



WORK AT SHIPLEY COLLEGE

Science Technician/Technologist - Access to HE Support

Shingley College - Great people, great place!

Hours: 30 hours per week - 40 weeks per year - Term Time Only

Salary: £16,755.99 to £17,671 per annum pro rata.

Closing Date: Monday 22 July 2024 at 09:00 (*We may close the advert early if sufficient applications are received. So early applications are advised*)

Interview Date: To be confirmed

Start Date: September 2024 (subject to satisfactory pre-employment checks)

An exciting opportunity has arisen for a Science Technician/Technologist to join the Childcare, Health, and Education team. The successful candidate will work within the team liaising closely with both small and large employers, to recruit their future workforce. The successful candidate will possess the necessary qualifications, skills, and/or experience to deliver the job.

Benefits we offer include:	We are looking for someone who:
<ul style="list-style-type: none"> • Enhanced Annual Leave • Enhanced pension contributions • Access to a free gym on-site • Reduced cost of train travel* • Access to free on-site car parks • Professional Development opportunities • Shopping discounts with discount app • Occupational Health Services <p>*qualifying period applies</p>	<ul style="list-style-type: none"> • Evidence of a good standard of education, including level 2 in literacy and numeracy or equivalent and Level 3 in science • Previous experience in a similar role • Experience of maintaining a safe working environment • Good working knowledge of COSHH & CLEAPSS • Builds effective and trusting relationships with colleagues and customers • Proficiency with IT packages

How to Apply: Application forms can be obtained from www.shipley.ac.uk. Completed applications should be submitted to jobs@shipley.ac.uk

<p>Employment offers are subject to pre-employment checks, including DBS, references, online checks and the right to work. Shingley College is committed to safeguarding and promoting the welfare of children, young people and adults and expects all staff to share this commitment.</p>	<p>The College is actively committed to a policy of equality of opportunity for all through education and therefore encourages applications from all regardless of age, disability, economic status, gender, race, religion and beliefs or sexual orientation.</p>
---	--





Job Description

JOB TITLE	Science Technician/Technologist
RESPONSIBLE TO	Head of Department - Health

INTRODUCTION

The following information is provided to assist staff joining the College to understand and appreciate the work content of their post and the role they are to play in the organisation. However, the following points should be noted:

- Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings, therefore, may have been used below, in which case all the usual associated routines are naturally included in the job description.
- Staff should not refuse to undertake work which is not specified on this form, but they should record any additional duties they are required to perform, and these will be taken into account when salaries are reviewed.
- Shipley College is an Equal Opportunities Employer and requires its employees to comply with all current equality policies in terms of equal opportunity for employment.
- Shipley College is committed, where possible, to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

OVERALL PURPOSE OF THE JOB

To provide equipment and resources for demonstration, class practical work, assessments and examinations whilst also supporting the wider functioning of the department. To work closely with all staff across the department, ensuring that they deliver the necessary support to facilitate high-quality teaching and learning in Science. Duties will include setting up equipment in a laboratory environment for practical lessons, the safe disposal of chemicals, -stock taking, retrieving and putting away equipment along with any other duties deemed necessary by the Department. The majority of the laboratory science practicals are biology based. The successful candidate will possess a good working knowledge of COSHH & CLEAPSS in order to maintain compliance with Health and Safety Regulations and ensure a safe teaching and learning environment.

DUTIES AND RESPONSIBILITIES



Preparation of science materials and equipment, including:

- carrying out risk assessments for technical activities
 - disposing of waste materials in accordance with CLEAPSS
- preparing equipment, chemicals, specimens etc and set out apparatus, visual aids and relevant paperwork for all lessons;
- clearing laboratories and store all apparatus after use, checking that rooms are clean and ready for the next lesson;
- checking individual components in and out for class use;
- preparation of chemicals and solutions;
- liaising with staff over use of equipment and stock;
- advising staff of any problems, including safety aspects;
- microscopes and balances servicing and calibration when required
- repairing damages, where possible, or arranging for this to be done;
- constructing apparatus and equipment.
- preparation of practicals for microbiology and disposal of waste
- assisting with Anatomage tables and patient simulators as required
- trialling practicals prior to class use

Routine maintenance of science laboratories and preparation rooms, their equipment and services:

- maintaining clean and tidy laboratories in conjunction with the teacher in charge of the room
- ensuring that any scientific debris or hazardous materials/spills are removed from the sinks, bench tops and other areas to provide a safe environment for cleaning staff and others and to deal appropriately with spillages during practical activities;
- storing materials tidily and safely;
- keeping all equipment clean including goggles, safety glasses and fume cupboard;
- carrying out safety checks on equipment, e.g. bunsen tubing etc.

