

Job Description for a Science Technician

Candidate Criteria

Candidates will be expected to have Level 3 Science qualifications (A-level, BTEC or equivalent).

The Science Technician works closely with the Senior Science Technician, Head of Science and the colleagues teaching in the Senior School laboratories & Melrose.

Role

The role of science technician is to support the practical and technical aspects of the science curriculum by preparing, providing, maintaining, organising and managing the resources required for healthy, safe and secure practical activities to be carried out by staff and students.

Key Responsibilities

Under the (overall) control of the senior technician, to coordinate the use of practical resources and facilities and provide assistance and advice in meeting the practical needs of the science curriculum, including liaising with teaching staff.

Preparation of resources, assembling apparatus

- Making up solutions;
- Delivery of apparatus to classrooms in a timely manner;
- Obtaining materials by local purchase;
- Assisting with the production of practical templates on LabLogger;
- Advising staff of any problem with equipment or chemicals and giving technical advice to staff and students;
- Carrying out risk assessments for technician activities;
- Assisting in practical classes & carrying out demonstrations;
- Setting up IT equipment; this will usually involve datalogging equipment and cameras for demonstrations.

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;
- Keeping up to date with current procedures and practices through continuing professional development;
- The provision of technical advice and support on health & safety issues to teaching staff;
- The safe treatment & disposal of used materials including hazardous substances and responding to actual or potential hazards;
- The safe storage and accessibility of equipment and materials
- Keeping up-to-date with health & safety requirements and with developments in practical science. (Attending courses & reading publications.)

- Giving health & safety advice to teachers and students;
- Being on-hand to support teachers and students in emergency situations;
- Disposal of waste materials; this involves knowledge of local requirements, checking regulations & guidelines and for arranging special waste to be packaged and collected.
- Organising, storing and checking the condition of chemicals and equipment.
- To support the senior technician in ensuring the availability of suitable materials and equipment, helping to compile orders and liaising or negotiating with suppliers and finance departments. This will include sourcing, costing and suggesting economic alternatives to maintain stock levels. Keeping up-to-date stock records.
- Under the (overall) guidance of the senior technician, to ensure that both routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment are carried out to the required standard.

Other duties may be requested occasionally by the Head of Science and other teaching colleagues.

Hours and Remuneration

The position is term time only (36 weeks) plus 3 INSET days (one per term).

This role is for 28 hours per week, with 45 minutes for lunch (unpaid).

In addition, there may be a need to do some additional paid work to be completed outside of term time. These additional hours are to be by mutual agreement and agreed in advance with the Head of Science and a record should be kept of these (and the work completed) for authorisation to the Head of Science and passing to the office for payment at the end of each academic year.

Line Management

Reports to the Senior Science Technician.

Remuneration

The remuneration for this post will be between point 763 and point 764 on the Guernsey Civil Service Non-Standard scale, which currently equates to £37,051 FTE and £38,719 FTE respectively, according to qualifications and experience. All colleagues employed on permanent contracts are automatically enrolled in the States of Guernsey Public Servants' Pension scheme, a contributory defined benefit pension scheme on a Career Average Revalued Earnings (CARE) basis. The current employer contribution rate is 14.1% of salary at the time of writing. The current employee contribution rate is 7.5% of salary at the time of writing.

Pension

All colleagues employed on permanent contracts are automatically enrolled in the States of Guernsey Public Servants' Pension scheme, a contributory defined benefit pension scheme on a Career Average Revalued Earnings (CARE) basis. The current employer contribution rate is 10.3% of salary at the time of writing. The current employee contribution rate is 7.5% of salary at the time of writing.

Other benefits

All colleagues employed on permanent contracts are eligible for a one third fee reduction (pro-rated for part-time staff) for one daughter based in either the Senior School or Melrose. A further one quarter fee reduction (pro-rated for part-time staff) is available for a second daughter. Details regarding places and entry requirements are available from the Registrar.

Living and working in Guernsey

Please note that there is no Employment Permit associated with this role and therefore applicants must have, and be able to provide evidence of, permission to reside and work in Guernsey.

Equal Opportunities

The Ladies' College is an equal opportunities employer and does not discriminate against applicants on any grounds. The criteria for selection relate purely to the suitability of an applicant for the job for which they are applying.

Safeguarding

The Ladies' College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening including an enhanced criminal records bureau check and be able to prioritise the well-being of young people in our care.

As part of the recruitment process, and once employed, there is a responsibility on an individual to disclose unlawful activity to the Principal, should this situation arise. There is also a requirement for all employees to seek permission for and disclose details of additional employment, and to disclose details of personal business interests (or those of a member of their immediate family or some other close personal connection) which may conflict with their role at the College. All requests and disclosures should be made in writing to the Principal in a timely manner, with permission being sought prior to any additional employment being taken up.

Data Protection

This data has been requested by The Ladies' College exclusively for the purpose of recruitment. The Ladies' College will ensure that this is processed in compliance with its Privacy/Data/General Data Protection (GDPR) policy and Data Protection (Bailiwick of Guernsey) Law, 2017, and will ensure that any information disclosed within this form is not passed to anyone who is not authorised to have this information.