**Job Description**

Job Title:	Chemistry Technician
Department:	Science Faculty
Salary Grade:	Grade D (points 14 – 17)
Contracted Hours/Week:	35 hours per week 8.00am – 3.30pm
Contracted Weeks/Year:	Term time only (39 weeks)
Responsible to:	Science Technician Level 2 – Line Manager School Business Manager - Personnel
Responsible for:	N/A

Main Job Purpose:

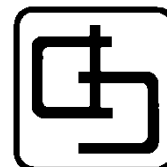
Provide technical and administrative support to teaching staff in the Science department.

Support the teaching staff within the Science department to ensure the safe and proper use and maintenance of resources and equipment.

Assist the designated class teacher or subject leader plan and deliver schemes of work.

Main Responsibilities

- Ensure that Health and Safety requirements and other relevant regulations, such as Control of Substances Hazardous to Health (COSHH), are adhered to and observed.
- Be responsible for making up standard solutions and maintaining the chemistry chemicals kept in the chemical stores along with the stock of these chemicals.
- Maintain and undertake basic repairs to equipment where practical to do so.
- Prepare and maintain classrooms and laboratories; prepare and maintain materials for use by staff and pupils, ensuring that an orderly, safe and healthy environment is provided for teaching activities.
- Prepare and assemble teaching resources including whole class practicals, demonstrations and interactive activities for use by staff and pupils.



Job Description

- Contribute to teaching and learning sessions, as appropriate by demonstrating or advising on proper and safe use of materials and equipment for practical activities.
- Regular stocktaking, maintaining safe storage of equipment and disposal of reagents.

Key Competencies:

- Good communication, organisational and prioritising skills are essential
- Some applied practical experience is required due to the nature of the role
- Experience and practical competences in the safe and proper use of any specialist equipment for which the post holder has direct responsibility.

This is not a complete list of tasks that fall within the role and the post holder may be required to carry out other tasks consistent with their grade, skills and abilities.

Post holder	_____	Effective date of this Job description	_____
Post holder's Signature	_____	School Business Manager's Signature	_____
Date	_____	Date	_____