

**Post Title:** Science Lab & Greenhouse Officer (Fixed Term)

**Place of Work:** The role is based at the Hadlow campus, but the nature of the work may require travel to any of the College sites & Thanet Earth

**Hours of Work:** 37 hours per week (Monday to Friday) / 52 Weeks Per Year

**Salary:** Spot Salary



### **Summary:**

To provide technical support for the delivery of land based courses and in particular, the science based modules at Hadlow College. To prepare learning materials and resources for practical sessions in the science modules across the land based curriculum areas. To demonstrate and give instruction and support in practical science sessions. To manage science resources including the ordering, storage, preparation of equipment and consumables and manage waste materials in line with required statutory health and safety legislation.

To oversee the operation of the Horticulture greenhouse including the operation of the environmental control systems to ensure the smooth running of the resource. To carry out the daily tasks required in the glasshouse working with both Hadlow College and Thanet Earth the sponsors of the hydroponic crops.

### **Duties, Responsibilities and Accountabilities:**

- Prepare and maintain both science and greenhouse practical facilities and associated equipment, ensuring they are in first class order, and readily available for teaching staff and Thanet Earth when required.
- Provide support to staff in the preparation and execution of appropriate science practical teaching sessions, ensuring the reliable and timely availability of materials and equipment. This may involve assisting staff in placing orders for materials / equipment.
- Ensure science resources (staff and materials) are available across all curriculum areas to provide adequate service levels, liaising with teaching staff where appropriate.
- Demonstrate and give practical instruction in practical science lessons, and related topics in the land-based sector, to full-time FE / HE, part-time and short course students as appropriate, and assist in the creation of an environment conducive for student achievement.
- Support students with their individual research projects / dissertations and provide advice and guidance with these.
- Support the Head of Curriculum (Horticulture) with maintaining accurate records of the department budget expenditure. Provide the Head of Curriculum with clear reports of income and expenditure as required.
- Keep and maintain appropriate College and training records (which may include stock records) with the assistance of other teaching and support staff.
- Organise, maintain, order and dispose of the laboratory and glasshouse supplies and equipment and maintain the laboratories and glasshouse in a clean, safe and efficient way.
- To carry out the planting of the hydroponic crops and cleaning of the systems at the end of the crop cycle with student support.
- Carry out daily crop monitoring walks, and action findings.
- To maintain the PRIVA greenhouse system including responding to alarms
- To carry out crop work on the hydroponic crops to include, twisting, deleafing, pruning and lowering of the crop, with student support.
- To carry out the harvesting of the crops, with student support as necessary.

- To collect data from crop trials in a format which would provide necessary detail to Thanet Earth.
- To support both Hadlow College and Thanet Earth with visits from external suppliers, sponsors or other guests.
- Participate in research and development activities associated with the work of the College and its various initiatives.
- Assist with maintaining two small glasshouses housing a collection of plant material used for teaching and micropropagation of stock plants.
- Ensure that the labs, greenhouse and associated equipment / facilities are run strictly in accordance with Health and Safety regulations.
- Ensure that Health and Safety policies and regulations for the labs, glasshouse and other physical resources are adhered to by staff and clients of the College.
- Any other reasonable duties as required by management.

**All employees of the College are expected to work in such a way that delivers the following behaviours:**

1. Customer focussed, through a “can do” attitude.
2. Consistent and reliable.
3. Has a collaborative, supportive and tolerant approach.
4. Reflective, and embraces new initiatives in order to improve performance.
5. Consistently delivers good or outstanding lessons.
6. Inspires, motivates and challenges students to achieve outstanding outcomes.
7. Leads by example.
8. Results focussed.
9. Manages resources, performance and risk.
10. Champions effective change.

These behaviours will form part of the criteria within the Appraisal process.

PERSON SPECIFICATION			
CRITERIA	ESSENTIAL	DESIRABLE	ASSESSED BY (Application, Task, Interview)
<b>(1) Qualifications:</b>			
HE qualification in a land based subject	√		Application
Level 2 (or equivalent) qualification in Maths and English	√		Application
<b>(2) Knowledge to include:</b>			
Health and Safety in relation to the subject area	√		Application / Interview
Conversant with research relevant to the areas of responsibility	√		Application / Interview
Experience with hydroponic crop work		√	
<b>(3) Experience to include:</b>			
Knowledge of science laboratory requirements and glasshouse requirements for commercial crop production	√		Application / Interview
Ability to communicate effectively and credibly at all levels	√		Application / Interview
Relevant industrial experience	√		Application / Interview
<b>(4) Skills and Attributes to include:</b>			

Sound understanding of applied science and related topics	√		Application / Interview
Sound understanding of greenhouse crop production	√		Application / Interview
Excellent communication skills, both verbal and written	√		Application / Interview
Team player with a flexible , problem solving approach	√		Application / Interview
Demonstrable good organisational skills	√		Application / Interview

### General:

The job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

All staff are expected to be professional, co-operative, and flexible within the needs of the post, their team and the College and to comply with the College employment policies and procedures but in particular the Code of Conduct, DBS, Health & Safety and Data Protection Policy, which can be located on the College StaffNet system or via the HR Department.

Please sign as confirmation of your understanding and acceptance of the role. You should retain one copy for your records and return one copy to the HR Department.

Sign:\_\_\_\_\_

Print:\_\_\_\_\_

Date:\_\_\_\_\_