

REIGATE COLLEGE

Job Description for a Science Technician

Name

Responsible to

Science Technician Manager

Job Purpose

To work as a member of a team providing a technician service to the Science Department

Job Responsibilities

1. To assist in the preparation of apparatus, materials and solutions and the setting up, clearing away, cleaning, storing and checking of equipment and apparatus for use in practical classes.
2. To report faults to the Science Technician Manager.
3. To construct and modify apparatus, as required, within current safety regulations.
4. To dispose of waste laboratory materials as required, within current safety regulations.
5. To assist in the routine care of plants, animals and related material.
6. To maintain high standards of safety and security in accordance with College policy.
7. To regularly check and maintain a standard of tidiness within the Departments, including in situ apparatus, especially at the end of the teaching day.
8. To assist in practical classes, as required by teaching staff.
9. To participate in the preparation and setting up of apparatus, materials and equipment for use in practical examinations, coursework and assessments.
10. To participate in exam invigilation and guarding of students with examination clashes during examination periods.
11. To attend and provide assistance on Open Evenings for which time off in lieu will be given.
12. To participate in cross College activities and events as required.
13. To undertake any other particular duties which may be reasonably assigned to you by the Principal or Science Technician Manager from time-to-time.

Person Specification

The person appointed is expected to have:

1. A general awareness of the strategic direction of the College and an understanding of the environment in which it operates.
2. Appropriate qualifications in Science.
3. An awareness of, and responsiveness to, the needs of students in the 16-19 age range and the ability to form good relationships with them.
4. Effective communication, interpersonal, time management, organisational and IT skills.
5. Commitment, enthusiasm and flexibility in their approach and the ability to work well as part of a team according to the needs of the College.
6. The ability to stay positive and meet deadlines even when working under pressure.
7. An ability to work constructively in professional partnership with other staff and students and to establish a good rapport with a range of client groups.
8. A commitment to personal development and training.
9. A commitment to equality of rights and opportunities.

NJC June 2025

Signed:
Post holder

Date:

Signed:
Science Technician Manager

Date: