**Laboratory Technician**

**Part Time, Term Time only (38 weeks), Permanent**

**£12,249 to £13,093 p.a *(actual salary)***

At Nescot we are recruiting for a Laboratory technician to join our science department.

**What we are looking for:**

* Experience as a laboratory technician
* Knowledge of Health and Safety Requirements
* Proficient administration and organisation skills
* Holds a relevant qualification

**Duties/responsibilities:**

* Prepare and set up all practical equipment and materials
* Demonstrate use of equipment
* Clear away and safely dispose of used laboratory materials
* Record and maintain adequate supplies
* Place order and requisitions of stocks
* Co-ordinate work schedule and rom booking

**Benefits:**

* A discounted on-site gym, sports hall, fitness class, osteopathy and day nursery
* 5-minute walk from Ewell East Station
* Discounted Starbucks, Modern hair and beauty salon offering employee discounts
* Free online qualifications
* Free parking on-site

*Nescot is graded ‘Good’ by Ofsted following its latest inspection in January 2023. Inspectors rated the College as Good in all 8 aspects. The report recognises that students “enjoy their courses and are motivated to succeed”, and benefit from “highly supportive relationships” with staff. Safeguarding arrangements are “effective” with regular training for staff, and leaders have in place “an effective policy for safer recruitment.”*

*At Nescot, we’re proud of our inclusive culture and we welcome all applications.*

*This role is employed through Nescot Enterprises Ltd, a wholly owned subsidiary of Nescot which operates different terms and conditions.*

**Closing date is 4th July 2024**

**Interviews will be held on 11th July 2024**



**Job Description**

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| **Position Details:** | |
| **Title:** | Laboratory Technician |
| **Department:** | Science (HE) |
| **Fraction:** | 3 days, TTO- 38 weeks |
| **Status:** | Permanent |
| **Grade:** | NEL Support grade 4 |
| **Child/Vulnerable Adult Contact:** | Yes |

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| **Reporting / Department Details:** | |
| **Responsible to:** | Head of Curriculum |

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| **Job Purpose:** |
| An exciting opportunity has arisen to be part of our growing Science department. The successful candidate will be required to set up scientific equipment and materials and provide support for students to perform a wide range of experiments in the laboratory that introduce them to specific practical techniques, reinforce theoretical learning and develop critical scientific and essential vocational career-related skills. Oversee health and safety in the laboratories and to create, organise and maintain digitised stocks of consumable materials. To itemise and create QR codes for all equipment with servicing information, how to guides and usage guidance and permissions. |

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| **Main Duties and Tasks:** |
| **Practical Work**   * Take responsibility for preparation and setting up of all practical equipment and materials for a range of biological, chemical and physical experiments from FE to postgraduate level. * Demonstrate the use of equipment to students in class practical’s. * Assist and advise project students in the preparation of their project materials. * Day-to-day supervision and support of project students. * Take responsibility for clearing away and safely disposes of used laboratory materials and wastes in accordance with COSHH and other relevant guidelines. * Provide technical support to teachers designing practical tasks and when undertaking scholarly activity. |

* Advise students and teaching staff of specific health and safety issues regarding equipment or chemicals and provides guidance on risk assessment
* Take responsibility for ensuring that appropriate personal protection equipment is available to all in laboratories.
  + Support teachers maintaining and upholding laboratory behaviour policies.

**Laboratories and Equipment**

* + Record and maintain adequate supplies of stock solutions, consumables and general equipment
  + Instigate and maintain the cleaning programmes for all areas associated with the laboratories.
  + Assist in ensuring that clear and effective procedures are recorded and in operation for the use and care of the equipment in the above areas.
  + Report any maintenance and repair problems in the laboratories to the relevant department ie Estates or Head of Curriculum.

**Administration**

* + Proficient computer skills
  + Place orders and requisitions stocks for the whole department, monitoring expenditure against budget as required.
  + Co-ordinate work schedule and room bookings for all laboratories to ensure that rooms are available and ready/prepared when required.
  + Undertake the yearly equipment audit.
  + Propose the purchase of capital items for the laboratories.
  + Organise and monitor the Safety and Maintenance records for all areas.
  + Prepare own risk and COSHH assessments for technician's involvement in laboratory practicals.
  + Advise and support staff completing risk and COSHH assessments for students' involvement in laboratory practical’s.
  + To participate in course team meetings and course review activities, and other meetings as appropriate.

