

KING EDWARD VI SCHOOL SOUTHAMPTON

JOB DESCRIPTION CHEMISTRY TECHNICIAN

1. NAME:

2. HOURS: 37 hours per week, 36 weeks per year (term time plus INSET days)

3. RELATIONSHIPS:

- (a) Line Management: The post holder is responsible to the Head of Chemistry and will carry out duties within the Chemistry Department as requested by the Head of Chemistry and under his/her supervision.
- (b) In matters specifically affecting the Science Faculty technicians' workload, the post holder is responsible to the Science Technicians' Team Co-ordinator.

4. PURPOSE:

- (a) To effect the efficient running of the chemistry laboratories, ensuring personal availability during the day for the teaching and learning within the School.
- (b) To maintain a clean and orderly environment, including any administration duties as required.
- (c) To ensure collectively, efficient and effective technical support is provided to deliver the School aims in a manner consistent with its ethos.

5. DUTIES:

- (a) To manage the department's budget, including preparing the annual budget, monitoring the expenditure and ordering equipment and consumables as required.
- (b) To maintain tidy stock cupboards, apparatus storage, prep room and laboratories, including maintaining inventories and stock control.
- (c) To prepare solutions, chemicals and apparatus for lessons, Sixth Form projects, GCSE assessments and practical examinations. This includes clearing away and storing equipment and resources after such practicals.
- (d) To carry out the cleaning and storage of glassware etc.
- (e) To carry out safety checks on apparatus and equipment, in line with Health and Safety regulations.
- (f) Where possible, to carry out day to day repair and maintenance of apparatus/equipment in designated areas. This includes arranging external maintenance on items which cannot be repaired or maintained in-house.
- (g) To check and carry out minor maintenance to the laboratories and where relevant to report repairs and maintenance required to the Facilities team.

- (h) To carry out general administration duties, including book issue and collection, maintenance of records, inventories, COSHH records etc.
- (i) To be responsible for the PAT testing within designated areas, including science, music and admin and to maintain the necessary records.
- (j) To provide cover for other team members as appropriate.
- (k) To be aware of Health and Safety Regulations and maintain a clean and safe environment.
- (l) The post holder shall carry out any other reasonable task as identified by the Bursar.

6. GENERAL

- (a) The post holder is responsible for promoting and safeguarding the welfare of children, to comply with the School's Child Protection Policy and to report to the Child Protection Officer or Head Master any concerns relating to the safety or welfare of children.
- (b) This job description will be reviewed at least once a year and may be subject to modification after consultation with the post holder.

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