



Bristol
Grammar
School

Life changing

Job Description Chemistry Technician

Bristol Grammar School: a company limited by guarantee, company number: 5142007
Registered Office: University Road, Bristol, BS8 1SR. Registered Charity Number: 1104425

Job Role Specification

Post: Part-time Chemistry Technician

Line Manager: Senior Technician

Anticipated start date: 01 September 2019

Outline of Department:

Chemistry is taught as a separate science by subject specialists to all students from Year 8 onwards. All three science departments follow the IGCSE science framework during Years 9 to 11. In the Sixth Form there are usually four or five parallel sets each year. All Sixth Form Chemistry students will be following the linear AQA A Level course with their examinations at the end of the Upper Sixth. Lower Sixth students are not entered for AS Levels in subjects following linear specifications. Sixth-form sets receive 9 hours of teaching (in one-hour lessons) per fortnight and these are split between two teachers. Since September 2018, the department has also taught IB chemistry.

The department has an excellent record of success in public examinations; last year 75% of GCSE candidates achieved grades A* to B, and 84% of 'A' level candidates gained grades A* to B. Although our students are at the top end of the ability range, our GCSE sets will routinely contain future Oxbridge Science, Medicine and Engineering entrants together with students (able in other areas) who find Science difficult and require much support.

The department comprises a very experienced and highly committed team and is housed in its own area with a suite of four well-equipped specialist laboratories. There are excellent preparation facilities and technical support; the provision of laboratory equipment is well above the average in term of quality and quantity. A range of video and ICT equipment is readily available for teaching, whether for computer simulation or data capture. Two sets of laptops are available for student use in the laboratories. The department has a friendly atmosphere; there is a general expectation that all teachers and technicians will draw from, and contribute to, the development of curriculum and other teaching materials.

Purpose of the job

The role of the Chemistry Technician is vital for supporting the teaching and learning of Chemistry at Bristol Grammar School. The successful candidate will work proactively alongside a highly motivated team of professionals, to ensure that equipment is procured, maintained and utilised effectively in the classroom.

Duties and Responsibilities

Provision of lesson materials to include as appropriate:

- Preparing and assembling apparatus including equipment for demonstration and practical lessons
- Making up solutions with precision and care to be used in routine lessons as well as in assessed tasks for students
- Trialling practical assessment activities and developing the scheme of practical investigation for Chemistry exam classes (in conjunction with teachers within the department)
- Collecting, checking and returning the equipment to stores
- Carrying out and arranging for maintenance and repair of equipment
- Washing and drying glassware

General Routine Duties:

- Laboratory maintenance including:
 - Keeping each laboratory tidy (in conjunction with teachers)
 - Advising teachers/Head of Department of any problems in the laboratories, including safety aspects
 - Clearing of sinks, chemicals and bench tops
 - Clearing of spillage of chemicals on floor
 - Keeping cupboards and doors closed, storing materials tidily

- Keeping equipment clean
- Ensuring the laboratories are adequately supplied with stationery
- Switching on/off main services at the start and end of the day

Other duties:

- Maintaining stock of laboratory materials and stationary.
- Updating the stock record
- Advising the Head of Department on stock replacement needs.
- Writing orders and checking arrivals, including keeping financial records of such orders.
- Collaborate working with other technicians across the Chemistry Department to ensure smooth running of the department including stores/stocks/support in day-to-day activities.
- Non-term time work scheduled in liaison with the Senior Technician to ensure all projects/activities are completed in a timely manner.
- Liaison with the School's Reprographics technician on behalf of the department, specifically to support Chemistry practical work
- Covering essential duties for absent colleagues
- Development of systems of storage and stock maintenance
- Providing technical assistance to teachers and trainee teachers
- Any other task or activity as reasonably requested by management
- Conforming to the School's Code of Conduct
- Adherence to the School's safeguarding procedures
- Keep up to date with health and safety regulations, and advise teachers on relevant health and safety issues

Information and Communications Technology

- Awareness of assembly and use of data-logging equipment (training is available, if required)
- Familiarity with spread sheet and word processing packages
- Experience of using Microsoft Outlook for e-mail and calendar organisation

This job description is not necessarily a comprehensive definition of the post. It may be subject to modification or amendment at any time after consultation with the holder of the post.

Candidate Specification

It is expected that the Chemistry Technician will possess the following attributes:

L = assessed through evidence from application form, references and letter of application	I = assessed at interview	E / D = Essential / Desirable	
Be a graduate in Chemistry or a closely related discipline	L		D
Relevant experience in a laboratory setting	L	I	D
Ability to prioritise and work to deadlines	L		E
Be self-motivated with a disciplined work ethic	L	I	E
Good interpersonal and communication skills		I	E
Good organisational and skills	L	I	E
The ability to work effectively in a team	L	I	E
An enthusiastic and approachable nature		I	E
A sense of humour and an optimistic, resilient style when faced with pressure		I	E
The ability to develop good working relationships with all members of the School community	L		E
A well organised and resourceful approach to work	L	I	E
Commitment to the ethos and holistic education provided by BGS and to the maintenance of BGS as a leading independent school	L		E
Be able to communicate well with children and young people and in particular be prepared to demonstrate: <ul style="list-style-type: none"> • Motivation to work with children and young people • Ability to form and maintain appropriate relationships and personal boundaries with children and young people • Emotional resilience in working with any challenging behaviour • Professional attitudes to use of authority and maintaining discipline • Understanding of safeguarding and promoting the welfare of young people 	L	I	E

Working hours and conditions

Working Hours	24 hour per week, 38 weeks per year which is term time plus additional time in the School holidays to prepare the laboratories. The exact weekly working pattern to be decided with the postholder and Senior Technician.
Salary	The salary will be determined by the BGS Technical and Clerical scale and will be dependent on relevant experience and technical expertise.
Pension	The School will automatically enrol support staff in to a “Defined Contribution” pension scheme provided they meet certain eligibility criteria. Those choosing not to be a member of the Scheme may opt-out in accordance with the rules of the Scheme.
Lunch	School lunch is provided during term time.
Education	At present the School’s policy is to allow all eligible members of staff to educate their children at the school at concessionary rates, subjects to their children meeting the academic entry requirements and subject to a place being available.
Sports Facilities	Free use of school sports facilities.
Library	Free use of the school Library.
Car Parking	No car parking is provided during term time

Equal Opportunities

The School is an equal opportunities employer and is committed to equality of opportunity for all staff. Applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

How to apply

Application forms should be accompanied by a *brief* covering letter addressed Headmaster, Mr JM Barot, and a monitoring form. Please send to the HR Department, BGSHR@bgs.bristol.sch.uk (Bristol Grammar School, University Road, Bristol, BS8 1SR)

The closing date for applications is Monday 22 July 2019, at 9am.

Interviews will run on Tuesday 30 July 2019.

Bristol Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. In accordance with our Child Protection Policy we are unable to process applications without a fully completed application form. The post is exempt from the Rehabilitation of Offenders Act 1974. All convictions, cautions and bind-overs, including those regarded as ‘spent’ must be declared when applying. The applicant may post such a declaration in an envelope marked ‘Private & confidential for the Headmaster’ which will only be opened should the candidate be shortlisted. The successful applicant must obtain List 99 clearance and DBS (Disclosure and Barring Service) clearance at enhanced level.