

## **Job Description**

**Chemistry Technician & Science Curriculum  
Support Officer (CTSCSO)**  
February 2018

**Pay Scale:** APT&C 5/6

**Paid hours:** 36 hours per week; Monday to Friday; Term time only  
Times are flexible to fit in with the work of the School

**Unpaid hours:** 30 minutes unpaid lunch break each day (if more than 6 hours a day are worked).

**Responsible to:** Subject Leader of Chemistry

### **Job Purpose**

The Technician will work within the Science Faculty supporting the smooth and effective running of the Subject Area for Chemistry.

### **Responsibilities**

1. To manage the technical, administrative and resource provision within Chemistry.
2. To support teaching staff during lessons in the provision of Chemistry across the age and ability range.
3. To act as a Technician for the Subject Area for Chemistry (and where necessary offer support for Physics and Biology). Provide administrative support for and support the supervision of STEM educational activities across the School. (STEM = Science, Technology, Engineering & Mathematics)

### **Description of Duties**

Manage the technical, administrative and resource provision within Chemistry.

#### **1. Apparatus**

- a) Collecting and assembling apparatus;
- b) Checking individual components in and out for class use;
- c) Arranging for apparatus including worksheets, books and audio-visual aids to be available, in rooms, for lessons;
- d) Preparing experiments, setting up apparatus and equipment, solutions and materials for demonstration and practical lessons as requested by teaching staff;
- e) Cleaning and returning apparatus, etc., and chemicals to storage as soon as possible;
- f) Taking stock of apparatus, consumables, stationery, books and breakable items, checking for breakages and losses before returning to storage, including for new apparatus

- g) Constructing, modifying and repairing laboratory apparatus, if appropriate or arranging for this to be done;
- h) Reporting any defects to apparatus, equipment and furniture to the Subject Leader or to the site manager if appropriate;
- i) Carrying out minor repairs to apparatus as required;
- j) Ensuring all chemicals and apparatus are stored correctly.

## **2. Materials**

- a) Preparing for and setting up practical assessments, having regard to the examination's material requirements and raise requisitions to cover any shortfall;
- b) Keeping an inventory of materials and equipment, including dates on which materials expire, arranging for their safe disposal and replacement in an efficient manner;
- c) Obtaining materials through purchase following the School's financial procedures including collecting or purchasing any materials that may be required fresh from local sources, and keeping a record of petty cash expenditure incurred.

## **3. Health and Safety**

- a) Consulting health and safety literature (including COSHH, CLEAPSS in order to help risk assess demonstrations, practical lessons and maintenance, storage and disposal, and informing teaching colleagues on recommendations, liaising with Subject Leaders or site manager where appropriate;
- b) Advising staff on any problems, including safety aspects;
- c) Keep appropriate records, including legal records, connected to Health and Safety;
- d) Carrying out risk assessments for activities carried out by technicians;
- e) Giving technical advice to teachers, technicians and students;
- f) Liaising with staff over use of equipment and stock, drawing the attention to the Subject Leader of any careless or improper use or return of materials;
- g) To undertake appropriate First Aid training;
- h) To ensure the appropriate labelling of chemicals;
- i) To operate at all times in accordance with the expectations set out in the School Health and Safety policy (Science).

## **4. Laboratory maintenance**

- a) Switching on/off laboratory gas services at beginning/end of each day where appropriate;
- b) Servicing labs weekly, checking sinks, benches, stools, gas taps, glass bins.
- c) Checking fume cupboards, pressure vessels and first-aid kits;
- d) Switching off lighting when not required;
- e) Maintaining laboratories are clean and tidy;
- f) Cleaning of sinks, chemicals on bench tops, spillages of chemicals on the floor;
- g) Storing material tidily and safely, with clear labelling;
- h) Carrying out electrical and other safety tests; (Half Termly PAT testing)
- i) Keeping equipment and apparatus clean;
- j) Disposal of waste materials; and,
- k) Liaising with cleaning staff and site staff, as necessary;

## 5. **General**

- a) Assisting in the testing of new experiments and the devising of new practical work;
- b) Collecting and cataloguing of sundry worksheets, books, audio-visual aids and materials;
- c) Provide ICT facilities at teachers request and reporting any problems to IT Helpdesk for assistance;
- d) Supporting the input of student assessment data for internal targeted intervention strategies.
- e) Provide general administrative and clerical support for Chemistry as required including reprographics, display/preparation of materials, and the contacting of parents regarding straightforward matters.
- f) Carrying out other such similar duties as may be required including invigilation when students are missing science lessons for exams.
- g) Support teaching staff during lessons in the provision of Science education across the age and ability range.
- h) Support the supervision of groups of students in extra-curricular activities, study sessions, homework clubs or educational visits which are in relation to Chemistry.
- i) Provide administrative support for the provision of STEM education across the School. (STEM = Science, Technology, Engineering & Mathematics)
- j) Collaborate with colleagues to share workload at busy times and cover absence to maintain the standard of technical service of the Science Faculty.
- k) Obtaining local purchases necessary for lessons and technician tasks.

Signature: .....  
(Postholder)

Print name: .....

Date: .....

Signature: .....  
(Executive Headteacher)

Print name: .....

Date: .....

## Person Specification

### Chemistry Technician & Science Curriculum Support Officer (CTSCSO)

Criteria	Essential	Desirable
Chemistry A Level	X	
Science degree or equivalent		X
Love of Science and STEM Education		X
Skills , Knowledge & Experience	Essential	Desirable
Previous experience of working within a school science department/laboratory.		X
An understanding of basic health and safety requirements.		X
Ability to handle sensitive issues keeping confidentiality as required.	X	
Ability to perform the physical tasks required by the post, including lifting, carrying and moving equipment to undertake the duties of the post (relevant training will be given).	X	
Ability to write technical reports and documents and minute meetings, if required.		X
To communicate clearly to all sections of the School community both verbally and in writing.	X	
Ability to form good working relationships with colleagues, students and parents and work as part of a team	X	
Good organisational and time management skills and the ability to work under pressure and independently	X	
Adaptability and flexibility in working practices and the ability to use their initiative	X	
Flexibility in working days/times (if required)	x	
A high degree of professionalism in their approach to work and tasks set	X	
Present a good role model to students	X	
Knowledge of Microsoft Office and be confident in their use. Be willing to learn new computer systems		X
Be able and willing to undertake staff training and development courses, some of which may be outside of normal working hours, to develop and maintain technical qualifications for the role.	X	
Ability to adhere to working procedures and policies within the School environment.	X	
A good sense of humour	X	