
Job Description

Post Title: **TECHNICAL ASSISTANT – SCIENCE** (Term-time only / Minimum 20 hours/week)

SALARY: Pro-rata for example on a 25 hours/week term-time contract salary would be within the range £8,255 to £8,953 per annum (i.e. based on a full-time equivalent salary range of £14,661 to £15,902 per annum)

The Job Description gives an indication of tasks to be performed within a specific area.

RESPONSIBLE TO: The Technical Officer

JOB PURPOSE: To provide technical assistance to the Science and Maths Curriculum Area (particularly Biology/Biochemistry) and other areas across the College

KEY TASKS

- To prepare and set out materials and equipment needed for practical work and examinations
- To assist in the production and supply of resource material (e.g. handouts and work charts)
- To ensure maintenance of all equipment (either by self or in liaison with contractor)
- To ensure adequate stocks are available of all components that may be required by tutors, ordering where authorised within the Curriculum Area budget
- To clear away materials and equipment neatly to ensure accessibility
- To ensure Health and Safety regulations are adhered to, including COSHH
- To update an inventory of all equipment and complete a stock-take annually
- To liaise with teaching staff in the production and inputting of learning materials on the College intranet
- To support the College business team in the provision of services to all areas
- To provide support and guidance in the use of equipment in the classroom and in other practical activities
- To ensure that laboratories and other related areas are kept tidy with materials and equipment stored safely
- To encourage all users to work safely in these areas and highlight areas of concern to tutors and line managers
- To maintain the security of these areas
- To make recommendations and be flexible in the use of available resources and recycling of materials

OTHER

- To carry out all other duties that are in accordance with the purpose and grade of the post as may be reasonably required by the Vice Principal – Resources