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**MOULTON COLLEGE – JOB DESCRIPTION**

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**Job Title:** Laboratory Technician

**Department:** Curriculum Support

**Hours:** 20 hours per week. Weekend and evening working may be required when business needs demand.

**Responsible to:** Head of School – Animal Welfare & Management

**Reports:** n/a

**Salary / Scale:** Support Spine, Band 4; £9.50 - £9.63 per hour (Pro-rata to £18,525.00 - £18,784.00 for a full time equivalent role)

**Date of Issue:** April 2022

Head of School – Animal Welfare & Management

Laboratory Technician

**Organisation Chart:**

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1. **Aims and Purpose of the Post**
   1. The maintenance, preparation and day to day support of the Animal Welfare/Horticulture area and associated facilities.
   2. The maintenance of machinery/equipment, laboratories and resources.
   3. The support of students undertaking practical activity under the direction of a member of teaching staff.
2. **Specific Responsibilities**
   1. To prepare materials for practical classes.
   2. To prepare, maintain and service equipment and machines for use in practical activities.
   3. To carry out day to day housekeeping in the laboratories and preparation room.
   4. To assist in allied subjects with the preparation and collection or practical materials and with data collection in relation to water sampling and testing.
   5. To clear up and clean laboratories following practical classes and assist with the maintenance of the resources.
   6. To oversee a range of practical experiments including dissection, microscope analyses, veterinary diagnostics, soil and water testing and biochemistry experiments.
   7. To assist with the supervision and monitoring of workshops, practical classes or duties whilst under the direction of a lecturer or instructor.
   8. To collect materials for practical classes as required.
   9. To attend day and evening meetings, courses, etc. considered to be of benefit to the College and the individual.
   10. To promote and adhere to the College’s Safeguarding Policies and Procedures.
   11. To promote and adhere to the College’s Health & Safety Policies and Procedures.
   12. To manage student conduct in accordance with College policies.
   13. Promote the welfare of young people and vulnerable groups in all aspects of College life and to ensure safeguarding arrangements are adhered to at all times.
   14. The active promotion of and commitment to best practice in equality, diversity & inclusion.
   15. Contribute and demonstrate fully and at all times the positive promotion and role modelling of the College core values, generic competencies and professional behaviours expected of all staff employed by Moulton College.
   16. Undertake any other duties as required by the Principal and as may be reasonably expected commensurate with the post. This may include either the temporary or permanent re-deployment to an equivalent grade of post within the organisation.

This job specification represents the major tasks to be carried out by the post holder and identifies the level of responsibility at which the post holder will be required to work.   In the interests of effective working the major tasks may be reviewed from time to time to reflect the changing needs and circumstances.  Such reviews and any subsequent changes will be carried out in consultation with the post holder.  All members of staff are appointed to the College as a whole and may reasonably be asked to undertake similar or related duties in an operational area or school other than that to which they were originally appointed.

Core Benefits;

Local Government Pension Scheme Health Cash Plan (subject to conditions)

33 days holiday (inc bank/public holidays)\*\* 10% discount on College courses

On-site Gym Free on-site parking

Subsidised catering High Street Discounts

(\*\* Pro rata for part time)

I confirm my acceptance of the role as outlined above and agree to apply myself fully to the responsibilities of the post.

Signed (Employee);……………………………… Date;………………………………

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| **POSITIVELY PROMOTING EQUALITY, DIVERSITY & INCLUSION** |

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| **Person Specification; Laboratory Technician** |

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| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications** |  |  |
| Educated to degree level or equivalent | X |  |
| Minimum of grade C in GCSE Maths, English Language and Science (or equivalent) | X |  |
| Commitment to and evidence of CPD | X |  |
| **Experience & knowledge** |  |  |
| Previous experience within a similar role | X |  |
| Experience of supporting students undertaking practical activities |  | X |
| Experience of working in an educational setting |  | X |
| Experience of setting up practical tests and experiments | X |  |
| Experience of dissection | X |  |
| Experience of veterinary diagnostics | X |  |
| Experience of biochemistry experiments | X |  |
| Experience of soil and water testing | X |  |
| Experience of microscope analysis | X |  |
| Thorough working knowledge of health and safety legislation and good practice. | X |  |
| **Skills / Ability** |  |  |
| Ability to work meticulously and methodically | X |  |
| Thorough working knowledge of Microsoft software package | X |  |
| Able to maintain total confidentiality | X |  |
| Ability to complete risk assessments | X |  |
| Ability to establish and maintain productive working relationships | X |  |
| **Personal Attributes** |  |  |
| Excellent communication skills – ability to communicate to all levels | X |  |
| Self-motivated and be able to work under own initiative | X |  |
| Flexible approach to work | X |  |
| Calm, patient and appreciative of students ability | X |  |
| Willingness to operate flexibly i.e. evening and weekends (occasionally) | X |  |
| Strong team player | X |  |
| **Safeguarding** |  |  |
| Satisfactory enhanced DBS disclosure | X |  |
| Ability to display awareness, understanding and commitment to the protection and safeguarding of children and young vulnerable adults. | X |  |
| Commitment to policies on child protection, health and safety, confidentiality, student behaviour / discipline and equal opportunities | X |  |

**NOTE;**

All candidates will be asked for proof of their eligibility to work in the UK during the interview and selection process. Tier 2 Certificates of Sponsorship are restricted by the UK Visas & Immigration Service and the position advertised above is unlikely to qualify for sponsorship. We are therefore unable to consider applications from candidates requiring Tier 2 immigration status to work in the UK at this time. For further information please visit the UK Visas & Immigration Service Website.