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| **Job Description – Science Technician** | **L:\Admin\Logo\TVCT Logo\Tees Valley Collaborative Trust logo.png** |

Reporting to the Faculty Mananger

Hours: various hours, term time only

Salary: SFCA Support Staff Pay Scale Points 18-21

Reporting to the Progress Leader, responsible for Sciences, you will be part of the technical support team. Your day to day work and planning will be co-ordinated through the Faculty Manager depending on the requirements of the Science subject teams. You will also give assistance where appropriate to other College departments in order to facilitate the effective delivery of technical support.

The primary base for this role will be the Stockton campus.

**Main Areas of Responsibility**

1. Preparation for Science Practical Work

* To meet the requirements of the staff at the start of each lesson
* To clear away, wash and dry apparatus and return to store
* To safely dispose of waste chemicals and biological material
* Modify/update practical sheets as needed
* Pilot new practicals
* Accompany fieldwork trips
* Help students with practical work
* Help with year 10 and liaison visits
* Help out when staff are absent

1. Laboratories, Preparation Room and Stores

* To keep all benches and sinks clean and tidy
* To report any defects in mains services to the Site Manager
* To check that all electrical appliances are switched off at the end of the day and that cupboards etc are locked

1. IT Skills

* Good general IT skills
* Setting up audio-visual and computer equipment for Science staff when required including data loggers
* Maintenance of stock lists etc on computer using Word and Excel

1. Stock Control

* To keep a record of consumption and purchase of consumable stock
* To be familiar with trade catalogues and advise head of Subject of costs
* To advise Head of Subject about deteriorating stock
* Order equipment and stock in consultation with head of Subject

1. Looking after Laboratory Equipment

* Repairing equipment when required
* Simple servicing of microscopes

1. Health & Safety

* To be familiar with the safety handbook, COSHH and risk assessments
* To be a trained first aider
* To maintain the first-aid box
* To be aware of the location of all mains stop taps and fire-fighting equipment

1. Inter-Departmental

* To deputise as far as possible in the absence of another technician
* To help and seek help from the other technicians as required
* To help with invigilation and other departments as required

This job description sets out the main responsibilities for the postholder, but is not intended to be an exhaustive list. Specific duties may change from time to time without changing the general nature of the post and the postholder is expected to be flexible in the range of responsibilities they undertake commensurate with the responsibility and salary

Signed …………………………………………………………….. Dated …………………………..

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| **Person Specification – Science Technician** | **L:\Admin\Logo\TVCT Logo\Tees Valley Collaborative Trust logo.png** |

**Essential**

* Sound knowledge of techniques for preparing chemical solutions and samples or biological materials
* Good working knowledge of equipment used for level 3 practical work in the relevant specialist area
* Educated to Advanced Level or equivalent, including an A level in a relevant science subject
* At least 5 GCSEs at A-C or equivalent Level 2 qualification including English, Mathematics and Science
* Good IT skills
* To be a trained first aider (or willing to attend training)
* Sound understanding of health & safety
* Able to work accurately and complete tasks on time in a pressured environment
* Good interpersonal and communication skills
* Good organisational skills
* Have the ability to work on a one-to-one or group basis with young people and adults
* Flexible and adaptable in approach to work and times of working. Flexible attitude and willingness to develop skills
* Able to work on your own initiative but know when to seek and take advice
* Enthusiasm and ‘can do’ attitude
* Able to work effectively with limited supervision and also as part of a team

**Desirable**

* Relevant qualifications or experience in other Science areas
* Level 2 IT qualification
* A minimum of 2 years’ experience working in an education environment at level 3 or equivalent