Carries out other duties which may arise from time to time and which may reasonably be expected to fall within the grading of the post.

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| **Personal Development:** | |
| * Participates in, and co-operates with, own Performance Review Interview to ensure that job-related targets are met and ongoing staff development in line with Nescot’s aims. * To carry out Continuing Professional Development (CPD) relevant to the role, including subject or professional updates. | |
| **Equality and Diversity and Nescot Values:** | |
| * It is the responsibility of the post holder to promote equality and diversity, Nescot Enterprise values and recognition of diversity throughout Nescot Enterprises. * To follow and adhere to Nescot’s Equality and Diversity policy at all times. * The post holder will undertake their duties in full accordance with Nescot Enterprises’ policies and procedures relating to equality and diversity and Nescot Enterprise values. |

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| **Safeguarding and PREVENT Responsibilities:** |
| * It is the responsibility of the post holder to commit to safeguarding and promoting the welfare of students within Nescot Enterprises. * The post holder will undertake their duties in full accordance with Nescot Enterprises’ policies and procedures relating to safeguarding, PREVENT and promoting the welfare of students. |
| **Additional Duties:** |
| * To undertake such additional duties as may be reasonably required commensurate with the level of responsibility within Nescot Enterprises at the initial place of work or any other of the College Group sites within the area. |

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| **Health and Safety:** |
| * Under the Health & Safety at Work Act 1974, whilst at work, you must take reasonable care for your own health and safety and that of any other person who may be affected by your acts or omissions.  In addition, you must co-operate with the College on health and safety and not interfere with, or misuse, anything provided for your health, safety or welfare. * The Health and Safety Policy is available through Sharepoint, your line manager or via Onboarding .  |  | | --- | | **Terms and Conditions of Nescot Enterprises Ltd:** | | * Please note that this is a post under Nescot Enterprises which has different terms and conditions to that of the College | |
| **Annual Leave and Hours of Work:** |
| * Full time hours of work are 37.5 hours per week, normally worked Monday – Friday 8.45 am – 5.15 pm. Part time or casual hours will be as agreed. * For full time staff annual leave is 25 days plus Bank Holidays plus 5 efficiency days taken at Christmas when the College is closed for 2 weeks. Part time staff’s annual leave will be pro rata. Please note that it is expected that post holders will take their annual leave at times convenient to the department and its students, which will normally therefore be at times when students are not in College.  |  | | --- | | **Pension** | | You have the right to join the NEST scheme and you will be automatically enrolled into the NEST Government Workplace Pension Scheme should you meet the required criteria of an eligible job holder. You may elect to opt out if you wish. |   This job description is current as dated. In consultation with the post holder it is liable to variation by the College to reflect actual, contemplated or proposed changes in or to the job.  UPDATED BY: HOC Date: June 24  UPDATED BY: HR Date: June 24 |
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****PLEASE CONTINUE FOR PERSON SPECIFICATION

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| **Person Specification – Lab Technician** | | | | |
|  | **Essential** | **How Identified\*** | **Desirable** | **How Identified\*** |
| **Experience** | A minimum of two years' experience as a Laboratory  Appropriate technical experience in chemistry and/or biology  Knowledge of Health and Safety requirements affecting the subiect area | A/I  A/I  I | A minimum of two years' experience as a Laboratory Technician in an education environment | A |
| **Skills and Abilities** | Proficient in digital skills including all office programmes.  Able to evidence the ability to work independently  Able to evidence organisational and administrative skills  Ability to organise a working team to achieve set objectives effectively and efficiently.  Ability to demonstrate practical skills to enable support to be provided to students.    Able to evidence good communication skills | I  I  I  I/T  1/T |  |  |

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| **Qualifications** | Holds qualifications in appropriate subjects to HND level, or equivalent | | | A | BSc (Hons) | | A |
| **Personal Qualities** | Has awareness of equality and diversity and NEL Values which is promoted within your role  Commitment to continuing professional development  Commitment to safeguarding, PREVENT and promoting the welfare of learners  The required health and physical capacity to carry out the relevant administrative activities, after NEL has made such adjustments as may be required under the disability provisions of the Equality Act 2010  Commitment to energy management and sustainability | | | A/I  A/I  A/I  M  A/I |  | |  |
| **KEY** | | | | | | | |
| **A** = Application Form | | **I** = Interview | **O** = Observed Teaching Session | | **T** = Test | **M** = Medical Questionnaire | |

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