



Bishop's Stortford College

CHEMISTRY LAB TECHNICIAN

SALARIED | AVAILABLE MARCH 2021

BUILDING CONFIDENCE FOR LIFE

Bishop's Stortford College is one of the leading independent, co-educational day and boarding schools in the country. It is a wonderful place of learning, in a beautiful setting on the edge of a market town between London and Cambridge.



Are you looking to join a team of inspirational Chemists?

An opportunity has arisen to join the thriving Chemistry Department at the College. The department prides itself on its warm, friendly and atmosphere and consists of four teachers with considerable experience, enthusiasm and subject knowledge. Experimental work is believed to be at the heart of chemistry teaching and takes place in four very well-equipped laboratories serviced by a large, central preparation room and adjacent store-rooms. In Year 9, 10 and 11 all students at the College study Chemistry and for many years, numbers at A Level have been high. At iGCSE, results have been very good. In 2020 55% of entries achieved grades 8 or 9 and at A Level, 64% of students achieved A* or A. These results are typical of the excellent achievements of the students in the department over many years and of which we are very proud.



The successful applicant will require the ability to prepare and clear away / dispose of residues from class experiments and teacher demonstrations, all the time maintaining good Health and Safety protocols for both staff and pupils. Also, a crucial quality for a successful applicant is to be a positive member of the department team and to be willing to help with any tasks that arise within a school teaching environment to ensure we give the very best opportunities and education to the students.

CLOSING DATE FOR APPLICATIONS: MONDAY 1ST MARCH, 9AM



Judged 'excellent' in all areas by the Independent Schools Inspectorate

INTRODUCTION TO THE SENIOR SCHOOL

Bishop's Stortford College Senior School is, in the words of ISI inspectors, 'an exceptional learning community' - a place where children, as they enter the teenage years, have wonderful opportunities to become confident, well-rounded and interesting people, who take with them the qualifications, skills, adaptability and respect for others to thrive in the world beyond school.

Ensuring this process of all round growth – academically, morally, spiritually, athletically and creatively – is the aim. Every pupil is encouraged, taught and challenged to fulfil their potential by being immersed in an environment of discovery and wholehearted participation.

Senior School pupils enjoy increasing freedom in choosing how they spend their time, with our highly regarded and extensive activity program, in addition to outstanding sport, music, visual art and drama opportunities, the Duke of Edinburgh Scheme and numerous clubs and societies. The breadth of opportunity is simply stunning even by independent boarding school standards.

The College Houses are a central part of life for all Senior School day pupils and boarders. The strong sense of belonging and level of care between pupils across the year groups, and between pupils and staff, make Bishop's Stortford College a very special place to be.



150+ years old



Set on **100 acres** site



Small class sizes



120+ sports teams



Indoor **swimming pool**



State of the art **fitness centre**

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title	Chemistry Lab Technician
Terms	Full time, Term Time Only
Reports to	Head of Chemistry

Overview

The post-holder will provide essential support to the College via the Head of Department/line manager. The job holder is responsible for the support of teaching in the Chemistry Department.

Main Functions

The core functions to be carried out by the job holder typically include:

- Making up solutions.
- Disposing of chemicals in line with CLEAPSS guidelines.
- Understanding and labelling hazardous chemicals.
- Understanding and using CLEAPSS.
- Preparing equipment to be used in lessons.
- Tidying away equipment after lessons.
- Cleaning glassware etc.
- Labelling of books.
- Update list of books distributed to pupils.
- Photocopying exams/worksheets as required.
- To file papers and resources / general filing / tests as appropriate.
- Ordering all equipment and chemicals required by the department.
- Ordering stationary as required.
- Coordinating purchases and spend within the department, in line with the Department's allocated budget.
- To contribute positively to the department.

Additional Duties

The above list is not exhaustive but is by way of example only. Responsibilities and duties may vary from time to time as the position evolves.

A flexible approach to all aspects of this role is essential.

Safety, Health, Environment and Fire

The job holder has a duty to take reasonable care to avoid injury to themselves and to others by their work activity, and to co-operate with the College and others in meeting the statutory requirement of the HASAW Act 1974. Report all accidents and near misses on the day they occur to the line manager.

The job holder is not to interfere with or misuse any equipment provided, in accordance with the act, to protect their health, safety or welfare. Ensure your working environment is safe and comply with all College risk assessments and policy directives.

Equality and Diversity

The College is committed to providing equal opportunity to all employees and pupils. This means that employees are treated fairly, irrespective of sexual orientation, ethnic origin, religion, disability, age, gender, marital status or other reason. The job holder is expected to always comply with the provisions set out in law and the College policies on equality and diversity.

Data Protection

The job holder is required to comply with all College policies and procedures for the safe custody and handling of Personal Data that is stored and used by the College.

Employment Terms and Conditions

Full details of the terms and conditions are set out in a separate booklet that will be issued with this job description. The booklet is reviewed at regular intervals to ensure the College operates within current legislation and to take into account the introduction of new equipment, working practices and techniques. You will be sent amendments to the terms and conditions booklet when they are issued.

Safeguarding

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact will be to adhere to and ensure compliance with the College's Safeguarding Policy at all times. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school they must report any concerns to their Line Manager or the College's relevant Safeguarding Lead.

PERSON SPECIFICATION

The below essential and desirable requirements will be measured using the following:

- | | | |
|---------------------|------------------------|-------------------------|
| • A covering letter | • Interview | • Medical Questionnaire |
| • CV | • References | • DBS Application |
| • Application Form | • Documentary Evidence | |
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Education and Qualifications

Essential

- Good standard of general education

Desirable

- Relevant vocational qualification

Experience and Skills

Essential

- Good understanding of necessary Health and Safety requirements of chemistry laboratories
- Not essential to have technician experience but would be beneficial.
- Scientific background important.
- Willing to learn new skills.

Desirable

- Good IT skills would be an advantage, although not an absolute prerequisite.
- An ability to maintain, mend or make scientific equipment a distinct advantage

Personal Qualities

Essential

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Ability to interact well with all staff in the dept – must be a team player.
- Must be versatile and flexible - willing to do a wide variety of tasks, often at short notice.
- Good problem solving and practical skills.

Other

Essential

- Flexible, motivated, able to work unsupervised and an ability to deal with unpredictable situations.
- Able to take responsibility for own area of work.
- Undertake all the physical requirements of the post and use equipment according to health and safety guidelines.
- Successful candidate requires an enhanced DBS clearance.