### **EPSOM_logo_Blue**

### **Chemistry Technician Assistant**

**25 hours per week Term Time Only**

Epsom College is a co-educational day and boarding school with approximately 870 pupils aged 11-18. Founded in 1855 as the Royal Medical Benevolent Foundation, a strong science tradition is maintained, with a significant and growing proportion of leavers going on to study medicine or related disciplines.

There is a strong and ambitious commitment to the 3 separate sciences and the highly successful Biology department has a number of pupils who opt to study the subject at GCSE and A Level.

Each of the three science disciplines, Physics, Chemistry and Biology, runs independently of each other in separate buildings with their own technical staff.

Within the Chemistry Department there are 6 teachers supported by 2 Technicians and a Technician Assistant.

The technical support staff are responsible for the preparation of class practicals, practicals for examinations, maintenance of equipment, consumables and the general servicing of laboratories.

The applicant would ideally have a science background. He/she must be organised and methodical in their approach, cheerful, well presented and work co-operatively within the department. A hands on, practical approach will be essential. IT skills are a distinct advantage.

Previous experience of working within a classroom/laboratory would be advantageous.

The Technician’s Assistant is immediately responsible to the Senior Technician and Head of Department and ultimately to the Bursar.

**Main Areas of Responsibility**

* Undertake and assist with the cleaning and care of equipment as requested by the Senior Chemistry Technician or teaching staff
* Preparation Room: assist with the safe running of these areas and ensure that they are properly stocked
* Assist with the clearing of classroom practicals and setting up which may require manual handling/lifting
* Work with a clear understanding of health and safety with the classroom and laboratory environment.
* Assist with administrative tasks
* General assistance around the Chemistry Department and anything reasonably requested by a member of that Department or other science departments.
* Able to work on own initiative as well as being a proactive team player with a flexible approach
* Strong organisational skills and methodical methods of working.
* The above list is not exhaustive: the actual tasks will reflect the departmental and pupils' needs.

**Essential Qualifications/Skills/Experience**

• Methodical and careful approach to ensure equipment and glassware is maintained to a high standard.

• Good organisational skills and time management skills.

• Able to work on own initiative and well as taking direction from the Senior Technician and able to work within a team.

• Ability to follow health and safety regulations

• Good numerical and ICT skills

• Strong verbal and written communication skills

**Desirable qualifications/skills/experience**

• Science or chemistry qualification

* Experience working within a laboratory or school prep room environment
* Familiarity with CLEAPSS and other safety organisations

**Essential Personal Attributes**

• Reliable and flexible, with a can-do approach to all duties and responsibilities

• Team player

* Professional, helpful and trustworthy

• Self-motivated with drive and enthusiasm

• Resilient and able to cope with the rigors of a busy prep room and department

• Be able to stay calm and careful under pressure;

• Be committed to the College’s values and ethos.

The selection panel reserves the right to enhance any or all of the desirable criteria to attain a manageable field

**Terms and Conditions**

**Hours**: 25 hours per week term time including inset days.

In general, the hours of working are:-

Monday              8am - 1pm

Tuesday              8am - 1pm

Wednesday        8am - 1pm

Thursday             8am - 1pm

Friday                  8am - 1pm

There could be some flexibility on these hours.

**Salary**: Salary will be circa £9,100 pa for this term time only post, inclusive of holiday entitlement, reviewed annually, and paid monthly in arrears on 25th of the month.

**Holidays:** The holiday entitlement is 20 days paid holiday per annum pro rata for part time working increasing one day per annum up to a maximum of 25 days following 5 years continuous service pro rata for part time working. An allowance for holiday has been incorporated into the annual salary. Holiday must be taken outside the College term dates and therefore the accrued proportion of holiday entitlement will deemed to have been taken each school holiday.

**Pension:** The College operates the Epsom College Automatic Enrolment Scheme. The Scheme is administered by the Pensions Trust. Eligibility is based on statutory criteria. If eligible, the Employee will be required to contribute a minimum of 1% of Basic Salary and the College will contribute 2% in compliance with current legislation based upon which it is anticipated that these contributions levels will rise to 3% for both the Employee and the College from 1 April 2018.

**Misc:** The College is a non-smoking site. Free lunch and refreshments are provided when the Dining Room is open. Free membership to Fitness Suite and pool during staff opening times.

**Offer of Post:** Subject to completion of application form, receipt of references, pre-placement medical assessment, proof of qualifications, overseas police check if appropriate and Enhanced Disclosure and Barring check all satisfactory to Epsom College. Proof of entitlement to work within the United Kingdom will be required.

**Application**

Further details and application form can be downloaded from the website [www.epsomcollege.org.uk](http://www.epsomcollege.org.uk)

Applications will be assessed in order of receipt and interviews may occur at any stage after applications are received.  Please apply as soon as possible.

**Applicants should refer to the Recruitment, Selection and Disclosure Policy on the College website.**

Closing date: **3rd November 2017**

**DR**

**11/10/17**