



JOB DESCRIPTION

JOB TILE: Science Technician (Chemistry)

TERMS: Part Time (37½ Hours per Week)
Term Time Only + 2 weeks in holiday

REPORTING TO: Head of Chemistry

JOB PURPOSE

The role of the Chemistry Technician is vital for supporting the teaching and learning of chemistry at St Bede's College. 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.

CORE DUTIES

Technical

- To provide equipment and materials to support Chemistry and Combined Science practical teaching, including assembling apparatus and making up solutions (which may include caustic chemicals).
- To deliver equipment to classrooms; collect, check and return equipment to stores after lessons.
- To prepare teacher demonstrations and assist in Sixth Form practical classes as required.
- To ensure adequate stocks of glassware, goggles, Bunsen burners etc in laboratories.
- To prepare audio-visual equipment and teaching aids for teaching staff.
- To trial practical activities and feedback to teaching staff as necessary
- To maintain laboratory equipment, apparatus and resources, carrying out (or arranging for) the repair and replacement as necessary.
- To assist the department with displays; open evenings; production of leaflets, posters, photographs etc.

Stock and Purchasing

- To operate and maintain stock control of equipment and chemicals, undertake annual

stock-take and ensure stock book is kept up to date.

- Working with the Head of Department to source and cost stock, ordering as necessary

Working with the Subject Leader monitor departmental expenditure and keep accurate purchasing records; assist with the departmental budget process.

Cleaning and Maintenance

- To clean and dust equipment as required.
- To assist with the general cleaning of laboratory sinks and benches; tidy and clean Prep. Room shelves etc.
- To ensure laboratories are locked, lights and equipment are switched off at the end of the day.
- Wiping white boards down daily and scheduling a deep clean at the end of each half term.

Health & Safety

- To keep up to date with current Health and Safety regulations by attending courses, reading relevant literature etc.
- To carry out risk assessment for Technician activities.
- To carry out safety checks on equipment before and after use.
- To provide advice on safety issues and ensure staff have copies of risk assessments etc.
- To treat and dispose of spills and breakages safely.
- To store and check expiry of hazardous substances.
- To dispose and disassemble redundant or unsafe equipment.
- To ensure the safe and secure storage of laptops.
- To carry out Health and Safety checks in laboratories, prep rooms and stores and keep logbooks.

Administration

- To control the department's Petty Cash.
- To liaise with staff to avoid equipment and room clashes
- To book borrowed equipment in and out and ensure prompt return of equipment
- To maintain stationery stocks and order as necessary.
- To maintain adequate stocks of tests and arrange for photocopying
- To photocopy materials as required.

Design and Development

- To construct and modify apparatus as required.
- To improve on existing/design new experiments and equipment needed as required.
- To research and suggest new resources.

Other Duties

- This job description is not exhaustive and the post holder will be expected to undertake other reasonable duties required by the Head of Faculty or Subject Leader.

St Bede's College is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. All candidates will be required to provide at least two referees and submit to a full DBS check.