipment and maintain all facilities to the Colleges Health and Safety standards.

Main Duties and Responsibilities

1. Preparing apparatus, materials and setting up equipment and apparatus for practical classes, practical assessments, and individual investigations. Setting up and carrying out demonstrations. Retrieving and clearing up apparatus and laboratories etc.
2. General maintenance (including cleaning) of apparatus and equipment and maintenance of laboratory services and facilities.
3. Responsible for the safe storage and maintenance of stores in accordance with current legislations. Advising the chief science technician accordingly.
4. Advising the chief science technician for the renewals of service and maintenance contracts of specialist equipment and services.
5. Maintaining the areas of responsibilities computerised stock control systems.
6. Actively contributing to the assessment, monitoring and review of both health & safety procedures and information resources. Keeping up to date with current procedures and practices through continuing professional development; the provision of technical advice and support on health & safety issues to teaching and trainee technical staff.

7. Participating in the selection of equipment and in the development of resources, placing and receiving orders and liaising with suppliers. Obtaining materials by local purchasing.
8. Disposing of laboratory hazardous waste according to Legal Guidance. Advising the chief science technician when the disposal of specialist hazardous waste is required.
9. Participating in the maintenance of satisfactory standards of safety and security in relation to the technician service in accordance with college policy and relevant legislations.
10. Provide technical advice and expertise to staff and support students with technical skills and understanding. Support in the invigilation of practical activities.
11. Participating in the training and supervision of apprentice technicians and liaising with the chief science technician and apprentice assessor on progress.
12. Other appropriate technical duties as requested by the chief science technician or campus management team. This may involve work in any area of the department and on any of the college sites.

Expectations of the Post Holder

- Ensure that the College policy for equality of opportunity is adhered to and promoted in all aspects of the post holder's work
- Ensure effective quality control and continuous improvement in all aspects of the work and responsibilities attached to this post, in keeping with the College's quality assurance procedures and systems
- Undertake responsibilities for safeguarding and protecting the welfare of children and vulnerable adults
- To comply with and promote College Health and Safety policies and procedures and to undertake recommended Health and Safety training as and when necessary
- Be committed to professional self-development, through participation in in-service training as necessary for the successful carrying out of the job
- Undertake such other duties as are commensurate with the grade of the post, as may be reasonably required at the initial place of work or at other locations in the College

N.B. This job description is designed to outline a range of main duties that may be encountered. It is not designed to be an exhaustive listing of tasks and can be varied in consultation with the post holder to reflect changes in the job or the organisation.

EDI

We value diversity and positively welcome applications from all backgrounds. This will help ensure our workforce better reflects the diverse wider community we support. Applicants who declare a disability meeting the minimum criteria for the role will be guaranteed an

interview.

Safeguarding

We are committed to safeguarding and promoting the welfare and safety of our students and expect everybody working for the Group to share this commitment. We actively seek DBS enhanced clearance checks for applications of employment as part of our safeguarding procedures.

PERSON SPECIFICATION

Qualification and experience

Degree in related subject, BTEC Diploma in Science, Two 'A' levels, Ordinary City and Guilds or equivalent qualifications in appropriate subjects.

Minimum of 5 years' experience (including training period).

Knowledge and Understanding

1. Specific technical skills and knowledge in relation to the technical service of science with emphasis in chemistry.
2. Experience in the delivery and service of practical activities, project work and student investigations as required for our STEM activities.
3. Good knowledge of current Health & Safety regulations.
4. General skills and technical knowledge of all science subjects.
5. Understanding of the apprenticeship scheme

Skills and Abilities

1. Ability to operate prescribed systems relating to science laboratories and preparation rooms organisation.
2. Keeping appropriate written and computerised records as required, this will include chemicals and chemical material safety information.
3. Ability to setup specialist equipment and materials as required.
4. Ability to work as a member of a team in a teaching environment.
5. Ability to communicate effectively with staff and students.
6. Ability to supervise apprentices as required.