

## Job Description

Role Title: Lab Technician	Pay Grade: Grade 5
Normal Place of Work: Ashley Down and College Green	Line Manager: Head of Department - Academic Studies
Normal Working Hours: Term Time Only - 37 Hours	Responsible For: N/A

## Purpose of Role

Under the general supervision of a course or programme team leader, to provide help, assistance and advice to students in learning new skills and other related technical duties

## Principal Accountabilities

- demonstrate the use of equipment to individual students or groups including all relevant health and safety issues
- discuss all practical activities with the course or programme team leader
- observe and maintain all current health and safety regulations as appropriate to the area of work
- deal with queries when supervising students
- establish acceptable standards of tidiness in the laboratory ensure that students carry out appropriate activities in connection with the above
- participate in course team meetings, management meetings and staff development activities
- maintain personal skills and knowledge relevant to the curriculum and to keep up-to-date in current methods appropriate to the area of work
- ensure that practical equipment is available in a serviceable and safe condition for use by the teaching programme
- prepare materials as required for use by students in practical work and activities
- maintain practical equipment necessary for the delivery of the curriculum to a serviceable and safe condition; to refer any equipment requiring repair by manufacturer or contractor to the budget holder
- be responsible for stock control, storage and maintenance of agreed levels of consumable materials
- assist in the maintenance of practical areas in a clean and tidy condition
- prepare material for course delivery by academic staff, including audio-visual aids and the reproduction of notes
- maintain, as required, reference material for use by students and staff
- supervise students doing project and portfolio work
- Undertake ad hoc projects, as directed and contribute to cross-college working groups.
- Work innovatively and creatively to achieve objectives and deliver an outstanding quality customer service.
- Work towards and support the College's vision and the objectives.
- Ensure personal conduct complies with the requirements of the financial regulations and strive to ensure that the college receives best value in all activities.
- Act responsibly in using resources and contribute to, and comply with, efforts and initiatives to reduce carbon emissions.

- Promote and safeguard the welfare of children, young persons and other vulnerable people for whom you are responsible and whom you come into contact with.
- Reflect critically on own professional practice and discuss annually, at performance review, how performance can be improved and where appropriate agree what actions can be taken for further improvement.
- Undertake such other duties as may reasonably be required commensurate with the general level of responsibility, at the normal place of work or at any another College location.
- Undertake ad hoc projects, as directed and contribute to cross-college working groups.
- Work innovatively and creatively to achieve objectives and deliver an outstanding quality customer service.
- Ensure personal conduct complies with the requirements of the financial regulations and strive to ensure that the college receives best value in all activities.
- Be responsible for own safety and not endanger that of colleagues/visitors to the workplace.

## Key Relationships

Team working is a key part of working in a college. These are the key teams and individuals you will work with in this role.

Science lecturers	You'll work closely with the science team to ensure the practicals are implemented in a timely fashion in line with the curriculum.
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## There are some other things that we are all responsible for, whatever your role. These are;

- Being a champion and advocate for Equality and Diversity throughout College and behaving in a manner that displays British Values.
- To embed safeguarding into your / your teams working practices and escalating any safeguarding concerns immediately in line with the College's safeguarding policy. All new employees to the College are required to complete and obtain an enhanced DBS disclosure. Further information will be sent to all prospective colleagues as part of the application process.
- Embedding Health and Safety best practices and ensuring a safe working environment for everyone, according to the Health and Safety at Work Act.
- Modelling and promoting high expectations in and around the College
- To actively participate in your appraisal, contributing to a culture of self-reflection, wellbeing and professional growth
- To represent and promote the College internally and externally and act as an ambassador
- Promote the College's student first ethos by supporting at College open events to provide a quality experience for prospective students
- To engage in implementing changes and promoting innovation as this is actively encouraged

- To undertake other reasonable duties commensurate with the level of your post.

## Person Specification

Shortlisting is completed by hiring managers against the Person Specification criteria. Please ensure you demonstrate in your application how you meet the Person Specification criteria outlined below to ensure your application has the best chance of success at shortlisting stage.

	Essential	Desirable
<b>Qualifications</b>		
GCSE at levels A - C including Maths and English or equivalent	✓	
Level 3 qualification in Science	✓	
A level Chemistry/Biology		✓
Health & Safety qualification		✓
<b>Knowledge and Experience</b>		
Previous experience of working within a laboratory	✓	
Experience of working with 16-18 year old and adult learners		✓
An understanding and commitment to equality and diversity.	✓	
Ability to demonstrate strong organisational and administration skills.	✓	
Knowledge of FE or HE sector.		✓
Supervision of an apprentice when required		✓
<b>Skills and Abilities</b>		
Good analytical skills.	✓	
Excellent verbal and written communication skills.	✓	
Strong IT skills, familiar with Microsoft Office applications.	✓	
Highly organised and able to prioritise and meet deadlines in a busy working environment with possible conflicting priorities.	✓	
Able to work in a team.	✓	
Effective customer service skills.	✓	
Excellent interpersonal skills.	✓	
Ability to successfully demonstrate a proactive approach to work	✓	
This job entails travel throughout the Bristol and South Gloucestershire area. Some college sites are poorly serviced by public transport, therefore in order to carry out the work in a timely and efficient fashion you are required to have access to a motor vehicle and possess a valid driving licence.	✓	
You should be flexible and be able to work with a minimum of supervision.	✓	
A standard 37 hours a week is in operation but at times during the year this may need to be exceeded, time off later will be allowed.	✓	