



## JOB DESCRIPTION - SCIENCE TECHNICIAN

Job Element	Detail
Job Title	Science Technician
Reporting To	Toby Blundell, Deputy Principal – Teaching and Learning and Head of Science Department Mona Chaudhury, Deputy Head of Science Department
Start Date:	November 2021
Department/Location	Oxford International College, 1 London Place, Oxford OX4 1BD
Main Purposes	<ol style="list-style-type: none"> <li>1. To support the Science Department in the preparation and carrying out of Science Practical work.</li> <li>2. To maintain Health and Safety in the laboratories.</li> <li>3. To maintain a clean and safe laboratory.</li> <li>4. To record test results accurately and where appropriate to assist students with their understanding of experiments.</li> </ol>
Duties & Responsibilities	<ul style="list-style-type: none"> <li>• To prepare resources and assemble apparatus and to assist with producing materials for the Science Department.</li> <li>• To compile orders, check and compare costs and liaise with suppliers and the College Bursary as well as with the Science teachers.</li> <li>• With sign off, to purchase materials and equipment for the laboratories, returning anything that is surplus to needs.</li> <li>• To carry out and write-up risk assessments for technical activities.</li> <li>• To provide up-to-date and fully compliant risk assessments for technical activities.</li> <li>• To repair or arrange for the repairing of equipment and to check that Health &amp; Safety standards are met.</li> <li>• To maintain the standards required for Health and Safety and to regularly check that the college meets these standards for all stock, keeping up-to-date records of everything that is held in the laboratories and disposing appropriately of anything that is no longer in date.</li> <li>• Ideally, to be familiar with the Practical Science curriculum and to be able to give advice and support in this area.</li> <li>• To demonstrate experiments or to assist in the teaching of practical classes.</li> </ul>
Child Protection, Discipline, Health & Safety	<ul style="list-style-type: none"> <li>• To promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact.</li> <li>• To understand and uphold the colleges safeguarding procedures when accessing student accommodation in the capacity of the job role.</li> <li>• To liaise with the designated Child Protection Officer (Mrs Kim Terrar) if a concern arises.</li> </ul>

	<ul style="list-style-type: none"> <li>To understand and uphold the Government's statutory guidelines of 'Keeping Children Safe in Education' in accordance with the college's policies and procedures.</li> </ul>
<b>Critical Success Factors</b>	<p>The successful candidate will be:</p> <ul style="list-style-type: none"> <li>familiar with laboratory practical work and with handling chemicals and other scientific equipment.</li> <li>thorough and meticulous with a keen eye for detail.</li> <li>organised, systematic and methodical.</li> <li>able to keep accurate records of stock, sample results, etc.</li> <li>able to write clear reports.</li> <li>a good team player, both capable of following guidance and good at initiating and working without supervision.</li> <li>able to prioritise and manage their workload and they will work well under pressure, maintaining a high standard of accuracy and meeting deadlines.</li> </ul>
<b>Key Competencies</b>	<ul style="list-style-type: none"> <li>Good spoken and written English</li> <li>Good awareness of health and safety</li> <li>An ability to work to deadlines</li> <li>An ability to work fast (but without mistakes)</li> <li>Good attention to detail</li> <li>Initiative and ability to set up efficient work practices</li> <li>Good communication skills</li> </ul>
<b>Guiding Principles</b>	<p>Members of staff uphold and contribute to the College's guiding principle and ethos:</p> <ul style="list-style-type: none"> <li>Our actions and words reflect integrity, positivity, respect &amp; compassion, and a strong sense of service to others.</li> <li>We will support our students' individual educational needs and goals, securing the best opportunities and outcomes.</li> <li>The College will be an inspiring place to be, with motivated staff, stimulating and relevant courses, and excellent facilities.</li> </ul>
<b>Holiday</b>	21 days per annum
<b>Hours of work</b>	<p>This is a part-time role that involves a 27-hour week, term times only (with the exception of the last two weeks in August and occasional days throughout the year by arrangement with your line manager). The hours would ideally be 5 hours per day from 10.00 am until 3.00 pm. However, the hours should be discussed and finalised following a successful interview</p> <p>Salary will be pro-rata, based on a full-time equivalent figure in the range of £21,000.00 - £25,000.00 dependent on experience.</p>
<b>Salary &amp; Benefits</b>	£21,000 - £25,000 depending on experience (pro-rata to 27 hours per week)

Oxford International College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Successful applicants will need to be willing to undertake an enhanced DBS Disclosure, provide two referees and will be trained in safe-guarding and Prevent.