Job Description: Chemistry Technician

Responsible to: Head of Chemistry, Senior Science Technician

Primary Responsibility: To ensure that equipment and resources required for practical science experiments are delivered to lessons and are cleared away after use in accordance with CLEAPSS regulations.

Responsibilities:

- Liaising with academic staff to discuss equipment requirements and work plans
- Preparing resources required by teachers for lessons, including reprographic work
- Making up solutions to required concentrations
- Ensuring that all resources are in the laboratories/classrooms ahead of the start of the lesson
- Sometimes trialling experiments prior to being carried out by pupils
- Preparing equipment before lessons
- Delivering, setting up and checking equipment
- Clearing away and cleaning equipment after use
- Ensuring that equipment is properly maintained and appropriately stored
- Ensuring that all health and safety procedures are understood and followed correctly
- Sometimes supporting pupils with practical work
- Ordering stock where required
- Any other reasonable requests as made by Line Manager

General

- Promoting welfare and safety of all members of the school community, and adherence to the school's Safeguarding and Child Protection Policy;
- Support the aims of the school;
- Support all members of the school community with respect and consideration;
- Set a good example to pupils in terms of appropriate dress, standards of punctuality and attendance;
- Take responsibility for professional development, participating in staff training including INSET days where required, and the school's CPD and professional development procedures;
- Participate in the management of the school by attending meetings as required;
- Adhere to the Health & Safety Policy, ensuring that all tasks are carried out safely and effectively with due regard to the health and safety of all members of the school community, including visitors and the post-holder.

Other:

The Job Description is subject to:

- Other reasonable requests by negotiation with the Bursar and Headmaster
- Annual Review

November 2019
Work Complexity

This is a post which will involve the post holder in the administration and day to day to management of the School. An eye for detail is essential. The post holder will be expected to make a significant contribution to the post within a busy working environment.

Working Hours: 8.30-4.30 with 30 minute lunch break (37.5 hours per week), term-time only

PERSON SPECIFICATION: CHEMISTRY TECHNICIAN

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| Qualifications/Professional Bodies | • Good standard of general education  
• Willingness to undertake training as required |                                                         |
| Experience               | • Previous experience working as a Chemistry Technician or in Chemistry Laboratory | • Previous work in secondary school environment |
| Skills/knowledge         | • Ability to prepare Chemistry experiments without supervision to GCSE Level  
• Knowledge of safe working practices relating to chemicals | • Ability to prepare Chemistry experiments without supervision to A Level |
| Personal Attributes      | • Suitability to work with children and commitment to safeguarding and promoting the welfare of children  
• Organised and able to prioritise workload and work under pressure  
• Proactive  
• Ability to work on own initiative and as part of a small team  
• Ability to problem-solve |                                                          |