



Post: Science Technician
Salary/Grade: Grade 4: £25,159- £25,558 per annum, pro rata.
(Actual salary: £22,195- £22,547)
Responsible to: Head of Chemistry, Geology and Applied Science
Working time: Full time – 36 hours per week. Term Time Only

Main purpose of the post:

- To provide efficient and safe technical support to teaching and students within Science (up to and including GCE 'A' level and BTEC Level 3)

Main duties:

1 Operational/Strategic Planning

- 1.1 Contribute to setting standards in the Department's annual self assessment report and action plan in line with the College's planning and quality assurance procedures.
- 1.2 To implement, after appropriate training, Health & Safety policies and procedures, including:
 - Use/storage/disposal of hazardous substances in compliance with COSHH regulations and CLEAPPS advice
 - Risk assessments
 - Reporting of incidents/accidents

2 Teaching/Training

- 2.1 Setting up, clearing and cleaning up laboratory apparatus and materials for experiments, practical demonstrations and examinations, as required.
- 2.2 Repairing and maintaining Science equipment.
- 2.3 Maintaining displays within Science.
- 2.4 Maintain laboratory supplies, including stationery and other consumables.
- 2.5 Take care of plants and other living organisms as required.

3 Curriculum Provision and Development

- 3.1 Assist staff and students during experiments and examinations as required

4 Staffing

- 4.1 Work collaboratively as part of a team to share good practice
- 4.2 Work flexibly providing cover for absent colleagues when required
- 4.3 Participate in continual professional development and coaching and mentoring to enhance and share good practice
- 4.4 To work flexible hours in negotiation with the Head of Department, to accommodate curriculum activities across all subjects

5 Students

Safeguarding

- 5.1 Commit to safeguarding and protecting the welfare of children and young people by ensuring effective implementation of the safeguarding policy/procedures and Prevent Strategy
- 5.2 Ensure that the science areas are compliant with COSHH and any issues are reported to the Health & Safety Manager and Head of Department

Discipline

- 5.3 Take responsibility for promoting good standards of behaviour and conduct in students by implementing and reporting breaches of the Student Conduct and Discipline policy.

Learner Involvement

- 5.4 Contribute to the development and implementation of the Learner Involvement Strategy in order to improve the quality of provision and to respond appropriately to learner needs.

6 Quality Assurance

- 6.1 Contribute to the Self-Assessment Report and Quality Improvement Plan within the Department.
- 6.2 Participate in the College's Performance Management Review system and have an annual review meeting with your line manager.
- 6.3 Keep a professional development file to record personal training and development.

7 Equality and Diversity

- 7.1 Create a purposeful, positive and supportive working environment, sensitive to equality and diversity.

8 Management Information and Administration

- 8.1 Develop, maintain and update chemical equipment and resource catalogue

9 Communications

- 9.1 Attend College events, briefings and meetings as part of the College's meeting schedule.
- 9.2 Use the College's systems, policies and procedures to communicate issues as necessary.

10 Marketing and Liaison

- 10.1 Contribute to the marketing and promotion activities of the College and the Department.

11 Management of Resource

- 11.1 To prepare materials for practical sessions.
- 11.2 To set up equipment required by staff and students for practical sessions and clean equipment at the end of the lessons as required.
- 11.3 To report damaged/deteriorated equipment/laboratory stock to the Head of Subject.
- 11.4 To requisition stock and maintain stock inventories of Science materials/equipment.

- 11.5 To maintain a filing system including up to date catalogues and prices.
- 11.6 To make small pieces of apparatus and to carry out simple repairs.
- 11.7 To ensure that chemicals/waste materials are used/stored/disposed of in accordance with health and safety requirements, including flammable and hazardous materials.
- 11.8 To clean equipment and work areas in accordance with health and safety requirements.
- 11.9 To contribute actively to the maintenance of an effective working environment in Science.

12 Other

- 12.1 Contribute to the college mission and ethos and support the aims and objectives of the College.
- 12.2 Follow and comply with the College's policies and procedures as outlined in the Staff Handbook and take responsibility for the duty of care in respect of the levels of Health and Safety across the College.
- 12.3 Undertake any other duties of an equal nature as assigned by the Principal or designated alternate.

PERSON SPECIFICATION

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Responsible to: Head of Chemistry, Geology and Applied Science

Criteria	Desirable	Essential	Method of Assessment
1. Qualifications and Training			
1.1 Level 4 qualification in a related subject e.g. Chemistry or Biology	✓		Application
1.2 Level 3 qualification, such as A levels, BTEC, NVQ in Laboratory and Associated Technical Activities (or similar)		✓	Application
1.3 Formal training/knowledge in ICT	✓		Application/ Interview
2. Knowledge, Experience and Technical Skills			
2.1 To have an understanding of up to date Health & Safety Legislation		✓	Application/ Interview
2.2 Confidence in dealing with chemicals and waste material in accordance with COSHH Requirements		✓	
2.3 Ability to maintain stock levels and keep appropriate records for audit purposes		✓	
2.4 Experience of working in an educational environment	✓		
2.5 To be able to carry out risk assessment, and set up a range of practical activities for A level Biology, Chemistry, Physics and BTEC Applied Science		✓	
3. Personal Qualities, Abilities and Skills			
3.1 Confidence in dealing with a wide variety of individuals, in particular the 16-19 age range		✓	Application/ Interview
3.2 Adaptable and able to pick up new techniques with a desire to stay updated on current and new procedures		✓	
3.3 A willingness to undertake further training relevant to the post		✓	
3.4 Good problem solving skills		✓	
3.5 Good interpersonal and communication skills		✓	
3.6 Willingness to work flexibly		✓	

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3.7	Ability to work on own initiative, unsupervised as well as part of a team		✓	
3.8	Ability to multi-task, prioritise and work to tight deadlines		✓	
3.9	Thorough and precise with an attention for detail		✓	
3.10	Good time keeping and attendance record		✓	