



## **SENIOR CHEMISTRY TECHNICIAN**

### **Information Pack**

Completed applications should be emailed to [recruitment@mgs.org](mailto:recruitment@mgs.org)

Closing date: 09:00 Monday 9 December 2019

**Senior Laboratory Technician (Chemistry) at the Manchester Grammar School****Job Description**

We are looking for an organised, hard working person, who can manage a busy lab timetable and deal with the organisation of the associated practical classes, and to provide support for effective teaching and learning within the department. This person will lead the Chemistry technicians to support the safe delivery of experiments and practical activities within science lessons in order to optimise teaching and learning. The post-holder will report to the Head of Chemistry on a day to day basis, whilst the Bursar has overall line management of non-teaching staff in school. The School is working towards increased communication and flexibility between the science departments, and the senior technician will be expected to work cooperatively with other science departments.

The main areas of the post are shown below:

**Reporting to:** Head of Chemistry and the Bursar

**Responsible for:** Other technical staff within the department

**Liaison with:** Science technicians and teachers from other departments

Teaching staff

Pupils

Other school staff

**Main duties and responsibilities****Support for teaching staff**

- Responsibility for the general maintenance, tidiness and safety of the laboratory and prep room spaces within the department
- Providing apparatus as requested by members of the teaching staff and clearing away apparatus after use.
- Checking that all apparatus is working correctly prior to use.
- Setting up demonstrations when required.
- Assisting/advising staff about the suitability and availability of apparatus for practical work
- Locking up of laboratories and stores and securing equipment and hazardous materials when not in use.
- Providing administrative support within the department as required, particularly mass photocopying and preparation of exam papers for distribution.

- Communication with other departments within school, for example, ICT or maintenance to resolve any problems within the department
- Supervision of other technicians within the department, and liaison with other science departments as appropriate
- PAT testing within the department as appropriate
- Be willing to assist and liaise with the other school science departments as appropriate
- Any other reasonable duties as requested by the Head of Department

### **Health and Safety**

- Assisting with the preparation of departmental risk assessments as required and checking that departmental risk assessments are up to date
- Ensuring equipment and experimental work conforms to health and safety regulations, in line with departmental health and safety procedures and CLEAPPS
- Ensure that all relevant hazard information accompanies an experiment and report to the teacher if pupils are using any unsafe procedures.
- Ensure unused chemicals are disposed of in the correct way according to COSHH regulations.
- Carry out regular reviews of the chemicals within the department and dispose of any that are no longer used or needed
- Be aware of all relevant emergency procedures and take prompt action to deal with emergencies such as spillages.

### **Management of Resources**

- Maintaining stock records of items and equipment within the department and assisting the Head of Chemistry with the preparation of the departmental budget.
- Ordering new equipment and chemical supplies to ensure the department has appropriate supplies and stock levels.
- Assist the Head of Chemistry in monitoring departmental expenditure.
- Ensuring that the chemical and equipment stores are maintained in a tidy and safe way and ensuring that old or unused chemicals are disposed of properly.

### **Management of technicians within the department**

To review, manage and supervise the workload of the other technicians within the department to make the best use of the technical support.

To review the job descriptions of the other technicians with support from the Bursar and to be involved in the review process for the technicians.

To review the tasks required during the school holiday periods.

To liaise with other senior technicians as and when required to ensure all the science departments are functioning as effectively as possible.

To provide information for payroll and other areas as requested by the Bursar. This will include monitoring staff attendance etc. for payroll purposes.

