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# **JOB DESCRIPTION**

## Job Title: Science Technician

## Location: Engineering UTC Northern Lincolnshire

## Pay Grade: Grade 4 - £17 007 - £17 681 per annum

**Contractual Terms: Term time only plus 5 training days**

**Working hours: 15 hours (5 mornings per week)**

**Actual Salary: £5845 - £6077 per annum**

**Responsible to: Science Line Manager**

**Duties:** To work under the direction of the science teachers and coordinate the use of practical resources and facilities. To provide assistance and advice in the practical needs of the curriculum across science lesson. To give technical advice and health and safety advice, to teachers and students. To take a lead in carrying out the stock control, ordering of provisions and liaising with suppliers and the Finance team.

**KEY RESPONSIBILITIES:**

* To work as part of a team with all colleagues in the Science Department and wider college
* To assist the department with practical classes and demonstrations, preparing resources and assembling apparatus/equipment.
* To ensure the availability of suitable materials and equipment and suggesting alternatives for suitability and economy.
* To clean sinks, benches and equipment and wash and dry glassware, returning apparatus etc. to storage as soon as is practicable.
* To manage and update the departmental display boards.
* To assist with the use of computing resources and to set-up audio visual equipment as requested.
* To undertake administrative duties including ordering & monitoring stock supplies and keeping accurate records in-line with health and safety guidelines
* To keep up-to-date with current procedures and practices through continuing professional development.
* Participate in the College’s performance management scheme and to participate in training and learning activities as required.
* Be aware of, and comply with, policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person.
* Administer first aid to students following UTC protocols and first aid guidance.
* Attend staff meetings, training days and management meetings by agreement with the Line Manager.
* To carry out any other such duties commensurate with the post as agreed with the Line Manager within or outside the department

**Health and Safety**

* Ensure the safe treatment and disposal of used materials, including hazardous substances and responding to actual or potential hazards.
* Ensure the healthy, safe storage and accessibility of equipment and materials.
* Carry out routine and non-routine safety checks, cleaning, maintenance, testing and repairing of equipment to the required standard.

**Any Special Conditions of Service:**

There is a requirement to submit to an enhanced Disclosure and Barring Service (DBS) check. Term time working. There may be a need to work outside of college hours and off college premises, as required by the college. No smoking policy.

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# **PERSON SPECIFICATION**

**Job Title: Science Technician**

## College: Engineering Northern Lincolnshire UTC

**Pay Range:** Grade 4 SCP 11 - 14

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| The Engineering Northern Lincolnshire is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. | | |
| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| **Qualifications & Training**  NVQ Level 3 or equivalent in a relevant subject.  Appropriate first aid training | X | X |
| **Experience**  Appropriate experience of working in a school, academy or UTC Science department. | X |  |
| **Skills & Knowledge**  Demonstrable ICT skills and ability to use them as part of the learning process, or, the ability to develop ICT skills in a reasonable time-frame.  Good written and verbal communication skills: able to communicate effectively and clearly with a range of staff, pupils and parents.  A knowledge of health and safety regulations and practices required within the department to ensure a safe working environment for students  Experience to demonstrate an awareness of the safety measures around the use of chemicals and equipment used within the department. | X  X  X | X |

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| **Personal Qualities**  Demonstrable interpersonal skills  Ability to work successfully in a team  Able to exercise discretion and judgement  Self-motivation to complete required duties  Confidentiality | X  X  X  X  X |  |
| **Other requirements**  To be committed to the College’s policy and ethos.  To be committed to Continual Professional Development.  Motivation to work with children and young people.  Ability to form and maintain appropriate relationships and personal boundaries with children and young people.  Emotional resilience in working with challenging behaviours; and, attitudes to use authority and maintaining discipline | X  X  X  X  X |  |
| **Equal opportunities**  To assist in ensuring that UTC equalities policies are considered within working practices in terms of both employment and service delivery | X |  |