

JOIN US

Science Laboratory Technician





We are delighted you have expressed interest in a vacancy with OSFC. Should you have any questions over the position or the application form, please contact the Human Resources Department for assistance on 0161 287 8001.

All completed applications must be returned to the by 12 noon on the closing date on the enclosed advert to:

email to hr@pinnaclelearningtrust.org.uk

We cannot accept information held on CV's and therefore your application and accompanying statement must show all information about you and how you meet our requirements, using the job description and person specification will assist you with this (Please provide a day-time contact number on your application form)

You should remember to include information on all your previous employment roles and qualifications gained from secondary school onwards, covering any gaps in employment which are longer than 2 months, detailing what you were doing and how you were supported.

Teaching staff roles only are requested to provide results from the last three academic years within the application process.

In the meantime, may we take this opportunity to thank you for your interest in working with us and we look forward to receiving your completed application

The HR Department

If you require this or any of the documents in an alternate format please contact a member of the Human Resources Department.

Oldham Sixth Form College Job Description

Laboratory Technician Assistant

Main Purpose of the post:

To provide technical and general support in the maintenance, and delivery of the College's Science resources and equipment.

Summary of Main Duties and Responsibilities

- Provide technical support in the maintenance, and delivery of Laboratory support materials and resources.
- Be responsible for the preparation of support materials and resources on a day-to-day basis in line with Health & Safety regulations.
- Make and assemble prototypes of equipment or to try new processes from basic instructions and be required to list these to establish correct and safe functioning with direct supervision.
- Assist in the setting up and operation of equipment required to support teaching.
- Assist in the organisation of exhibitions and displays of work around the College and to assist in the preparation for, and running of, College events including Open Days/Evenings, Workshops etc, if appropriate.
- Undertake stock checks on equipment and consumables.
- To assist in maintaining effective documentation systems including operating procedures, manuals, records of problems encountered and action taken, inventories etc in relation to service and resources.
- To assist in the provision of an effective portorage facility, including the receipts and checking of deliveries and moving of items.
- Contribute to a safe working environment in the science area.

Requirements of All College Staff:

- To promote and uphold the College Mission Statement, values and strategic aims and objectives.
- To comply with the College's policies and procedures, including those relating to health and safety, safeguarding, welfare and security.
- To work positively and inclusively with colleagues, students, parents and other partners regardless of their gender, ethnicity, sexuality, age or disability.
- To attend briefings and staff meetings as required.
- To participate in the College's Performance Management Review scheme and undertake professional development and training as required.
- To be a positive role model and take responsibility for promoting good standards of behaviour and conduct in students.
- To undertake other duties that are in accordance with the purpose and grade of the post as agreed with the Principal or Deputy Principal or designated alternate.

Relationship to other posts within the College

Supervision given to: N/A

Supervision received: Laboratory Manager, CAL Science

Job Specification Review Cycle	Date	Initials
Updated Job Description	March 2016	HR
Updated Job Description	September 2021	HR

PERSON SPECIFICATION: Laboratory Technician Assistant

This person specification will be used in shortlisting and interview to select the best candidate. Each applicant should therefore address the person specification in their written application and where appropriate should give examples of how you meet the criteria.

	Essential	Desirable	Method of Assessment
Experience			
Experience of working in Education		✓	Application/Interview
Experience of working as a Laboratory Technician	✓		Application/Interview
Experience of using databases and management information systems.	✓		Application/Interview
Experience of making up stock solutions at different molarities, following COSHH guidelines.	✓		Application/Interview
Skills and Knowledge			
Excellent administrative and organisational skills	✓		Application/Interview
Articulate and well-developed written and oral skills.	✓		Application/Interview
Excellent Computer skills, including knowledge of Microsoft Word, Excel and email.	✓		Application/Interview
Knowledge of Health & Safety aspects of storage, use and disposal of hazardous chemicals.	✓		Application/Interview
Ability to construct and modify laboratory apparatus.	✓		Application/Interview
Knowledge of stock maintenance and keeping inventory.	✓		Application/Interview
Confidence in setting up practical demonstrations	✓		Application/Interview
Education and Qualifications			
Good Standard of Education	✓		Application
Minimum Level 2 qualification in numeracy and literacy (i.e. GCSE Maths and English at grade c or above) or able to demonstrate level of ability.	✓		Application
Science qualification GCSE/A Level/Degree	✓		Application
Successfully completed or working towards a relevant degree		✓	Application
Attitude and Personal Qualities			
Accuracy and attention to detail	✓		Application/Interview/References
Ability to work independently and as part of a team	✓		Application/Interview/References
Confidence in your abilities to deal with problems as they arise in a professional manner.	✓		Application/Interview/References
Ability to multi-task, work under pressure and meet deadlines	✓		Application/Interview/References
A proactive approach and willingness to contribute to departmental improvements	✓		Application/Interview/References
Good Interpersonal skills and ability to establish and maintain good working relationships with others.	✓		Application/Interview/References
Patience and ability to remain calm	✓		Application/Interview/References
Suitability to work with children	✓		Enhanced DBS clearance/References
Commitment to equality of opportunity and anti-discriminatory practice.	✓		Application/Interview
Sensitivity to community issues	✓		Application/Interview
An enthusiastic and flexible approach to working routines and practices	✓		Application/Interview/References
Empathy with the 16-19 year age group and the provision of a quality service for young people	✓		Application/Interview