# Laboratory Technician - chemistry

The Chemistry Technician is vital to the smooth running the Chemistry department and is a valued member of the team. Chemistry is an extremely popular subject, with an excellent take up in the Sixth Form, and is taught by dedicated subject specialists in purpose built and well-equipped laboratories.

**Accountability**

* The Head has overall responsibility for all employees of The Abbey School and this is delegated to Heads of Department.
* The post is located within the Chemistry department and the post-holder is managed by the Head of Chemistry

Qualifications/experience

* Educated to Bachelor’s degree level or NVQ Level 3/4 in Chemistry or a closely related subject
* Excellent organisational skills and attention to detail
* Strong IT skills are preferred; good IT skills are essential

**Key responsibilities**:

* To prepare and set out equipment, including ICT equipment and chemicals ordered by teaching staff for chemistry (and other science) lessons
* To clear away, wash up and keep the four laboratories and prep room tidy
* To maintain apparatus in good working order, including ICT equipment (by liaison with TST) and arrange regular servicing of equipment. Also to construct simple apparatus
* To ensure safe storage and use of laboratory equipment
* To assist in the classroom as requested
* To maintain a chemical inventory
* To order chemicals and equipment in consultation with the Head of Department, keeping within the Departmental budget, and keeping up to date records of expenditure. Some local petty cash shopping
* Prepare chemical solutions and, where necessary, accurate, and fresh, chemical stock solutions. Keep reagent bottles full and in good condition
* Safely store chemicals and supervise safety precautions
* Prepare and store chemicals and solutions, for disposal by outside contractors
* Put Hazcards out with chemicals as required
* Compile and maintain risk assessments
* Carry out a weekly check that all fume cupboards are working
* Display appropriate posters and maintain display notice boards
* Cover new text books before issue and store and keep a record of books issued to the students
* Maintain staff book racks in all chemistry laboratories
* Maintain magazine and periodicals rack outside Laboratory 2/3
* Photocopy past papers and file these into booklets for GCSE, IB and A level students. Carry out some photocopying and laminating duties as needed –or arrange for these to be done by Resources
* Attend staff and weekly departmental meetings when appropriate
* Operate and keep in good running order the stills to provide distilled water for chemistry and physics departments
* Supply chemicals when necessary to other departments
* Provide support for other Departments in the school – on either practical or administrative tasks – as requested by the school management team in conjunction with the Director of Science and Head of Chemistry
* Support and assist other Science technicians as requested by the Director of Science

**Hours of Work**

* Monday – Friday 8.30am – 4:00pm term time + INSET days with 1 half hour lunch break. It may be necessary to work up to three additional weeks during school holidays by prior agreement with the line manager and for which time sheets are required.
* There will be a probationary period of six months, during which one week’s notice is required from either party. Thereafter the notice period will be one month. The position will be reviewed after 1, 4 and 6 months

Salary and Benefits

* Salary is competitive.
* Lunches are provided

**Health and Safety**

It is a duty of employees:

* To be familiar with, and conform to, the School’s Health and Safety Policy and procedures
* To take reasonable care of themselves and other persons who may be affected by their acts or omissions at work
* To co-operate with employers in order to ensure that employers’ duties can be performed and complied with
* To report all accidents and damage immediately
* To report all observed hazards or dangerous occurrences immediately
* Neither intentionally nor recklessly to interfere with any equipment provided

**Child Protection**

* The Abbey School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment
* This post may involve unsupervised contact with children and young people. The School therefore expects from the successful candidate the level and degree of adult leadership of children and young people expected in a School environment
* The successful candidate should expect to undertake the Disclosure and Barring Service (DBS) clearance process

**Equal Opportunities**

* The Abbey School aims to promote equality of opportunity for all with the right mix of qualifications and abilities, talent, personal qualities, skills and potential. The Abbey School welcomes applications from candidates of diverse backgrounds and personal circumstances. A detailed Equal Opportunities policy is available on request

**Terms of Employment**

* Under current legislation, we are required to advise applicants that this appointment will be subject to a satisfactory Disclosure and Barring Service enhanced disclosure. Details of any criminal record (spent or unspent, due to exemption from the Rehabilitation of Offenders Act 1974) must be disclosed at interview. Only relevant convictions and other information will be taken into account so disclosure need not necessarily be a bar to obtaining a position at this School. For further information, contact the Disclosure and Barring Service on 0870 9090 811 or visit the Disclosure website at [www.disclosuresdbs.co.uk](http://www.disclosuresdbs.co.uk)

For more information on our lively and well-resourced school and for an application form, please visit the Vacancies Page on our website [www.theabbey.co.uk](http://www.theabbey.co.uk).

To apply for this position, please complete an application form in full, including details of suitable referees as instructed, then send this with your full CV and covering letter by email to [recruitment@theabbey.co.uk](mailto:recruitment@theabbey.co.uk)

Interviews will only be arranged following our receipt of a completed application form.

**If your skills and experience are suitable for the role we will be in touch shortly.  If you have not heard from us by the closing date, please consider your application unsuccessful.**

For enquires please contact [recruitment@theabbey.co.uk](mailto:recruitment@theabbey.co.uk)