

JOIN US

Senior Laboratory Technician for Biology





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.

Job Specification

Senior Laboratory Technician

Purpose of the post

The post holder will assist the Laboratory Manager with the development and delivery of the College's technical resources within the Science Department, as well as assisting the course leaders to develop and maintain high quality science education for our students.

Summary of Main Duties and Responsibilities

- Assist with the provision of technical support in the maintenance, development and delivery of laboratory support materials and resources.
- Support the Laboratory Manager in the delegation of work to technicians.
- Undertake demonstrations of equipment or processes without tutor support.
- To keep up to date with CLEAPPs and ensure all practises within the science department are safe and up to date with current advice.
- To be aware of and understand the COSHH regulations in relation to materials used, and work with due regard to adhere to relevant regulations.
- Supervision of students with practical project work under the direct supervision of tutors.
- Support the tutor in conducting the observation and assessment of students' practical skills.
- Responsible for the preparation of support materials and resources on a day to day basis.
- Liaise with relevant line managers and course leaders on work schedules and to ensure the efficient co-ordination and deployment of equipment and resources.
- Responsible for the ordering and checking of stock levels for consumables and equipment.
- Carry out pre-installation examination and testing of new equipment.
- Undertake routine checks and planned preventative maintenance of equipment, and minor repairs where necessary.
- Manage the support and guidance offered to staff and students using technical equipment and to train where necessary in its correct and safe use.
- Ensure that effective documentation systems are in place, including operating procedures, manuals, records of problems encountered and action taken, inventories etc in relation to service area resources.
- Assist in the organisation of exhibitions and displays or work around the College and to assist in the preparation for, and running of, College events including Open Days/Evenings, Science events, Workshops etc.
- Assist in the provision of an effective portage facility, including the receipt and checking of deliveries and moving of items.

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

Line Management from: Laboratory Manager and Curriculum Area Leader: Science

Line Management of:

Job Specification Review Cycle	Date	Initials
Revised post (previously Assistant Lab Manager)	February 2020	PMY/KPN

PERSON SPECIFICATION: Senior Science Technician

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			
Proven knowledge and at least 2 years' experience of providing technical support in one or more of the following courses: A Level Biology/Chemistry/Physics/Electronics/Level 3 Vocational Science	✓		Application/Interview
Experience of working in an laboratory	✓		Application/Interview
Experience of preparing procedures and training staff.		✓	Application/Interview
Experience of implementing Health & Safety requirements within a school laboratory environment	✓		Application/Interview
Skills and Knowledge			
Good IT skills with experience in the use of Microsoft Office, in particular Excel, Access and Word.	✓		Application/Interview
Management of stock control of chemicals and equipment	✓		Application/Interview
Knowledge of COSHH or CLEAPPS, including how to appropriately store chemicals and other materials	✓		Application/Interview
Ability to coordinate efficiently in order to gain best use of equipment and solutions where necessary	✓		Application/Interview
Sound administrative and organisational skills	✓		Application/Interview
Well-developed written and oral skills.	✓		Application/Interview
Education and Qualifications			
Good Standard of Education	✓		Application
Successfully completed or working towards a relevant degree	✓		Application
Appropriate professional qualification		✓	Application
Current First Aid Qualification or willingness to be trained		✓	Application
Attitude and Personal Qualities			
Accuracy and attention to detail.	✓		Application/Interview/References
Ability to work as part of a team as well as independently with minimal supervision	✓		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
An enthusiastic and flexible approach to working routines and practices	✓		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
Empathy with the 16-19 year age group and the provision of a quality service for young people	✓		Application/Interview