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| Job Title: | Chemistry Technician | School: | KSW |
| Department: | Chemistry | Reporting to: | Head of Chemistry |
| Level/Salary Range: | £9,048 per annum (FTE £21,879pa) | Position Type: | Part time – job share |
| Hours of work: | 20 hours per week, term time only | Notice period: | 6 weeks |
| Date posted: | 13th June 2017 | Closing date: | 23rd June 2017 |
| Apply: | Completed application forms via school website: [www.ksw.org.uk](http://www.ksw.org.uk) vacancies section |
| Applications FAO: | Gemma Harding, HR Administrator – post to The King’s School, 5 College Green, Worcester, WR1 2LL or email: gharding@ksw.org.uk |
| History of the School |
| The King’s School dates back to 1541, when it was re-founded on the orders of Henry VIII. It is one of England’s leading academic day schools, and has two junior schools as part of its Foundation; it is co-educational throughout. There are approximately 960 pupils in the senior school, which is situated next to Worcester Cathedral and the River Severn. King’s St Alban’s is adjacent to the main site and has approximately 200 pupils from age 4 to 11. It shares many of the facilities of the senior school. King’s St Alban’s celebrated its 60th anniversary in 2012.King’s Hawford is just north of Worcester in spacious grounds and currently has approximately 325 children from Kindergarten to Year 6. The school was acquired by King’s in 1996. |
| Role and Responsibilities1. Preparing experiments for staff as requested (a diary is used for requests with 24hr notice given) – this involves putting together the chemicals required in suitable small containers, making the solutions to a specified concentration, and putting out equipment needed.
2. Making solutions of precise molarity – certain experiments (including assessed practicals) require precise concentrations (e.g. 0.10M) – these have to be accurately made up. There may be occasions when the solutions have to be standardised (using recognised techniques) to confirm concentration.
3. Clearing away experimental work, and leaving the lab in an orderly state. Glassware will often need more thorough cleaning – a dishwasher is available, and some help is provided by a member of the cleaning staff.
4. Repair and reconstruction of equipment – when equipment becomes damaged (e.g. delivery tubing), it should be replaced or repaired as appropriate. Consultation with the Head of Department if necessary (e.g. if repair might be expensive; if damage seems wilful and needs following up).
5. Monitoring stock levels (chemicals and equipment) – noting dates of arrival of chemicals, storing them appropriately and keeping a note of when they run low.
6. Organising equipment / chemicals and producing up to date lists of locations, to enable staff to find items easily. Maintaining a tidy work environment for staff and students.
7. Ordering of equipment / chemicals – when required, an order can be placed in consultation with the Head of Department. This requires writing out and costing a list of requirements, agreeing it with the Head of Department, and placing a firm order using the school requisition form. When the goods arrive they should be checked off and the invoice checked when provided. Copies of all invoices will be kept by the Head of Department, who will keep overall control of the accounts.
8. Preparing textbooks for issue and checking them in on return. Textbooks are numbered, covered and a name grid placed in the front. Book numbers are recorded by staff and placed in a central file. When books are returned they should be checked off – missing books are listed and passed to the Bursary for charging, in consultation with the Head of Department.
9. Assisting with laminating and reprographics. Photocopying exam papers and construction of exam paper booklets. Laminating posters for display.
10. Purchasing goods from local shops – when required, purchasing items using petty cash. Keep an accurate record of petty cash receipts and take to the Bursary as required. Inform the Head of Department when a top up is required.
11. Being willing to undertake any reasonable request by the Head of Department or other Chemistry staff. Being available in the prep room in case extra equipment is required. Informing staff (via wipe board) when away from the department (e.g. photocopying, in town buying items, in the outside store).
12. Organising own time effectively (i.e. having the sense to get on with jobs that need doing without needing to be directly told to.)

Qualifications and Education RequirementsChemistry A Level preferable or equivalent lab based experience / qualification.Preferred Skills* A willingness to organize your own time effectively is important.
* A knowledge of lab health and safety.
* Ability to follow CLEAPPS recipe cards to prepare solutions to correct concentration.

This school is committed to safeguarding and promoting the welfare of children. The successful applicant will be subject to an enhanced DBS check and will be expected to adhere to all safeguarding, welfare and health and safety policies and procedures of the school. |
| Reviewed By: |  | Date: |  |
| Approved By: |  | Date: |  |
| Last Updated By: |  | Date: |  |