

JOB DESCRIPTION

TITLE: Science Technician

SALARY: Support Pay Scale

REPORTS TO: Head of Department

CAMPUS: Windsor College

JOB PURPOSE: To assist the Senior Technician in supporting staff and students in the Laboratories and assisting in the preparation of chemicals for demonstrations and practical activities. To ensure the maintenance of a healthy & safe working environment through actively contributing to the assessment, monitoring and review of both health & safety procedures and information resources.

N.B. This job description is current at the date of issue. It will be reviewed annually and may be updated by the Principal.

Key Accountabilities:

1. To provide support to staff and students with practical science experiments within the Department across Science disciplines and review new innovative experiments as advised.
2. To be responsible for preparation, maintenance, cleaning and use of relevant equipment for A level, GCSE and BTEC practicals.
3. Support and assist both lecturers and students during implementation of experiments.
4. Update inventory as advised by line manager and assist in the ordering of stock.
5. To carry out health and safety audit of the laboratories to check and withdraw unsafe equipment and inform the Senior Technician of the repairs required.
6. Help maintain the College systems documentation.
7. Assist with College-wide events such as Open Evenings, Year 10 & Year 11 events, occasional day trips and residential Biology Field trips.
8. Keep skills up to date by participating in training as required.
9. Observe at all times strict rules of confidentiality appropriate to the post.
10. Such other duties as may be reasonably requested.

NOTE

It is the College's policy to establish and maintain a Risk Register and a Risk Management Policy. It is a condition of your employment that you become aware of these documents and that you follow the objectives and procedures of good risk management in your areas of work.

The post holder is required to have a commitment to:

- The continuing development and implementation of the College's Diversity & Equality Policy.
- The management of risk within the College
- The health and safety of staff, students and visitors in general and the College's policies and procedures in particular.
- The principles and procedures set out in the College's Safeguarding and Promoting Welfare for Children & Vulnerable Adults Policy.
- The principles and procedures set out in the College's Data Protection Policy

Jan 2026

PERSON SPECIFICATION
Science Technician

	<u>Essential</u>	<u>Desirable</u>	<u>Source of Evidence</u>
EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS			
A science related qualification at a standard of A level or above, and relevant industrial experience. (please state this in your application)	✓		AF
A Level 2 qualification (GCSE or Equivalent) in Mathematics and English or willing to work towards within 2 years. (please state this in your application)	✓		AF
Formal health & safety training or willing to work towards within 12 months (please state this in your application)	✓		AF
EXPERIENCE			
Can demonstrate evidence of a commitment to success (could be from previous work experience, part time work, extracurricular activities etc.)	✓		IV
A knowledge of basic procedures in Chemistry and in dealing with chemicals as well as Physics	✓		AF/IV
SKILLS/KNOWLEDGE/ABILITIES			
Good knowledge of Microsoft Office applications.		✓	IV
Ability to problem solve	✓		IV
Demonstrable organisational skills	✓		IV
Demonstrable communication skills oral and written	✓		IV
Able to structure and prioritise requirements within a varied workload.	✓		IV
Flexible approach to working practices including the ability to work effectively as a member a team member	✓		IV
An awareness of the importance of Health and Safety procedures in the laboratory environment.	✓		IV

Evidence of all of the elements marked AF or AF/IV must be present in the application form in order to be shortlisted for an interview

All of the elements marked IV will be assessed at interview

All of the elements marked AF/IV will also be assessed at interview

All or some of the elements may be assessed by the Test/Presentation

All or some of the above elements may be assessed at interview