



JOB DESCRIPTION
SENIOR SCIENCE TECHNICIAN- CHEMISTRY

THE SCHOOL

RMS is a leading independent girls' day/boarding School with 967+ pupils aged 2 to 18 and over 240 teaching and support staff, situated on a 200-acre parkland site near Rickmansworth in Hertfordshire. Potential candidates are strongly encouraged to visit the school website www.royalmasonic.herts.sch.uk for more information about our thriving school, with its excellent value added results and inclusive community spirit that encourages both girls and staff to work to their potential and beyond.

The Science Department consist of twelve teaching staff and three technicians, housed in 10 laboratories and three preparation rooms in a purpose built Science Block. We have convenient access to an ICT suite, microscope workroom, departmental reprographics area and a technician work area.

THE ROLE

The Senior Science Technician will be required to organise, direct and provide assistance in practical chemistry and to assist with biology and physics practicals if required.

OBJECTIVES

- 1) To have overall responsibility for technical support up to and including university entrance level in Chemistry, liaising closely and consulting with the Head of Faculty and relevant teachers.
- 2) To oversee and participate in the preparation and maintenance of apparatus and materials and the observance of safety precautions in laboratories and preparation rooms.
- 3) To provide general support to teachers of science so as to ensure the good organisation and smooth running of the Faculty.
- 4) To oversee technical staff supervision and their professional development.
- 5) To liaise with the Head of Faculty on all aspects of technical support, Health and Safety, administration and future development within the Science Faculty.

JOB SPECIFICATION

The duties of the Senior Science Technician include, but are not limited to:

- preparation, maintenance and purchasing of equipment and materials for lessons, assessed practicals and examinations, which may be of all standards, up to A Level.
- ensuring laboratories are clean and cleared of all apparatus and any spillage of chemicals.
- the safe storage and accessibility of chemicals and equipment
- ensuring the safe treatment and disposal of waste materials.
- maintaining an up to date knowledge and understanding of all Health and Safety regulations and completing safety audits on science equipment and laboratory facilities.
- undertaking formal personal risk assessment procedures, ensuring safety regulations are adhered to.
- supporting, training and assisting other technicians as required and identifying their professional development needs in accordance with school procedures
- assisting teachers in practical classes, where required
- attending relevant departmental meetings and external meetings to ensure effective communication and liaison and to keep abreast of new developments.
- carrying out administrative tasks necessary to ensure the smooth running of the Faculty.

PERSON PROFILE

The holder of this post will have to demonstrate flexibility and enthusiasm and enjoy working within a team with all members of the School community.

PERSON SPECIFICATION

Experience and skills required:

- previous experience of working in a laboratory
- science qualifications, including Chemistry, to at least A level
- good awareness of Health and Safety and good laboratory practice
- basic understanding of ICT.

Personal Attributes:

The successful holder of this post will need to demonstrate that he/she has:

- good organisational skills and the ability to forward plan
- ability to work independently and collaboratively to ensure the delivery of agreed workload.
- ability to self-evaluate learning needs and actively seek learning opportunities.
- an approachable and friendly demeanour.
- accuracy, patience and good attention to detail.
- good communication skills.

TERMS OF EMPLOYMENT

The terms of employment include:

- 37.5 hours per week, Monday to Friday. Term-time, plus 2 weeks during the holiday periods as agreed with the Head of Department.
- Salary scale S22 (£13.26 per hour) to S26 (£14.34 per hour) depending upon experience and qualifications
- Free school lunches
- Free car parking
- Access to the RMS Pension Scheme with 5% contribution from the employee which is matched by the employer.
- Preferential gym membership
- School fee discount – subject to terms and conditions of the policy

DISCLOSURE AND BARRING SERVICE

The School is a “Registered Body” under the provisions of the Police Act 1997 because employment at the School involves access to children under the age of 18. This post will require an Enhanced Disclosure and Barring check from the Disclosure and Barring Service (DBS) before an offer of employment can be confirmed.

SAFEGUARDING CHILDREN

The post holder’s responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with the School’s Safeguarding Policy Statement at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to the Head.

REVISION OF JOB DESCRIPTION

According to the development and requirements of the School, Job Specifications will need to be reviewed and updated periodically, after consultation with the Job Holder.