



JOB DESCRIPTION

Job Title	Science Technician (Chemistry)
Start Date	30 August 2022
Salary	Salary is based on the Sixth Form Colleges Association Support Staff pay spine from points 10–12. Currently £22,254–£23,730 (actual amount £19,036–£20,298).
FTE	Full Time / Term-time only (0.8554FTE)
Responsible to	The Principal through the Head of Faculty and Team Leader: Science Technicians.
Liaising with	Relevant staff with cross college responsibilities, e.g. teachers within the department and the faculty, learning support staff and support staff

Role Purpose

To work as part of a team to service the laboratories with primary oversight for a department, so that staff and students can carry out practical work efficiently, accurately and safely. The post of Science Technician within the college is generic and the workload spread amongst all members of the team. Each Science Technician will be expected to have a primary oversight of either the Biology, Chemistry or Physics Departments, depending on their specialism.

Main Duties and Responsibilities

- To ensure the safe custody of chemicals and equipment within the science faculty, maintaining records of stock and identifying equipment for maintenance and repair.
- To prepare materials for whole class practicals, demonstrations and practical examinations. To include the accurate and clear labelling of chemicals.
- To monitor stock levels of chemicals and equipment frequently and to complete internal requisition forms as part of the process to maintain good stock levels.
- To receive chemicals and equipment and to ensure all materials have been delivered in good condition as per the delivery note.
- To source materials that are not readily available or need special handling. This will include approaching non-traditional education suppliers, eg. biological specimens, organs for dissection, materials that need adaptation for use in class.
- To purchase goods from external sources for which transport costs will be reimbursed or transport will be provided.
- To maintain good housekeeping standards. To ensure all chemical spills are promptly dealt with (including mercury) and hazardous materials are safely stored away with appropriate containment.



Main Duties and Responsibilities

- To provide technical advice within own area of expertise to teachers and students as required, e.g. whole class practical's, demonstrations, disposal of waste etc.
- To check, laboratory equipment, models, visual aids etc. and where appropriate to service and repair such items or to make arrangements for the work to be carried out by contractors.
- To use published data to carry out risk assessments and COSHH assessments.
- To regularly check that all the safety equipment in the teaching laboratories are present in sufficient quantity, are in-date and fit for purpose e.g. safety spectacles, laboratory coats, emergency eye washes, first aid box, fire blankets, fire extinguishers etc.
- To ensure preparation of chemicals ready for use by students. Due to student numbers within the college this will entail the scale up to ca. 120 litres for certain reagents and the use of a dispensing peristaltic pump.
- To maintain paper files, electronic files and also the content of the college intranet. Document organisation to include those with a shared responsibility with the teaching staff. For example, documents include technician notes associated with the scheme of work, practical instruction sheets, risk assessments, instruction manuals and data sheets, service and repair records, contact details of suppliers, labels and signage etc.
- To contribute to maintaining high standards of cleanliness within the laboratories.
- To keep a laboratory notebook and to use recorded information clearly, eg. 'teacher' results for assessed practical.
- To develop new experiments to enhance the teaching and learning of science within the college in conjunction with the Head of Department/Second in Department or delegated member of the teaching staff.
- To advise the Head of Department and Team Leader of any problem that may or has arisen that will have a negative impact of service delivery.
- To assist other members of the science technician team supporting other departments if required.
- To provide support to other departments when requested with the caveat that such assistance will not have a detrimental effect on the core activities, ie. a scientific service to the biology, chemistry and physics departments.
- To attend departmental/faculty and college wide meetings as appropriate. In departmental meetings, to assist the Head of Department or Second in Department in the planning of practical work, scheduling classes, teaching laboratories and availability of resources.
- To assist the college with the enrolment of students.
- To attend and participate in all training events provided by the college, eg. safeguarding, Health and Safety, First Aid etc.
- To assist the IT Department at the software/instrument interface as appropriate, eg. installation of software for digital microscopes.
- To assist in the management of waste generated by the science faculty using the principle of the hierarchy of waste. To ensure hazardous waste is handled appropriately under the direction of the team leader.
- To be mindful and wherever possible, to minimise expenditure whilst maintaining or improving the standard of materials and service to the college.
- To occasionally accompany teaching staff on field trips (sometimes residential), day visits to museums, universities and industrial establishments.
- To be pro-active in safeguarding own safety and the safety of others. To set a good example by the appropriate use of PPE. To act with authority and with tact when challenging the behaviour of others.



