**CONFIDENTIAL**

**Job Description:**

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| **Post:** | **Health and Science Technician** |
| **Salary Grade:** | **Grade 2, SP 7 - £18,415.79 FTE – fixed point** |
| **Responsible to:** | **Learning Manager** |
| **Responsible for:** | **N/A** |

**Key Purpose:**

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| **1** | Work collaboratively with staff to provide specialist technical support responding to the practical needs of qualifications. |
| **2** | To be responsible for the daily operation of the learning environment, science equipment and teaching resources, and the supervision of designated learning areas. |
| **3** | To ensure that Health and Safety guidelines are adhered to. |

**Key Responsibilities and Accountabilities:**

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| **1** | To organise daily activities within the learning environment, including the preparation of teaching resources and housekeeping. |
| **2** | To provide specialist assistance to individuals or groups of students within the learning environment. For specific departments this may include work placements and instructing/directing of students. |
| **3** | To undertake reviews of health and safety policies and procedures in the workplace and undertake risk assessments. |
| **4** | To implement and maintain the regulations of the Health and Safety at Work Act 1974 and all other related Health and Safety legislation and regulations. |
| **5** | To participate in curriculum area, College, employer/parent functions, meetings and promotional activities as required. |
| **6** | Participate in course review activities and the generation and implementation of new resources and action plans. |
| **7** | Monitor and maintain specialist science equipment, conduct repairs and prepare replacement plans. |
| **8** | Order and stock take materials, chemicals and equipment ensuring correct usage and safe storage. |
| **9** | Clean and maintain working spaces, develop working environment, provide technical support and assistance for projects. |
| **10** | To assist with PAT testing if applicable. |
| **11** | Distribution and collection of equipment as required on a daily basis if applicable |
| **12** | Ensure all Science staff have access to CLEAPSS and refer to this specific Science Health and Safety advice when preparing practicals or supporting staff to select appropriate practicals. Convey CLEAPSS guidance to the College Health and Safety lead as required. |
| **13** | To maintain accurate documentation and stock records of chemicals and to provide feedback to agencies as appropriate. |
| **14** | Support financial sustainability through flagging up costly new practical’s and helping to identify cheaper alternatives that still meet the criteria. |
| **15** | Accurately make up solutions required including bulk quantities of stock solutions, multiple sets of a variety of solutions required or diluting concentrated solutions. |
| **16** | Conduct correct cleaning of resources and correct disposal of hazardous waste products created by practical sessions. |
| **17** | Conduct daily visual checks of the laboratories (including sinks) |
| **18** | Work with teaching staff to trial and test new laboratory practicals and experiments and create safe, reliable and efficient methods for the teachers and students to undertake. |
| **19** | Handling dangerous chemicals, hazardous biological materials and radioactive materials including concentrated acids and alkalis, viral samples and Protactinium generators. |
| **20** | To maintain a safe environment whilst preparing, working with and disposing of potentially dangerous micro-organisms required for mandatory practical assessments. |

**Cross-College Responsibilities and Accountabilities:**

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| --- | --- |
| **1** | Fully support and adhere to the College approved strategies, policies and procedures. |
| **2** | Champion the College’s equal opportunities and health and safety requirements. |
| **3** | Take responsibility for one’s own professional development. |
| **4** | Be responsible for safeguarding and promoting the welfare of young children, young people and vulnerable adults. |
| **5** | To support and participate in College wide activities where required |

This job description is current as at the date shown below. In consultation with you, it is liable to variation by management to reflect or anticipate changes in or to the job. You are liable to undertake such other duties as may reasonably be required of you, commensurate with your grade, at your initial or present place of work or at any other of the College’s operational sites.

**Person Specification**

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| --- | --- | --- | --- | --- |
|  | **QUALIFICATIONS & TRAINING** | **Essential** | **Desirable** | **How assessed** |
| 1 | Level 3 qualification in the relevant subject area or relevant industry experience | Y |  | A |
| 2 | Technical qualification in the relevant subject area |  | Y | A |
|  | **KNOWLEDGE, EXPERIENCE & UNDERSTANDING (CURRENT)** |  |  |  |
| 3 | Relevant industrial/subject experience | Y |  | A/I |
| 4 | Experience of following/applying Health & Safety Procedures | Y |  | A/I |
| 5 | Working knowledge of the relevant curriculum area | Y |  | A/I |
| 6 | Experience of ordering supplies and maintaining stock levels | Y |  | A/I |
| 7 | Understanding and awareness of Health & Safety legislation | Y |  | A/I |
| 8 | Knowledge of Microsoft Office applications, including Word and PowerPoint | Y |  | A/I |
| 9 | Maintaining relevant equipment |  | Y | A/I |
| 10 | Understanding of safeguarding vulnerable groups |  | Y | A/I |
|  | **SKILLS & ATTRIBUTES** |  |  |  |
| 11 | Competency in using the relevant tools | Y |  | A/I |
| 12 | Time management skills, organisational skills and the ability to prioritise tasks effectively | Y |  | A/I |
| 13 | Ability to communicate to a diverse range of people at all ages and levels, verbally and in writing | Y |  | A/I |
| 14 | Ability to work alone and as part of a team | Y |  | A/I |
| 15 | Ability to solve problems and make decisions | Y |  | A/I |
| 16 | Flexible approach | Y |  | I |
| 17 | Committed to student support | Y |  | I |

Key to assessment methods:

A = Application

I = Interview