 

**Job Description**  

 **Senior Science Technician**

**Reports to:** Faculty Leader (Earth and Life Sciences)

**Pay Scale:** Points 11-14 (£22,989 - £25,181)

*(Entry will normally be at the first point of the scale unless significant relevant experience is demonstrated)*

**Line Manages:** No one, but will supervise the carrying out of procedures of more junior technical staff

**Hours of Work:** Full year, 8.15-4.15 30 minute lunch. 1 hour on Sundays for the care of the animals on site at a time agreed as part of a rota with the FL to be arranged on appointment for which TOIL will be given.

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**Key purpose of role:**

The Science Technician will be responsible to the FL for the provision of an effective and efficient laboratory technical science across a multidisciplinary team. This will also include the care and maintenance of the animals on site for the animal management course.

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**Main Responsibilities:**

 The postholder will:

1. Assist the teaching staff through the preparation and assembly of apparatus and materials for classwork, according to a predetermined programme. Managing the animals as part of the animal management course. This will include overseeing their welfare, living conditions and seeking advice on the proper husbandry of these animals if they are outside their usual area of expertise. Course preparation for the whole STEM faculties including (but not limited to) Biology, Medical Science, Animal Management, Environmental Science, T Levels (Health, Healthcare, engineering), chemistry, physics, engineering (BTEC), Geology, Geography, and some Health and Social Care courses.
2. Assist, where necessary, with the running and support of educational trips and visits.
3. Supervise the work of junior technicians or apprentices, particularly regarding safety and efficiency. Be responsible for their development as a mentor in conjunction with the FL.
4. Provide assistance in the preparation of apparatus requirement for any new project or innovation undertaken by the teaching staff.
5. Construct apparatus and equipment for student use and demonstrations. The post holder will also take part in the college ‘enhance’ classes for the animal management course and will help to demonstrate, with support, how to handle the animals on site that the team is confident in handling, with support where they are less confident. This will also involve organising guest speakers to come in and aid where appropriate.
6. Advise teachers on the use of new equipment, particularly with regard to safety.
7. Clear away apparatus and materials at the end of practical session, and clean bench surfaces and fittings.
8. Clean apparatus and returning it to the correct storage areas.
9. Maintain fittings and equipment in a serviceable, safe condition and undertake minor repairs if feasible (with direction from the FL or the teacher in charge of the laboratory). Maintain animal enclosures/tanks/vivarium to the best of their ability, sourcing outside help from experts if required.
10. Recommend and, on request, arrange outside repairs, replacements, and maintenance where necessary, particularly when mains services are involved requiring appropriate qualified engineers.
11. Maintain all safety equipment used by technicians, teaching staff and students to the highest standards.
12. Monitor the condition of all apparatus, reagents and materials when stored and determine its suitability when being prepared for use by students in a laboratory. Ensure animal ‘stock’ is routinely monitored for signs of disease and appropriate advice sought from local veterinarians when needed.
13. Exercise stock control of equipment, reagents and materials by keeping the necessary records to ensure availability to teaching staff when required. Ensure adequate stocks of materials used specifically by the technicians are available. Ensure food and materials for upkeep for animals is routinely monitored and ordered in advance of need.
14. Advise FLs when orders should be raised for supplies or services and, if required, prepare the orders for signature or obtain the materials locally.
15. Raise orders and provide advice on value for money at the request of the FL for departmental resources on request.
16. Assist in the day to day running and maintenance of laboratories, preparation and storage rooms. Ensure the animal habitats are maintained to a high standard in conjunction with other members of the department.
17. Organise the movement of furniture, equipment and supplies as required for laboratory work.
18. Maintain an up-to-date knowledge of technical development in the work performed. Maintain up to date knowledge of welfare surrounding animal care for animals kept within the department
19. Maintain awareness of relevant, current regulations on Health and Safety and contribute to their implementation as required. Be responsible for keeping general laboratory risk assessments up to date relating to technical preparations (tech specific).
20. Organise (in conjunction with FL and other relevant parties) the feeding of animals as necessary throughout the term (including weekend arrangements). Organise the summer/term holiday care as necessary of the animals within the department. Work on a Sunday for an hour to feed and maintain the animals on site as routine needs to be completed by the post holder. This will also include the support of holiday activities run by the college when there is no tech work to be supported by the faculty during these times. These will be arranged where appropriate on appointment.

