

## **JOB DESCRIPTION**

### **CHEMISTRY LABORATORY TECHNICIAN**

- Reports to:** Head of Chemistry
- Responsible to:** Sub-Warden Academic
- Contract:** Permanent, term-time only
- Salary:** £27,544.26 per annum. Salaries are reviewed annually by the School with any increase effective from 1<sup>st</sup> September.
- Contracted hours:** This is a full-time role, working 37.5 hours per week, Monday to Friday. You will work approximately 39 weeks per year – 33 weeks during term time plus weeks preceding and following the School terms (a further 6 weeks) including INSET days.

#### **1. Role Purpose**

The Chemistry Technician contributes to the efficient and safe running of the Prep. Room, working with the Senior Technician to prepare practicals for all pupils. They play a pivotal role in supporting the teaching and learning within a department that aims to deliver many practical opportunities for the pupils, as per the Department schemes of work.

#### **2. Role Dimensions and Scope for Impact**

The Chemistry Technician enables the pupils to develop their observational and practical skills by preparing demonstrations and class practicals for pupils in Years 9-13. They support the preparation of the A Level & IB practicals, plus projects for the IB and Crest Award, and activities for ChemSoc / MedSoc.

#### **3. Principal Accountabilities**

##### **Core Responsibilities**

- Preparation of chemicals / solutions for practical and demonstrations for all year groups.
- Assemble, put out, clear away, clean and store apparatus used for demonstrations and class practical work.
- Maintain clean, tidy, resourced laboratories (in conjunction with the teachers using those rooms).
- Disposal of chemical waste in accordance with the Health and Safety policy and CLEAPSS.
- To develop and trial new items of equipment and experiments.
- Ordering of chemicals and equipment as necessary
- Ensuring that practical equipment is maintained and in good working condition.
- Repair of practical equipment / arranging for repair, as appropriate.
- Maintain the Prep. Room, including the appropriate storage of equipment and chemicals in accordance with the Health and Safety policy and CLEAPSS.
- Liaise with other Science Technicians to share good practice.
- Attend weekly Chemistry Department Meetings.

- **Administration**

- To maintain stock levels, carry out routine ordering from suppliers, check deliveries, maintain and update inventories, and keep appropriate records.
- Collecting items from around the School, typically from Catering, Reception or the other Science Departments.
- Purchasing small household items from local shops when required for practicals.
- Liaise with Estates, IT Services, etc. regarding issues pertinent to the Chemistry Department.
- To carry out checks as required to comply with the Health and Safety policy.
- To photocopy worksheets / other teaching materials when required.
- Basic photocopier maintenance.
- Other administrative tasks as required by the Head of Department, such as issuing textbooks.
- To attend relevant training courses as appropriate.
- Keep up to date with subject developments via CLEAPSS, ASE, etc.

### **Other Duties**

- The Chemistry Technician may also be required to provide cover across the other departments during busy periods or the absence of colleagues.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be specifically identified. You may be therefore required to undertake other tasks and duties commensurate with the grade and nature of the role and / or at the reasonable discretion of the School.
- This job specification is current at the date shown. It will be reviewed from time by the Bursar to ensure that it remains current and the School reserves the right to make reasonable changes.

### **4. Key Performance Measures**

- To play a significant role in the smooth running of the department, specifically in terms of preparing, delivering and clearing away practicals.
- Implement appropriate techniques, procedures and methods to undertake tasks.
- Demonstrate effective and appropriate communication skills.

### **5. Knowledge, Skills, Experience and Personal Attributes**

#### *Qualifications*

Chemistry / Science (Double Award), Maths, English Language GCSE (or equivalent)	Essential
Chemistry A Level or IB (or equivalent)	Desirable

#### *Knowledge and understanding*

Chemistry experience and understanding	Desirable
A good command of the English language	Essential
Numerate	Essential

#### *Skills*

An ability to prioritise and manage changing workloads and situations and to work flexibly to meet the demands of the position	Essential
An ability to work well as part of a team and to show initiative when working independently	Essential

Excellent interpersonal skills and the ability to communicate effectively and appropriately with all members of the School community	Essential
Good self-motivation and independent initiative	Essential
ICT Skills	Essential

#### *Experience*

Experience of working in a scientific environment, or previous Technician experience	Desirable
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#### *Personal attributes*

Commitment to safeguarding children and young people	Essential
Commitment to continuous professional development	Essential
Willingness to commit to the School's aims and values	Essential
Commitment to equity, diversity and inclusion and understanding how this applies to the role	Essential
A genuine interest in, and empathy with, children	Essential
A commitment to providing the best possible service for teaching staff and thus the best possible experience for the pupils	Essential

### **6. Confidentiality and Data Protection**

In the course of their employment, staff may have access to confidential information relating to pupils and their families, or to the general business of the School, and they are required to exercise due consideration in the way in which they use such information. A strict code of confidentiality must always be respected and followed. The School is registered as a Data Controller with the Information Commissioner's office (ICO) for the purpose of UK General Data Protection Regulations (UK GDPR) and staff must not at any time use the personal data held by the School or disclose such data to a third party. Staff should not act in any way which might be prejudicial to the School's interests.

### **7. Child Protection at St Edward's**

St Edward's is committed to safeguarding and promoting the welfare of children and young people and we aim to create and maintain a safe environment for our pupils, where they feel respected and supported. We expect all staff to share this commitment and to become familiar with our policies and procedures for child protection and security. It is a requirement of the Children Act and Care Standards Regulations that all employees of the School must receive enhanced clearance from the Disclosure and Barring Service.

### **8. Health and Safety**

The School is obliged, so far as is reasonably practicable to provide safe and healthy conditions and safe systems of work for all employees which prevent risk to health, safety and welfare. You are required by health and safety legislation to take reasonable care for your own health and safety and for the health and safety of others. Employees must not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare in pursuance of any of the statutory provisions.

### **9. Hours of Work**

This is a term-time only position, working 37.5 hours per week, Monday to Friday (with an un-paid 45-minute lunchbreak). The Chemistry Technician will also be expected to work the week preceding

and the week following each School term.

### 10. Holiday

The Chemistry Technician will not be required to work outside of the School term, aside from the statement above, and will receive paid holiday entitlement during that time, based on statutory minimum of 5.6 weeks per annum pro rata. Bank holidays which occur during term time may well be working days, for which time off in lieu will not be applicable.

### 11. Pension

The role is eligible for membership of the School's pension scheme for support staff. This is a defined contribution pension scheme offering the following three tiers:

	<b>Employee contribution rate (‘You’)</b>	<b>Employer contribution rate (St Edward’s School)</b>
Tier 1	5%	8%
Tier 2	7%	10%
Tier 3	9%	12%

### 12. Probationary period

The appointment is subject to a probationary period of one term.

### 13. Organisation Chart

