



St Peter's

13-18YORK

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| Post: | Chemistry Technician (Job Share) |
| Department: | Chemistry |
| Responsible to: | Head of Chemistry and Head of Science |
| Hours of work: | <p>During term time: 22.5 hours per week, on a rota basis including regular, specified weekdays and alternate Saturday working. Details of working patterns can be discussed and agreed at interview.</p> <p>During school holidays: 16.6 hours per week, on a rota basis to be agreed with the Head of Chemistry.</p> |
| Salary: | £11,723 p.a. (Support Scale Point 13) |

Overall purpose of the post:

To prepare the apparatus and chemicals for the practical work that the teaching staff wish to deliver.

To set up and test experiments and demonstrations to ensure that they work satisfactorily and safely.

To run the Chemistry prep room in accordance with CLEAPSS guidelines.

Key Responsibilities

1. To trial, devise and develop new approaches to practical and demonstration work.
2. To read and proactively communicate the contents of CLEAPSS guideline bulletins.
3. To ensure that all activities in the department are in accordance with the current CLEAPSS guidelines, which includes organising and recording programmes of checking and safety testing (including testing of RCDs weekly).
4. To remove all chemicals and used glassware from laboratories, turn the gas valves off and ensure that the laboratories are left in a safe and secure state at the end of the working day.
5. To tidy and check the contents of all cupboards and drawers in designated laboratories, ensuring that stocks of clean, dry glassware are maintained.
6. To ensure that the preparation room is left in a safe and tidy way at the end of the working day and that all chemicals are safely and securely stored away.
7. Where appropriate, to participate in first aid training and provide first aid treatment of minor injuries.
8. To ensure maintenance, cleanliness and serviceability of laboratory furniture, fixtures, fittings and glassware, including personal protective equipment, whilst excluding those tasks normally assumed to be the responsibility of the cleaning staff and school maintenance department.
9. To initiate and schedule the servicing of all apparatus at appropriate times and intervals.

10. To organise a programme of work for completion during all holiday periods in order to prepare all laboratories and apparatus for the commencement of the next term.
11. To order apparatus, equipment and chemicals to maintain stock levels and to ensure that all unwanted material is disposed of in a responsible and safe manner in accordance with current CLEAPSS guidelines. To maintain appropriate records of such purchases.
12. To update the inventory of chemicals on an annual basis and check that all chemicals are held and stored in accordance with current CLEAPSS guidelines.
13. To report faults in electrical, gas, water fittings and building fixtures to the maintenance department and ensure that they are repaired in a reasonable time.
14. To assist either of the other technicians when directed by the subject Head of Department or the Head of Science.
15. To assist St Peter's 2 – 8, St Peter's 8 - 13 or other St Peter's departments with occasional, reasonable requests.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undergo checks with the Disclosure and Barring Service. The post holder will be required to take care to safeguard their own safety and that of others with whom they work and to cooperate with those designated with responsibility for health and safety. All staff at St Peter's School are required to observe all relevant Health and Safety, Equality and Data Protection legislation and procedures.

Note: This job description is not a comprehensive definition of the post and the post holder will be expected to undertake any other tasks commensurate with the duties and responsibilities of the post. The job description will be reviewed as part of the cycle of appraisal, and it may be subject to modification or amendment at any time after consultation with the post holder.

Person Specification

| Criteria | Essential | Desirable | Assessment |
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| Experience | <ul style="list-style-type: none"> Related experience in a science laboratory. | <ul style="list-style-type: none"> Experience as a School Chemistry Technician. | Application Interview References |
| Qualifications | <ul style="list-style-type: none"> Good standard of education including English, Maths and Science (minimum GCSE Grade C). Chemistry A level or equivalent. | <ul style="list-style-type: none"> Related degree or higher qualification. | Application |
| Specialist Knowledge | <ul style="list-style-type: none"> Common chemical nomenclature and procedures; Ability to diagnose and repair equipment, conduct tests and measurements; Familiarity with Health and Safety legislation including COSHH; IT Literate including MS office. | <ul style="list-style-type: none"> First Aid qualification. | Interview Testing |
| Skills / Abilities | <ul style="list-style-type: none"> Good communication skills; Strong organisational skills. Able to take responsibility and work on own initiative; Able to prioritise and meet deadlines; Able to work within a team environment. | | Application Interview References |
| Personal Attributes / Competencies | <ul style="list-style-type: none"> A commitment to safeguarding and protecting children and young people; Able to work flexibly to meet the requirements of the post. | | Application Interview References |