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***All employees have a duty for safeguarding and promoting the welfare of children and young persons. Staff must be aware of the College’s procedures for raising concerns about children's welfare and must report any concerns to the Designated Safeguarding Lead without delay. Staff must also ensure they attend the appropriate level of safeguarding children training identified by the College as relevant to their role.***

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**The post holder will also:**

1. Contribute to the College’s Quality Assurance processes as required
2. Participate in the College’s Staff Professional Review and Development Scheme as required and attend training and development as appropriate to the role
3. Work within the guidelines and policy and procedure requirements laid down by College policies in such matters as Safeguarding and Equality and Diversity
4. Demonstrate positive behaviours and day to day commitment to the College’s Core values of Excellence, Care, Diversity and Integrity
5. Demonstrate commitment to own continuous professional and personal development.
6. The post holder will be required to carry out such reasonable additional duties as may from time to time be determined by their manager or College Principal
7. This job specification is subject to annual review by the line manager and Principal. Any changes in substance or interpretation will be implemented after consultation with the post holder

**Health and Safety Responsibilities of all staff:**

1. Under the Health and Safety at Work etc Act 1974 it is the responsibility of all individual employees to take care of their own health and safety at work, and that of others who may be affected by their acts or omissions at work. This includes co-operating with management in complying with health and safety obligations, particularly by reporting promptly any defects, risks or potential hazards.
2. Report any incidents, accidents and near misses to line manager/H&S Adviser in accordance with College Policy.
3. Ensure that personal protective equipment (PPE) provided for his/her safety is maintained and used appropriately and that any problems are reported immediately to his/her line manager.
4. Report any health concerns to line manager, H&S Adviser or HR Manager which may be work related or which may affect his/her ability to do their job safely.
5. Attend all statutory and essential H&S training as designated by the College’s H&S Adviser and his/her line manager.
6. Comply with departmental H&S procedures relevant to his/her particular department and systems of work including emergency procedures.

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| **Signed (postholder)** |  |
| **Date** |  |

**PERSON SPECIFICATION: Senior Science Technician**

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| **CRITERIA**  | **ESSENTIAL** | **DESIRABLE** | **Assessed** **From:** |
| **QUALIFICATIONS/****TRAINING** | Level 2/3+ or equivalent in Science.GCSE Maths and GCSE English at Grade C or above or equivalent at Level 2. | Level 3 Introduction to Teaching Qualification or willingness to undertake. | ApplicationCertificates |
| **KNOWLEDGE/****UNDERSTANDING** | Current Health and Safety legislation including COSHHAble to demonstrate understanding of the principles of Safeguarding and Equality and Diversity as relevant to needs of post | Knowledge of safely keeping small animals in a department according to CLEAPSS standards, or willingness to learn | Application InterviewReferences |
| **EXPERIENCE** | Previous experience (2-3 years minimum) of working in a technical science/ laboratory environment Supervision of staff for supportManaging stock control and keeping records | Previous experience of keeping (any) small domestic animals | ApplicationInterviewReferences |
| **SKILLS/ABILITIES** | Good planning, organisational skills, and a flexible approach to management of work.Excellent communication skills both written and oral and the ability to communicate effectively with staff and studentsCompetent in the use of relevant IT (e.g Excel, Word) | The ability to prepare Chemistry/ Physic/ Biology practicals following the COSHH/CLEAPSS regulations and methods outlined by SOPsGood knowledge of keeping small animals in a science department, or willingness to learn about best practice for keeping small animals in a science department. | ApplicationInterviewReferences |
| **ATTRIBUTES** | Treats others with respect and dignityAbility to work as part of a team and on own initiative and with resilienceSelf-motivating with the ability to multi-taskGood interpersonal skills and the ability to enthuse and motivate others |  | InterviewReferences |