

Job Title: Lead Science Technician

Responsible to: Head of Subject and Senior Technician

Pay Range: Scale Point 6 to 9 (£23,162-£24,442 FTE) Actual salary: £19,595 - £20,678

Hours: 37 hours a week, 39 weeks a year (0.8460 FTE)

Lead Technician duties will include:

Co-ordinating the day to day work of the Technicians in the department, including planning and purchasing for upcoming practicals.

Leading in ensuring that laboratories and workrooms are kept in an orderly fashion and properly supplied.

Ensuring that Technicians in the department maintain Health & Safety standards and that departmental Health and Safety records are kept up to date.

Liaising with the Senior Science Technician over organisational and Health & Safety matters.

Assisting with the induction of new Science Technicians.

Working closely with the Head of Subject on any issues related to technician support for the department

Stock-taking, ordering materials for Biology, Human Biology and Environmental Science and checking deliveries and liaising with supplier companies. Liaising with the Finance team and managing the department petty cash.

Arranging visits from third party maintenance companies (eg microscope maintenance, dishwasher repair) and attending if organised out of standard college hours.

Arranging and liaising with other third parties eg laundry services.

In addition to your Lead Technician duties, you will be expected to undertake work as a Technician:

Technician duties will include:

Preparing equipment for laboratory practical sessions.

According to area of responsibility: preparing specimens, solutions and other chemicals.

Cleaning equipment and laboratory surfaces following practical sessions.

Inspecting laboratory for potential hazards such as worn cables, perished tubing etc.

Maintaining laboratories and preparation areas in a safe and orderly fashion.

Helping to manage the storage of teaching materials and equipment and keeping the subject area inventory.

Liaison with students to assist in project design.

Assisting with stock-keeping, purchasing consumables (eg sugar, beetroot) and checking deliveries.

Assisting with clerical tasks.

Simple maintenance of equipment.

Assisting with demonstrations of experiments.

Assisting in the preparation and setting up of practical examinations.

Co-ordination of laboratory accommodation for teaching groups, which share equipment and accommodation.

Following Health and Safety standards and ensuring that records of such are kept up to date.

Prioritising the safeguarding of all students and participate in training on safeguarding matters.

Contributing to the elimination of unlawful discrimination, harassment and victimisation; advance equality of opportunity and foster good relations between people who share a protected characteristic and those who do not.

Any other tasks reasonably required by the Principal.

Andy Milchard
Director of Curriculum & Support
Feb 2024

Job Title Lead Science Technician (Biology)

Category	Essential	Desirable	Ascertained by
Qualifications	Level 3 (A-level / GNVQ / BTEC) or higher level qualification(s) in Science	A first aid qualification	Qualification certificates
Experience	Experience as a Science Technician or of laboratory work Experience of team working Experience of effectively working unsupervised Knowledge of Health and Safety in relation to Science, or readiness to acquire it	Experience in leading a team Experience working with young people aged 16-19 Experience of working in situations where workload fluctuates	Application form At interview
Additional Skills and Abilities	A degree of manual dexterity suitable for the safe, accurate and effective handling of scientific materials and equipment Have good time management and administrative skills and be able to work effectively under pressure from time to time Ability to work safely and effectively without direct supervision Ability to proactively identify tasks requiring attention Ability to work with computers The ability to lead and co-ordinate a team of staff Demonstrable willingness to work flexibly: to accept a variety of tasks, and to be willing to work the set hours within agreed periods of the day according to demand To be able to work as a team member and to work with students		Laboratory preparation tasks activity; Application form; At interview.
Other	To display a commitment to the protection and safeguarding of children and vulnerable adults To display a commitment to meeting the individual needs of each student; to respect diversity , advance equality of opportunity and foster good relations between those who share a protected characteristic and those who do not An interest in education and science		Application form; At interview;