

CHEMISTRY TECHNICIAN

JOB DESCRIPTION

- Reports to:** Head of Department
- Salary Range:** Range 5 - £8,559pa (0.4576 of FTE)
- Hours:** 20 hours per week, term time only, plus inset days
- Purpose of job:** To provide specialist technical support to teaching staff within the designated work area and to ensure the safe and proper use and maintenance of resources and equipment. The specialist technical knowledge and skills will support a variety of teaching activities, including more advanced work with A Level examination courses.

Key Responsibilities

- To co-ordinate the use of practical resources and provide assistance and advice in meeting the practical needs of the Chemistry curriculum, including liaising with teaching staff, support staff outside the department, other areas of the school and outside organisations.
- To ensure and promote the maintenance of a healthy and safe working environment through:
 - Assessment and monitoring of health and safety procedures, and information resources.
 - Keeping up to date with current procedures and practices.
 - Providing technical advice and support on health and safety issues to teaching and technical staff.
 - The safe treatment and disposal of used materials including hazardous substances and responding to actual or potential hazards.
 - The healthy and safe storage and accessibility of equipment and materials.
- Design, develop and maintain specialist resources and/or long term projects and offer professional guidance, assistance and support to students and teachers on the practical aspects of the curriculum.
- Ensure the availability of materials and equipment, compile orders, liaise or negotiate with suppliers and finance department, sourcing and costing to maintain stock levels. Keep up to date stock records
- Ensure routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment.

Main Duties

- Preparation of resources, assembling apparatus.
- Delivering to and setting up equipment in labs.
- Clearing away equipment and tidying lab after practical.
- Place orders and keep records.
- Giving technical advice to teachers and students.
- Carrying out risk assessments for technician activities.
- Assisting in practical classes.
- Keeping up to date with health and safety requirements in practical chemistry – attending courses and reading publications, etc. Give health and safety advice to teachers, students and technical staff.
- Disposal of waste materials.
- Carry out electrical and other safety checks, etc.
- Organising, storing and checking the condition of chemicals and equipment.
- Attend department meetings.
- Designing, constructing, trialling and modifying apparatus.
- Preparing standard solutions, etc., treating waste.
- Maintaining resources, checking stock, ordering.
- Keeping stock records/stock taking.

Personal Specification

These selection criteria are the skills and experience required for this position:

- Highly reliable and responsible.
- Ability to work well as part of a team and independently, using their own initiative.
- A well-developed interest in Chemistry.
- Technician NVQ or equivalent or experience in a similar role
- Qualified to A Level standard in Chemistry.
- Adaptable and quick to learn new skills.
- Good basic numeracy and ICT skills, being able to use Microsoft Word, Excel and Outlook.

Personal Qualities

- To be self-motivated and proactive, keen to take on new challenges and opportunities as they arise.
- To be able to develop good working relationships with colleagues, students, parents and external agencies.
- Flexibility, resilience and a good sense of humour.

This general job description reflects the current requirements of the post. As duties and responsibilities change and develop, the job description will be reviewed and is subject to amendment in consultation with the postholder.

The offer of appointment is subject to a satisfactory DBS check, references and other recruitment checks.

