

**Job Description**

**Job Title: Senior Chemistry Technician (Full Time)**

**Reports To: Head of Chemistry**

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| **The School:**  Latymer Upper School is a leading, fully co-educational independent school located in Hammersmith. The Upper School comprises 1100 pupils from the ages of 11 to 18 and the Prep School has a further 160 children from 7 to 11. The School employs more than 350 staff. |
| **The Science Departments:**  There are 7 science technicians in total (3 chemistry, 2 physics, 2 biology).  All pupils study the three separate science subjects from years 7 onwards. In year 10 most students follow an accelerated course so that they can take Edexcel International GCSE examinations in separate sciences, while the remainder study for the International GCSE Dual Award qualification. At A Level, pupils follow the Edexcel specification. |
| **The Job:**  The overall purpose of the Senior Chemistry Technician’s job is to provide technical support within the Chemistry department along with the support of the other Chemistry technician. Duties will include setting up and maintaining laboratory instruments and monitoring experiments. |
| **Key Activities:**  **General supervision:**   * Organising the technician service to the department, including setting up systems for the organisation and administration of the service. * Provision of technical advice to teachers and pupils as required. Working with the Head of Chemistry to formulate new risk assessments. * Participating in the recruitment of new technical staff at the request of the Head of Chemistry and Head of Science. * Monitoring attendance and punctuality of junior technical staff in department. * Day to day management of the work of the other technician within the Department. * Ensuring the department’s technician service operates within departmental, school and statutory health and safety requirements. * When necessary, inducting new technicians into the department. * Other appropriate technical duties as requested by the Head of Chemistry.   **Preparation:**   * Preparing apparatus, materials and solutions and setting up / checking / issuing equipment and apparatus for used in practical activities. * Setting up, and on occasions carrying out demonstrations as requested by members of the Department. Retrieving and clearing away apparatus and other materials. * Constructing and modifying apparatus and production of models for in class use. * Carrying out maintenance and repair of general laboratory equipment. * Responsibility for setting up computers, data projectors, data logging apparatus and educational software required for teaching, and assisting teachers and pupils with their use. * Responsibility for setting up within the department audio-visual aids and any accessories requested by teaching staff. * Ensuring that the appropriate stock levels of apparatus and material are maintained, including keeping stock records and carrying out stock checks. * Placing and following up orders within departmental policy, checking deliveries as they arrive. * Responsible for the organisation and storage of equipment, apparatus, and other materials in accordance with statutory / local requirements.   **Stock Control:**   * Responsible for the organisation and storage of equipment, apparatus, and other materials in accordance with statutory / local requirements.   **Communication**   * Liaison with other departments / support staff within the school. To promote the work of the department by helping with displays including electronic signage.   **Administration**   * Ordering and taking delivery of equipment. Responsibility for keeping up to date petty cash and accounts records. * Keeping a log of invoices and liaising with the accounts department to maintain the accounts.   **Care and Maintenance**   * Disposal of waste laboratory materials including chemicals, in accordance with established guidelines and health and safety requirements. * Ensuring the maintenance of laboratory services and facilities, liaising with the Facilities manager as appropriate. * Arranging for the maintenance and repair of specialised equipment, or that which is not fixable in house, by liaison with appropriate agencies.   **Other Duties Specific to the Chemistry Department**   * Responsibility for the provision of apparatus and equipment for Open Days, Saturday School and Science Club. * Responsible for the storage of poisonous, toxic or flammable chemicals and micro-organisms in accordance with COSHH regulations. * Setting up and maintaining practical Chemistry resources as requested by members of the Chemistry department. * Attendance at Chemistry department meetings as requested by Head of Chemistry. * Responsibility for performing annual statutory checks on fume cupboards to check that they meet performance levels. * To liaise with relevant authorities for collection/disposal of chemical waste. Packaging and labelling of waste items. * Maintain a register of chemicals with limited shelf life and to arrange for disposal of outdated stocks. * Responsibility for portable appliance testing (PAT testing) of mains apparatus within the Chemistry department at the required intervals.   This is not an exhaustive list of duties and the job holder will be expected to occasionally assist in the Biology and Physics Departments when required. |
| **Person Specification**  **Qualifications:**   * A degree in a relevant science subject is desirable: * ‘A’ level in Chemistry * GCSEs in English Language and Mathematics   **Skills:**   * Comprehensive knowledge of Health & Safety regulations, including COSHH & CLEAPSS guidelines * Ability to set up and operate appropriate systems for the organisation of the prep room and the technical service to the Chemistry department * Ability to respond technically to changes in teaching method and course content including appreciating the technical service contribution to promoting equality of opportunity. * Specific technical skills and knowledge in relation to KS3, KS4 and A level Chemistry * Ability to manage the work of the other technicians within the Chemistry Department   **Experience:**   * Relevant experience in a similar work environment with an understanding of the fundamental role of the science technician * Familiarity with the ICT and audio/visual equipment   **Personal Qualities:**   * Good interpersonal skills and the ability to establish and maintain effective working relationships with students, teachers and non-teaching staff * Ability to work under pressure, on own initiative and organise own workload * Accommodating to requisition changes by teachers as their lesson plans change * A desire to seek change for the better working practice of Chemistry department   **Desirable:**   * Previous experience or a background in education. |

**Feb 2019**