

## **Job Profile**

|                         |                                         |
|-------------------------|-----------------------------------------|
| <b>Post:</b>            | Science Technician                      |
| <b>Grade:</b>           | £28,012 - £32,488 (37 hours x 52 weeks) |
| <b>Responsible to:</b>  | Curriculum Director – Science           |
| <b>Responsible for:</b> | N/A                                     |

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## **Job Purpose**

The main task of the Science Technician is to support and provide materials and resources for staff to enable the delivery of the curriculum, in a safe, timely and flexible manner.

The Science Technician would be expected to work as part of the team using appropriate health and safety procedures and practices.

Efficient and effective service provided characterised by clear, accurate work, meeting deadlines, successful task completion, confidentiality and the ability to work on your own initiative.

## **Main Duties**

This is not a comprehensive list of all tasks which may be required of the postholder. It is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade.

### **Technician Duties**

To undertake technician duties in specific areas in accordance with skills, experience and qualifications in all UTC Centres.

To provide teaching staff with technical support in the students' learning environment.

To be involved with students on matters of a practical nature, for example the operation of specific pieces of equipment and demonstrations.

To carry out record keeping and stock control duties as agreed with appropriate line managers.

### **Machinery and Equipment**

To support where possible the diagnosis of faults, repair servicing and maintenance of equipment and machinery, in accordance with an agreed preventative maintenance schedule and within the post holder's experience and training.

## **Health & Safety**

Maintaining a safe and healthy working environment in accordance with the UTC's health and safety policies and procedures, in association with other colleagues and managers

Maintain Health & Safety Records and undertaking safety checks as agreed with the Manager.

## **Training & Development**

To undertake all appropriate training and staff development in accordance with the planned programme of development for the post.

## **GENERAL:**

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading.

The UTC has approved a policy on Equal Opportunities in Employment and copies are freely available to all employees.

All employees have the responsibility to:

- Ensure any documentation produced is to a high standard and is in line with the corporate branding.
- Be aware and comply with policies and procedures relating to Safeguarding, child protection, health & safety and security, confidentiality and data protection, reporting all concerns to the appropriate person.
- All staff are responsible for the implementation of the Health and Safety Policy as far as it affects them, colleagues and others who may be affected by their work.
- Participate in training and other learning activities as required.
- Support UTC activities including assemblies, attending appropriate UTC events as directed.
- Any other duties deemed reasonable, as directed by the Principal.
- Participate in the UTC's Performance Management / Appraisal process.
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- Promote the area of responsibility within the UTC and beyond.
- Represent the UTC at events as appropriate.
- Support and promote the UTC ethos.

## Science / Sport Science Technician

| <b>PERSON SPECIFICATION</b>                                                                            | <b>Essential / Desirable</b> |
|--------------------------------------------------------------------------------------------------------|------------------------------|
| <b>Education/Training Qualifications</b>                                                               | <b>E/D</b>                   |
| English Language and Maths to level 2                                                                  | E                            |
| Qualifications in specified or relevant curriculum area preferably at level 3 or equivalent            | D                            |
| First Aid at Work qualification or willingness to gain                                                 | E                            |
| <b>Skills &amp; Knowledge</b>                                                                          |                              |
| Knowledge and the implementation of safe systems of work                                               | E                            |
| Knowledge and application of control of substances hazardous to health                                 | E                            |
| Use and maintenance principles of programme specific equipment                                         | D                            |
| Awareness of Health and Safety issues and experience of operating within statutory and UTC procedures  | E                            |
| <b>Experience</b>                                                                                      |                              |
| Recent relevant experience within the area                                                             | E                            |
| Experience in laboratory practice in an educational setting                                            | E                            |
| Experience of stock control                                                                            | E                            |
| Maintenance of inventory                                                                               | E                            |
| Experience of CLEAPPs / willingness to learn CLEAPPs                                                   | E                            |
| Providing practical assistance to student and staff                                                    | E                            |
| <b>Personal Qualities</b>                                                                              |                              |
| Good record keeping                                                                                    | E                            |
| Good communication skills                                                                              | E                            |
| The ability to operate within a team                                                                   | E                            |
| Resourceful, helpful and the ability to solve problems                                                 | E                            |
| A can-do attitude and a willingness to learn                                                           | E                            |
| <b>Other Requirements</b>                                                                              |                              |
| Able to work evenings when required for recruitment events                                             | E                            |
| Demonstrate a clear understanding of issues in relation to safeguarding children and vulnerable adults | E                            |
| Demonstrate a clear understanding of equality of opportunity and diversity issues                      | E                            |