

JOB DESCRIPTION

Post Title: Science Technician: Physics

Purpose: To work as part of a team to deliver practical equipment and materials for a department, so that staff and students can carry out practical work efficiently, accurately and safely.

Each Science Technician will be expected to have a primary oversight of either the Biology, Chemistry or Physics Department, depending on their specialism.

Responsible to: The Principal through the Head of Faculty and Head of Department: Physics

Liaising with: Relevant staff with cross college responsibilities, e.g. teachers within the department and the faculty, learning support staff and support staff

Main Duties and Responsibilities:

- Delivering materials for whole class practicals and demonstrations, including those required by the subject's practical endorsement
- Managing the departmental practical timetable and coordinating the delivery of experiments as specified in the scheme of work
- Preparing solutions and chemicals for student use
- Maintaining excellent housekeeping standards within the prep room
- Appropriately using PPE and acting in a professional manner at all times when working with chemicals and equipment
- Ensuring the safe custody of chemicals and equipment within the science department, maintaining records of stock and ensuring the accurate and clear labelling of chemicals
- Disposing of biohazardous and chemical waste correctly
- Using published data sheets and guidance to carry out risk assessments for all practical activities
- Preparing orders for scientific equipment and chemicals, through the completion of internal requisition forms, and purchasing goods directly from local suppliers as required
- Handling dissection materials, including locusts, rats, frogs, mammalian organs and fish heads
- Caring for animals and plants kept for observation or experiment
- Checking that all the safety equipment in the teaching laboratories are present in sufficient quantity, in-date and fit for purpose, for example safety spectacles, laboratory coats, emergency eye washes, fire blankets and fire extinguishers
- Identifying apparatus for maintenance and repair through regular checks of laboratory equipment, models and visual aids
- Providing technical advice within own area of expertise to teachers and students
- Creating new experiments and developing existing activities in conjunction with teaching staff within the department
- Assisting in the delivery of extracurricular and marketing events such as Science Club, outreach masterclasses and Taster Days
- Helping other members of the science technician team by supporting other science departments as required and if feasible, providing assistance to non-science departments when requested
- Attending departmental and college wide meetings as appropriate
- Assisting the Head/Assistant Head of Department in the planning and timetabling of practical's
- Working alongside the Head/Assistant Head of Department to complete departmental administration tasks
- Preparing paper and electronic copies of technician notes, risk assessments, timetables and equipment lists and service records

- Maintaining security of confidential and sensitive information
- Participating in all training events provided by the college such as Safeguarding, Health and Safety, First Aid
- Accompanying teaching staff on field trips (sometimes residential), day visits to museums, universities and industrial establishments

Staffing

Staff Development

- To undertake staff development where appropriate

Deployment of Staff

- To work as part of a team and to ensure effective working relations

Quality Assurance

- To ensure the effective operation of quality assurance systems
- To assist with the implementation of College quality procedures

Communications

- To ensure familiarity with the department's aims and objectives
- To liaise with relevant external bodies as appropriate

Marketing and Liaison

- To contribute to the College liaison and marketing activities
- To link with external agencies as appropriate

Management of Resources

- To contribute to the maintenance of an attractive working environment in the Science area and any other rooms used

Other

- To support the aims and objectives of the College
- To attend meetings as appropriate
- To be sympathetic to the values and ethos of Loreto College, the Loreto faith community
- To comply fully with college policies, e.g. Health and Safety, Safeguarding etc.
- Not to engage in any outside activity that may bring the college into disrepute
- To undertake any other duties the Principal or their designated alternate may reasonably direct from time to time within the context of the Loreto College contract

This Job Description is subject to periodic review and amendment

The College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.

PERSON SPECIFICATION: SCIENCE TECHNICIAN: PHYSICS

This person specification will be used in shortlisting and interviewing to select the best candidate. Each applicant should, therefore, address the person specification in his/her application and where appropriate you should give examples of how you meet the criteria.

Experience	Essential	Desirable	Method of Assessment
Previous experience of providing technical and general support within a Science department		/	Application, Interview
Experience of handling chemicals		/	Application, Interview
Skills and Knowledge			
Specialist knowledge of Science within the area of primary responsibility		/	Application, Interview
A good knowledge of the use of subject specific equipment in the area of primary oversight used up to and occasionally beyond A-level teaching		/	Application, Interview
The ability to handle apparatus/materials confidently and appropriately	/		Application, Interview
A good knowledge of health and safety issues relating to science laboratories and the use of equipment and chemicals	/		Application, Interview
Ability to organise stock and maintain accurate records		/	Application, Interview
Ability to work to deadlines and deliver an agreed scheme of work	/		Application, Interview
Ability to work with other staff as a team		/	Application, Interview
Good organisational and administrative skills	/		Application, Interview
Proficiency in working with standard office applications such as MS Word, Excel, Outlook	/		Application
Good communication skills	/		Application, Interview
Good motivational skills	/		Application, Interview
Excellent attention to detail and maintaining a quality service	/		Application, Interview
Evidence of commitment to Continuous Professional Development (CPD)		/	Application
Qualifications			
Educated to Level 2, or equivalent, in English and Mathematics	/		Application
Educated to Level 3, or equivalent, in the relevant specialism	/		Application
Educated to graduate level, or equivalent, or can demonstrate comparable knowledge and understanding of the relevant specialism gained through employment		/	Application
Attitude and Impact			
Smart in appearance and manner		/	Interview
Ability to use initiative	/		Application, Interview
Flexibility in approach to work and adaptability to changing situations	/		Application, Interview
Personal			
Enhanced DBS Clearance *	/		Pre-employment check
Ability to meet the requirements of the Immigration, Asylum and Nationality Act 2006 (to be legally employed to work in the UK)	/		Interview
<i>The College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.</i>			
<i>* this will follow an initial offer of employment</i>			

SUMMARY OF MAIN TERMS AND CONDITIONS OF SERVICE

Science Technician: Physics – Term-time only

This is a full time, term-time only contract working 37 hours per week. You will however, on occasions, be required to work outside these hours to meet the requirements of the college.

Start Date	February 2022 (or as soon as possible)
Closing date	Closing date for receipt of applications 10am on Monday 17th January 2022 . We will not be able to accept applications after this date, except in exceptional circumstances.
Salary	Salary will be points 6 – 7 on the Sixth Form College's Support Staff Scale, currently £19,719 - £20,126 per annum, pro-rata. (Actual amount - £16,721 - £17,066).
Interview date	Candidates will be contacted by telephone/email regarding interview dates. Please therefore ensure this information is included in your application, along with any dates when you are not available for interview.
Payment	Your salary will be paid by BACs transfer into your bank account on the last banking day of the month, unless notified otherwise.
Pension Scheme	You will automatically become a member of the Local Government Pension Scheme (unless you opt-out).
DBS Clearance and safeguarding checks	Loreto Sixth Form College is committed to safeguarding children and young people. All post holders are subject to appropriate vetting procedures as outlined in Part 3 of DfE, Keeping children safe in education 2018 (Appendix 1), this includes satisfactory Disclosure and Barring Service Enhanced with barred list information check.
Rehabilitation of Offenders Act 1974	<p>The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.</p> <p>You are not required to provide details of criminal convictions at application stage. However, if shortlisted for interview you will be asked to supply further information, which will include spent convictions.</p>