



Haberdashers' Adams' Federation Trust  
HABERDASHERS' ADAMS SCHOOL

JOB DESCRIPTION

1.0 POST TITLE: : Chemistry Laboratory Technician

2.0 GRADE OF POST : Grade 2/3

3.0 WORKING HOURS :37 hours per week  
:Term time + 1week (PD Days)

4.0 PURPOSE OF JOB

To support teaching and learning in the Chemistry Department.

5.0 MAIN DUTIES AND RESPONSIBILITIES

The post holder will be required to:

5.1 carry out the duties of a laboratory technician, primarily within the Chemistry Department but also within other science departments if required, after consultation with the Head of Chemistry.

5.2 support Chemistry teaching staff in day to day teaching by:

- Preparing all practical resources required for each lesson (as per requisition sheets) and placing them in the laboratories (sometimes setting them out) before each lesson starts; trial certain practicals in good time to ensure reliability when used.
- Clearing away resources from the laboratories at the end of lessons and once equipment has been returned to the prep room, storing it so that it is ready for use, ensuring a clear space in the prep room is maintained.
- Ensuring the Chemistry laboratories are well maintained, liaising with the site manager where appropriate to achieve this.
- Ensuring the Chemistry laboratories are fully provisioned with an appropriate standard and quantity of equipment and specimens to facilitate

practicals.

- supporting the review of new schemes of work or practicals, to take account of best practice or changes, as suggested by CLEAPPS or required by law (via Every Child Matters) and so providing a safe and secure working environment.
- 5.3 act as first point of call for visitors and suppliers who contact/visit the department and so ensure good communication with the wider community.
- 5.4 Liaise with the Head of Department (HoD) when preparing A-level practical assessments and take responsibility for ensuring all equipment required is fit for purpose and that practical tests have been trialled beforehand to ensure reliability.
- 5.5 Offer technical support during the assessments themselves.
- 5.6 Keep stocks of all laboratory equipment, electrical supplies and stationery required for the general running of the Chemistry department and order in as required. In liaison with the HoD:
- a) Use the school's finance portal to place and process orders.
  - b) Maintain petty cash accounts for the department.
  - c) Communicate with the accounts department as necessary.
  - d) Communicate with suppliers as necessary.
- 5.7 Be responsible for the maintenance of the equipment, which may involve repairing equipment that has been damaged during practicals and restoring them to good working order, or ordering replacements if they are beyond repair.
- 5.8 Keep an inventory of all working Chemistry equipment and update on a regular basis.
- 5.9 Ensure all chemicals stored in the Chemistry department are labelled appropriately for COSHH. Assimilate information regarding chemicals and safe practice from CLEAPPS and update staff of any changes in safety issues appropriately. Assist the HoD in ensuring safe practices are maintained in the Chemistry department. Arrange the disposal of any excess chemicals, any unwanted chemicals and/or any chemicals no longer considered appropriate for use by the Head of Chemistry.
- 5.10 Ensure that the prep room is a safe working environment and handle chemicals in accordance with COSHH and CLEAPPS regulations.
- 5.11 Assist the department with the organisation and preparation of teaching resources including:
- a) Ordering and organisation of stationery and textbooks and written resources.
  - b) Photocopying, filing and revision materials.
  - c) Administering the annual sale of revision guides/textbooks to students (currently for Years 7-10) in coordination with the accounts office.
- 5.12 undertake personal development, in conjunction with your annual performance review, along with other training, (Health & Safety, Child Protection etc...), that may be deemed relevant to the performance of this role.

- 5.13 Undertake, after consultation, other duties as determined by the headmaster and governors that are commensurate with the designation and grading of the post and within the evolving policies of the school.

6.0 SPECIFIC JOB TITLE

Laboratory Technician - Chemistry.

7.0 SPECIFIC SUPERVISORY RESPONSIBILITY

Assisting in supervising pupils during practical activities.

8.0 LINE MANAGER

The post holder will report to the Head of Chemistry.

9.0 CONTACTS

Staff, pupils, parents, suppliers and professional agencies.

PERSONNEL SPECIFICATIONS

Essential

An ability to work methodically and accurately (eg in the diluting of solutions and weighing out solids)

Possess good written and verbal communication skills.

Ability to act on own initiative and be able to organise and prioritise work tasks.

Ability to accept direction from the Head of Chemistry.

Ability to undertake appropriate personal development training, if required.

Ability to relate to the philosophy and aims of Haberdashers' Adams School.

Desirable

Practical experience within a laboratory environment.

Recognised Health & Safety qualification and/or willingness to undertake First Aid training.

Qualifications in chemical handling and disposal, safe procedures and techniques.

Former experience within a chemistry or related field.

Good ICT skills.

10.0 THIS JOB DESCRIPTION WAS REVISED

ON 6<sup>th</sup> June 2019

BY Dr P Pack – Deputy Headteacher