Maintaining the stocks of science chemicals and equipment, for example:

- stock taking of chemicals, consumables, stationery, books and breakable items;
- timely ordering of necessary stock items with the approval of the Head of Department;
- checking deliveries on arrival and querying any missing/damaged items with the supplier.

Other duties

- undertaking reprographic duties and routine 'resource' tasks, as determined by the needs of the Science Department;
- invigilating examinations as directed by the Exams Officer, as required.

Access to HE Support

- assisting with study skills lessons for Access students
- helping with UCAS applications and progression to University
- offering pastoral support for students or signpost as required
- providing administration support including updating spreadsheets etc
- helping with student recruitment including open evenings, interviews and answering enquiries

GENERAL



- To demonstrate a positive commitment to the implementation of the College's Equality Diversity and Inclusion Policy and the maintenance of a culture of continuous quality improvement, assurance and innovation.
- To be aware of the responsibilities under the provision of the Health and Safety at Work Act and the Control of Substances Hazardous to Health Regulations (COSHH) in terms of the post holder's own safety and the effects of their actions on colleagues, students and visitors.
- To be responsible for safeguarding and promoting the welfare of young learners and vulnerable adults, the post-holder is responsible for or comes into contact with.
- To undertake mandatory training and staff development/CPD training as required by the nature of this post and the range of duties described within this job description.
- To use IT as designated appropriate to the nature of the role.
- To act in accordance with the College's expectations as set out in the Staff Code of Conduct and contract of employment.
- To undertake such other duties commensurate with the grade of the post as may reasonably be required.



PERSON SPECIFICATION

Please ensure that you address in turn, each of these criteria in your application by providing evidence of how you meet the relevant criteria

ESSENTIAL CRITERIA

In your supporting statement please ensure you reference every point in this category. Applications which do not address each point in the essential criteria will not be progressed to interview. **If you do not meet all of the essential criteria, please do not progress with your application.**

Hold or be prepared to work towards Level 2 Literacy and Numeracy (or equivalent) <i>(If working towards this must be started in the first year of employment and completed by the end of year 2)</i>
Level 3 Science qualification or above
Good working knowledge of COSHH & CLEAPSS
Prior experience of providing high quality customer service in a safe environment

HIGHLY DESIRABLE CRITERIA

These points are scored the same as the essential criteria. In order to score highly, we strongly recommend that you reference every point in this category where possible.

A Degree or professional qualification which is appropriate to the role/work
Prior experience of working in an education setting in a similar role
IT literate
Effective and efficient communication skills, both verbal and written;
Excellent organisational skills;
Teamwork and using own initiative
Excellent communication skills
Creative approach to problem solving
Highly productive and accountable
Flexibility and adaptability

DESIRABLE CRITERIA

In order to score highly, we strongly recommend that you reference every point in this category where possible.

Knowledge of safeguarding and PREVENT agenda
Knowledge of Equality Diversity and Inclusion

Message from the Principal



Shipley College is a wonderful place to start (or to continue) your career and we are delighted that you are considering completing an application for a post with us.

Shipley College is a small, friendly place that really cares about every person that comes through the door and we pride ourselves on giving every student the individual

support they deserve.

Situated in the UNESCO World Heritage Site of Saltaire, it is a great place to study and easy to get to by bus, train and car.

Our practical, vocational and work-related courses include Apprenticeships, full-time and part-time courses across a range of Departments. I am delighted that our Student Survey results and employer feedback continue to be extremely positive as we provide a fantastic learning environment for all our students.

We have a fabulous team of colleagues who give up an extraordinary amount of time to support their students and their fellow members of staff. The dedication and attention to quality they exhibit is what makes our College so successful. I am proud of the commitment and hard work of all the college's staff, students and governors and pleased that this has been recognised by Ofsted in our latest inspection.

If you meet the criteria of the post advertised and feel that you would enjoy working here, we hope you will make an application to join us.

We do ask that you accept, in the interests of economy, that if you have not heard from us by the interview date that you will not have been selected for interview on this occasion

Diana Bird
Principal

Shipley College Mission Statement

To provide the highest quality, inspirational education and training that meets and exceeds the ambitions of individuals, businesses and communities.

OUR CORE VALUES

Inspirational Culture of Collaboration and Partnership: A team working closely with our stakeholders in a spirit of trust and integrity.

Aspiration, Professionalism and Achievement: Striving for excellence in a safe, sustainable environment, while supporting all students to achieve their personal best and to progress to their next steps in work and life.

Responsiveness: Meeting the needs and exceeding the expectations of students and employers, both locally and regionally, responding to government initiatives and our local community

Equality and Respect: Celebrating the diversity and inclusion of our students and staff.

97% of students agree that the College is a

96% of students agree that College



safe place to learn.

staff are friendly and helpful.