## **Person specification**

### **Experience and qualifications**

- Science qualifications would be an advantage but experience will also be considered.
- Experience of working in a school laboratory or similar establishment
- Practical competence within a chemistry department

### **Skills and Abilities**

- Good verbal and written communication skills appropriate to the need to communicate with colleagues and pupils
- Good practical common sense and organisational ability
- Good ICT skills as required for the position
- Ability to work constructively as part of a team, understanding the departmental priorities
- Willingness to work flexibly with the other school science departments as required
- Good standard of literacy and numeracy skills
- Ability to work flexibly to support others and to respond to unplanned situations
- Commitment to the school's standards of child protection
- Recognition of the importance of health and safety within the department
- Commitment to the school's ethos, aims and community
- Ability to approach duties with a positive and helpful attitude

### **Terms and conditions of service include the following:**

The post-holder will be part of the school non-teaching support staff and will report directly to the Head of Chemistry. In addition, the Bursar has ultimate responsibility for all support staff and will be the point of contact for any contractual matters.

This is a full time position of 35 hours per week, typically from 8.30-4.30 each day, with an hour's unpaid lunch break. The actual hours will depend on the needs of the school and will be discussed with the post-holder. The salary will be in the region of £24-26K, for a full time position.

Further details about the school and the post are available on our website ([www.mgs.org/vacancies](http://www.mgs.org/vacancies)). Applicants should complete an application form which can be downloaded from the 'vacancies' heading on the front page of the School's website and emailed to [recruitment@mgs.org](mailto:recruitment@mgs.org). The closing date is 09:00 Monday 9 December and interviews will be held shortly after.

Our safer recruitment policy may be viewed on our website ([www.mgs.org/our-policies](http://www.mgs.org/our-policies)).

*We would like to thank all applicants for their interest in the School and for taking the time to apply. However, please note that, because of the high volume of applications we receive, we regret that we are unable to reply individually to each application. Applicants who have not heard from us by 16 December should assume that they have not been shortlisted for interview.*

The Manchester Grammar School is an equal opportunities employer and we welcome applications from all sections of the community. We are committed to safeguarding and promoting the welfare of children and successful applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

## JOINING THE NON-TEACHING STAFF AT MGS

### Who works at MGS?

All members of staff at MGS work together to serve the interests of our pupils. The School does its best to provide a good working environment for its entire staff and we are all responsible for creating a happy and purposeful working atmosphere.

Our network of around 100 non-teaching staff ranges from administrators, librarians, cleaners, groundsmen, nurses, secretaries, caterers, technicians, etc. The roles of our non-teaching staff are vital in ensuring the smooth day to day running of our School and each individual enjoys working as part of a small team which work well together and take part in a number of joint activities for the benefit of pupils. For example, in recent years several members of the non-teaching staff have joined teachers in school camps and visits with the pupils. We aim to encourage professional development for all staff, by providing training in the school or sending people on courses elsewhere. A number of staff have obtained promotions recently.

### Where did MGS come from?

The School was founded in 1515, by Hugh Oldham, Bishop of Exeter, to prepare able boys from the Manchester area, regardless of their background, to go to Oxford or Cambridge. We take our motto *Sapere Aude (Dare to be Wise)* as meaning that we must challenge our pupils, and expect to be challenged by them. The owl is the symbol of the School – not because of its association with wisdom, but because those who sought to make a heraldic crest for Bishop Hugh Oldham made a pun on the old Lancashire pronunciation of “Owldom”.

For most of our life we were situated in the centre of Manchester, in Long Millgate, the site now occupied by Chetham’s School of Music. In 1931 we moved out to a new, purpose-built 28 acre site in the Fallowfield area of the city, adjacent to the halls of residence of The University of Manchester.

### Where are we going?

The Foundation Bursary Appeal has been the most successful appeal of its kind held by any school. Its aim is to ensure that a place at MGS is available to any boy who passes our entrance examination, regardless of his race, colour and creed, and regardless of his social or economic standing. As a result of the Appeal and other measures, MGS is now independent of government funding for free places. Our aim is to be a pure meritocracy and our results are among the best in the country.

### Do pupils want to come?

Boys come from a vast area, which can stretch from Sheffield to Blackpool. We are the largest independent day school in the UK, with around 1500 pupils in the School. Recruitment remains very healthy despite intense competition locally, and the 200+ boys who join the School each year come in equal numbers from maintained and independent primary schools.