



Job Description

Job Title	Science Technician
Department	A 'Levels Filton Campus
Reporting to:	Head of Sixth Form
Main Purpose of the role	
To provide high quality technical support to the Science team. Ensuring the science labs are ready for learning and meet health and safety requirements.	
Key Tasks / responsibilities:	
<p>All tasks to be carried out in a Total Quality manner, consistent with the Corporations culture.</p> <ul style="list-style-type: none"> • To ensure the laboratories and tools are safe in accordance with Health and Safety Regulations. • To ensure the safe storage and use of chemicals and other materials in accordance with current Health and Safety Regulations and good practice. • To set up the laboratories and training areas on a daily basis in preparation for forthcoming classes, supplying equipment and material as requested by lecturers including the setting up of audio and visual equipment. • To devise, trial out and prepare demonstrations and practical work as requested by lecturers. • To maintain laboratories and preparation rooms to a high standard. • To maintain an inventory of assets. • To order goods as appropriate and undertake stock-takes for the department. • To effect repairs to practical equipment where possible and arrange regular equipment servicing. • To advise Learning Area Manager with regard to any defects in the fixtures, fitting and equipment. • To assist staff in practical sessions. • To assist students with practical and project work where possible. • To support appropriate practical examinations by carrying out thorough checks on all instructions, prepare resources and help supervise for practical examinations. • To maintain risk assessments for all materials and equipment and assist staff with writing risk assessments for all practical work, field trips and open days. • To attend appropriate meetings. • To participate in performance management and Professional Development activities. • Any other duties commensurate with the grade of this post. 	

Role Dimensions					
<ul style="list-style-type: none"> • Courses currently delivered in the department are: A'Level Science Biology, Bio Medical Science, Chemistry, Physics, Forensic. • 150+ learners. 					
Key Interfaces					
<ul style="list-style-type: none"> • This role is primarily for the Science team but occasionally will fulfil requests from other vocational teams. 					
Measurable Performance Standards					
<ul style="list-style-type: none"> • Able to provide up to date detailed information on equipment and material including repair/replacement programme. • Risk assessment organised, easily accessible, regularly reviewed and up to date. • Equipment repaired/serviced externally in a timely manner to not hinder the delivery of practical work. • Laboratories and preparation rooms tidy, clean, organised and well stocked. 					
Critical Competencies					
<ul style="list-style-type: none"> • Technical skills • Works well in a team • Enthusiastic • Problem solving • Takes initiative 					
Level of Disclosure and Barring (DBS) disclosure required					
<ul style="list-style-type: none"> • 'Enhanced Plus' (with barred list checks) 					
Author and Date					
Mark Jones September 2023					
Job Evaluation (HR Completion)					
Score		Profile		Level	

As the needs of the College change so the above job profile, duties and location of the role within the College will be adjusted accordingly.

Where an employee indicates a disability, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all of the duties of the post. If, however, a certain task proves to be unachievable, job redesign will be given full consideration.

Person Specification

Science Technician



Criteria	Essential	Desirable	Assessed by
Qualifications and attainments			
GCSE Maths and English grade C/4 or above	✓		Application form
Science A level or degree qualification (or equivalent)	✓		Application form
Current First Aid certificate		✓	Application form
Experience and knowledge			
Excellent organisational and time management skills	✓		Application form/interview
Knowledge of the Further Education sector		✓	Application form/interview
Previous experience of working in a laboratory or Technician role in industry or education	✓		Application form
Awareness of current scientific development in education.		✓	Interview
Skills and abilities			
IT Literate (especially proficient in the use of Excel and Word)	✓		Application form/interview
Enthusiasm for technology, problem solving and helping people		✓	Application form/interview
Excellent organisational and time management skills	✓		Application form/interview
Ability to work independently	✓		Application form/interview

Criteria	Essential	Desirable	Assessed by
Ability to work to specific instructions	✓		Application form/interview
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Essential College attributes			
Initiative: Demonstrating the willingness and ability to use initiative – whether that means deciding on necessary action and following it through - or suggesting ways to work in a better way.	✓		Application form/ interview
Influencing skills: The ability to persuade others.	✓		Application form/ interview
Interpersonal Skills: The ability to communicate and interact with other people in a way that promotes cooperative relationships.	✓		Application form/ interview
Teamwork: The willingness and ability to collaborate and work closely with colleagues in a mutually supportive manner.	✓		Application form/ interview
Circumstances of role (if applicable)			
Ability to meet particular conditions of the role e.g. occasional travelling between campuses	✓		Interview