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**Job Description**

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| **Job Title** | **Science Technician (Apprentice)** |
| **Location** | King Edward VI Community College |
| **Responsible to** | Team Leader Science |
| **Hours** | 35 hours per week x 38.4 weeks per year |

**Key Responsibilities**

Under the (overall) control of the team-leader technician, to co-ordinate the use of practical resources and facilities, to prepare and replenish those resources and provide assistance and advice in the practical needs of the science and food technology curricula, including liaising with teaching staff and support staff outside the faculty

**Science**

1. To ensure and promote the maintenance of a healthy and safe working environment through:

* actively contributing to the assessment, monitoring and review of both health and safety procedures and information resources in maintaining a safe working environment for staff and students.
* keeping up to date with current procedures and practices through continuing professional development and regular reference to the materials published by the regulatory bodies.
* the provision of technical advice and support on health and safety issues to teaching and technical staff
* the safe treatment and disposal of used materials including hazardous substances and responding to actual or potential hazards
* the healthy and safe storage and accessibility of equipment and materials

1. To assist the team-leader with the day to day organisation and development of technical staff to ensure that essential performance standards are achieved. (Where there is no team-leader technician, to take a lead role in this).
2. To contribute to the design, development and maintenance of specialist resources and/or long-term projects and offer professional guidance, assistance and support to students and teachers on the practical aspects of the curriculum
3. To support the team-leader technician in ensuring the availability (including in some instances sourcing) of suitable materials and equipment, helping to compile orders and liaising or negotiating with suppliers and finance departments. This will include sourcing, costing and suggesting economic alternatives to maintain stock levels. Keeping up to date records of stock.
4. Under the (overall) guidance of the team-leader technician, to ensure that both routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment are carried out to the required standard.
5. To deputise for the team-leader technician and take a lead role in a specialist or subject area as required.

The above outlines the duties required for the time being to indicate the level of responsibility. It is not a comprehensive or exclusive list and duties may be varied from time to time which do not change the general character of the job or the level of responsibility entailed.

**Signatures:**

Job Description agreed by:

Line/Originating Manager:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_

Job Holder :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_

**Person Specification**

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| **Experience** | Essential | Desirable |  |
| * Experience of undertaking a range of science-related tasks |  |  | Application  Reference  Interview |
| * Previous experience of working in a science and/or technology environment. |  |  | Application  Reference  Interview |
| * Experience of food preparation |  |  | Application  Reference  Interview |
| **Knowledge** |  |  |  |
| * Detailed knowledge of Health & Safety legislation as it relates to the workings of a school. |  |  | Application  Reference  Interview |
| * Detailed knowledge of COSHH and ESCC regulations in relation to the safe handling and storage of chemicals. |  |  | Application  Reference  Interview |
| * Detailed knowledge of safe working practices in relation to the handling and usage of hazardous equipment and tools. |  |  | Application  Reference  Interview |
| * A sound knowledge of National Curriculum requirements. |  |  | Application  Reference  Interview |
| **Personal Qualities** |  |  |  |
| * Able to work under pressure to meet tight and changing deadlines in a busy and large environment |  |  | Reference  Interview |
| * High degree of accuracy and attention to detail |  |  | Reference  Interview |
| * Able to handle confidential information sensitively |  |  | Reference  Interview |
| * Professional attitude |  |  | Reference  Interview |
| * Desire to learn |  |  | Reference  Interview |
| * Able to prioritise and complete tasks within deadlines |  |  | Reference  Interview |
| * Thorough, organised and methodical approach to tasks |  |  | Reference  Interview |
| * Experience of working in a busy, large environment. |  |  | Reference  Interview |
| **Skills** |  |  |  |
| * Ability to offer professional guidance and assistance to students and teachers on the practical aspects of the curriculum. |  |  | Reference  Interview |
| * Ability to identify work priorities and manage own workload and that of others |  |  | Reference  Interview |
| * Ability to oversee the induction and training of new technical staff. |  |  | Reference  Interview |
| * Ability to monitor, control and keep financial records according to the requirements of the College |  |  | Reference  Interview |
| * Ability to maintain accurate work records and inventories |  |  | Reference  Interview |
| * Ability to carry out risk assessments in relation to laboratory work. |  |  | Reference  Interview |
| * Ability to maintain a range of tools and equipment. |  |  | Reference  Interview |
| * Ability to prepare equipment and materials for lessons, as requested by the teaching staff. |  |  | Reference  Interview |
| * Ability to design, develop and maintain specialist resources |  |  | Reference  Interview |
| * Ability to demonstrate developed interpersonal and communication skills |  |  | Reference  Interview |
| * Ability to establish positive relationships with pupils, including those with special educational needs |  |  | Reference  Interview |
| **Technology/IT skills** |  |  |  |
| Good IT skills including Wordprocessing, Level II, Excel, Outlook |  |  | Reference  Interview |
| **Qualifications, Education and Training** |  |  |  |
| * NVQ level 3 in Laboratory and Associated Technical Activities (LATA) or, NVQ level 3 for Laboratory Technicians in Education or, Level 3 Certificate in Laboratory Technical Skills or equivalent in experience. |  |  | Application |
| **Equal Opportunities** |  |  |  |
| The College and its staff have a Statutory obligation to implement anti-discriminatory and equal opportunities when carrying out their duties |  |  |  |
| **Physical** |  |  |  |
| Able to carry out the duties of the post with reasonable adjustments where necessary |  |  | Medical questionnaire |
| **Other relevant factors** |  |  |  |
| Commit and conform to the College Customer Service Standards |  |  |  |