Main Duties and Responsibilities

- To update CPD records by undertaking training by attending relevant internal and external courses.
- To act in a professional manner at all times working with chemicals and equipment, staff and students.
- To maintain the security of confidential and sensitive information, eg. student records, practical exam specifications, completed practical examination scripts etc.
- To work closely with the Head of Department/Second in Department.

Staff Development

- To undertake staff development where appropriate
- To take part in the College's Appraisal Process

Deployment of Staff

- To ensure that appropriate arrangements for cover are made when absent
- 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 contribute to the process of the setting of targets within the department and to work towards their achievement.
- To assist with the implementation of College quality procedures, especially through contribution to the self-assessment process

Communications

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

Management of Resources

- To contribute to the maintenance of an attractive working environment in the college office

Marketing and Liaison

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



Chichester Road South, Hulme, Manchester M15
5PB

recruitment@loreto.ac.uk

www.loreto.ac.uk

0161 226 5156



Main Duties and Responsibilities

Other

- To support the aims and objectives of the College.
- To attend meetings in accordance with the College meetings schedule.
- To undertake any other duties the Principal or her 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.
- To take all reasonable steps to ensure the security of any personal data relating to college employees or students, (either future, current or past) to which you have access, in line with the requirements of the college's Data Protection Policy and the General data Protection Regulation (GDPR).

This job description will be kept under review and may be amended from time to time, following consultation with the post holder, to reflect changing organisational needs.

Start Date	30 August 2022
Closing Date	Closing date for receipt of applications is Monday 27th June 2022 at 10am. <u>We will not be able to accept applications after this date, except in exceptional circumstances.</u>
Interview Date	Interviews are currently due to be held w/c 5 July 2022 (this is subject to change). Candidates will be contacted by phone or email to schedule their interview. Please ensure correct contact information is included and correct on your application, along with any dates that you are not available for interview.

Person Specification

The person specification will be used in when shortlisting candidates to interview

	Essential/ Desirable	Assessment
Experience		
Previous experience of providing technical and general support within a Science department	Desirable	Application/Interview
Experience of handling chemicals	Desirable	Application/Interview
Skills & Knowledge		
Specialist knowledge of Science within the area of primary responsibility	Desirable	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	Desirable	Interview
The ability to handle apparatus/materials confidently and appropriately	Essential	Interview
A good knowledge of health and safety issues relating to science laboratories and the use of equipment and chemicals	Essential	Interview
Ability to organise stock and maintain accurate records	Desirable	Application, Interview
Excellent standards of literacy and numeracy	Essential	Interview
Ability to work with other staff as a team	Essential	Interview
Excellent organisational and administrative skills	Essential	Application/Interview
Excellent communication and listening skills	Essential	Interview
A clear understanding of developments in post-16 education	Desirable	Application/Interview
Ability to meet deadlines	Essential	Application/Interview
Evidence of commitment to Continuous Professional Development	Essential	Application/Interview
IT literate	Essential	Application/Interview
Qualifications		
Educated to degree level or equivalent, or substantial relevant experience that demonstrates a high order of literacy, numeracy and analytical skills.	Essential	Application/Interview
Attitude & Impact		
Positive and enthusiastic	Essential	Interview
Flexibility and a readiness to undertake a wide range of tasks	Essential	Interview
Committed to Equality and Diversity	Essential	Interview
Flexibility and a readiness to undertake a wide range of tasks	Essential	Interview
Personal		
Enhanced DBS Clearance	Essential	Pre-employment check
Can evidence proof of right of work in the UK	Essential	Application/Interview

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Staff Benefits

- Free secure on-site parking
- Cycle to Work and Technology schemes
- Free onsite fitness classes including Yoga and Pilates
- Free tea and coffee in all staffrooms and subsidised Starbucks pod on campus
- Free staff lunch and refreshments on inset days
- Access to wellbeing services such as private physio and virtual GP appointments through our enhanced Occupational Health package
- End of term all-staff celebration lunch

Payroll & Pensions

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).

Safeguarding

DBS Clearance and Safeguarding Checks	This post requires DBS clearance and is subject to Enhanced clearance from the Disclosure and Barring Service as well as a range of other safeguarding checks
Rehabilitation of Offenders Act 1974	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. 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.