

REIGATE COLLEGE

Job description for a Science Technician Manager

Name:

Responsible to: **Director of Learning (M Faculty)**

Job Purpose: **To lead and manage the Science Technician Team**

Job Responsibilities

Leadership and management

1. To be responsible for the leadership and management of the Science Technician Team, ensuring appropriate levels of supervision, induction and development; promoting equality of opportunity.
2. To induct, support, professionally develop and appraise members of the Science Technician Team.
3. Maintain accurate financial records of expenditure, monitor deliveries and capitation budgets across the area and suggest, if appropriate, how any residual budgets can be utilised to improve the service.
4. To train Science Technicians on how to issue books and keep up-to-date records and monitor this process.

Resource management

5. To advise the Director of Learning (M Faculty) on and review as required, the allocation of technician time to the various courses within the Faculty.
6. To organise and manage the storage of equipment, materials and apparatus.
7. To ensure the practical resources in the area are organised and managed in an efficient, cost-effective manner and that appropriate stock levels are maintained.
8. To ensure the laboratories and equipment are developed and maintained/cleaned and advise the Director of Learning and Estates team of any issues.
9. To be responsible for ensuring the apparatus, materials and solutions are set up for lessons as required and that they are cleaned and packed away appropriately afterwards.
10. To purchase perishable items for all science courses as required.
11. To organise the disposal of waste laboratory materials in accordance with current safety regulations.
12. To monitor usage and manage the oxygen cylinder and CO2 subscriptions and CLEAPPS membership.

Health and safety

13. To maintain exemplary standards of health, safety and security within the laboratories and the team and review the practise regularly to ensure compliance with the required standards and College policy.
14. To construct and modify apparatus within current safety regulations.
15. To liaise with the College Health and Safety Officer and organise regular maintenance and yearly safety checks of fume cupboards.
16. To arrange costing and repair of equipment.

General

17. To assist in practical lessons as required.
18. To be responsible for the routine care of plants, animals and related material.
19. To attend and provide assistance on all Open Evenings, for which time off in lieu will be given.
20. To undertake any other particular duties, which may be reasonably assigned to you by the Director of Learning (M Faculty) or Principal from time-to-time.

The post will involve some occasional evening work for which time off in lieu will be given

Signed:
Post Holder

Date:

Signed:
Director of Learning

Date:

Person Specification

1. 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.
2. A general awareness of the strategic direction of the College and an understanding of the environment in which it operates.
3. Appropriate qualifications in science.
4. Experience of, or ability to, take responsibility for leader a team of Science Technicians.
5. The ability to learn new systems and procedures quickly and implement them effectively.
6. An understanding and support for the ethos of the College and a broadness of vision.
7. Highly effective communication, interpersonal, time management and organisational skills.
8. Highly developed IT, secretarial and administrative skills, including excellent keyboard/typing skills and a comprehensive knowledge of Microsoft Office including Outlook and Excel.
9. An excellent ability to communicate effectively both verbally and in writing.
10. Excellent attention to detail.
11. 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.
12. The ability to stay positive and meet deadlines even when working under pressure.

13. Excellent people skills and an ability to work constructively within a professional partnership with other staff and students, and to establish good rapport with a range of client groups.
14. The ability to multi-task in a busy working environment.
15. A commitment to personal development, training and equality of rights and opportunities.
16. Confidence in tackling unfamiliar situations and enthusiasm for learning new skill demands where appropriate.