

JOB DESCRIPTION

JOB TITLE:	Science Technician
DIRECTORATE:	Moulsham Street
DEPARTMENT:	Health Care and Science
RESPONSIBLE TO:	Head of Department
RESPONSIBLE FOR:	No Subordinate Staff
PURPOSE OF JOB:	Responsibility for organising and maintaining the College's Science Laboratories, Microbiology stocks and associated equipment. Maintaining equipment in health and Childcare areas.

GENERAL REMARKS: The post holder may be required to work the occasional early morning to prepare time sensitive materials for practical work.

MAIN TASKS AND RESPONSIBILITIES:

- 1. Preparation for Practical Sessions**
- 2. Miscellaneous Duties**
- 3. General Responsibilities**

1. Preparation for Practical Sessions

- 1.1 Prepare materials and equipment for lectures/ demonstrations/ practical sessions as required by teaching staff
- 1.2 Maintain stock control with regard to equipment, materials and practical areas and health and childcare.
- 1.3 Day to day responsibility for the Budget, Purchasing / ordering, Stock control and expenditure using the College Finance system
- 1.4 Carry out planned maintenance on machines and equipment.
- 1.5 Liaising with external contractors to provide servicing support.
- 1.6 To implement a rolling programme of equipment maintenance and Lab stocks
- 1.7 Sourcing and evaluating new equipment and practical procedures
- 1.8 Maintain daily operation of science area machines and equipment including microbiology stock cultures, photography equipment and instrument analysis techniques.

- 1.9 Clean and maintain laboratory resources.
- 1.10 Understand and keep up to date with the internal and external regulatory environment pertinent to the sector and the employer and comply with regulations proficiently.
- 1.11 Keep a COSHH register updated termly as required.
- 1.12 Carry out risk assessments for all practical areas and ensure these are clearly displayed at all times.
- 1.13 Assist teachers with general safety of students in the practical areas (PPE, Manual handling etc.)
- 1.14 Maintain security within the practical areas.

2. Miscellaneous Duties

- 2.1 As directed by teaching staff, assist with the supervision of students in work areas for reasons of safety and security.
- 2.2 Assist in ensuring that the requirements of the Health & Safety at Work Act and other safety legislation, codes of practice etc. are adhered to.
- 2.3 Carry out all associated administrative duties.
- 2.4 Assist with the ordering, receipt and safe storage of deliveries of supplies to the Department.
- 2.5 Ensure that the practical areas are cleared and tidied to provide a safe working environment.
- 2.6 Arrange safe disposal of waste materials used within the practical areas.

3. General Responsibilities

- 3.1 Contribute to the attainment of the College's strategic objectives, as appropriate.
- 3.2 Comply with all College policies, practices and procedures.
- 3.3 Understand the internal and external regulatory environment pertinent to the sector and the employer and comply with regulations proficiently
- 3.4 Take responsibility for personal development, attend conventions, conferences and other similar activities and updating events as required within the CIP.
- 3.5 To undertake first aid training and to keep it up to date.
- 3.6 To undertake fire marshall training and keep it up to date.
- 3.7 Participate in and promote the Professional Development and Appraisal schemes.
- 3.8 Undertakes such duties as may reasonably be required of you, commensurate with your grade and general level of responsibility at your initial or present place of work, or any other establishment for which the College provides services.
- 3.9 Takes responsibility for safeguarding and promoting the welfare of children.

NB In consultation with you this job description is liable to variation by College managers to reflect or anticipate changes in the College's requirements.