



## OUR VALUES

We enrich through a broad and varied curriculum

## Job Description

<b>Job Title:</b>	Chemistry Technician
<b>Department:</b>	Science
<b>Line Manager:</b>	Head of Chemistry

### Job Summary

To provide specialist technical support to teaching staff within the Chemistry department, and to ensure the safe and proper use and maintenance of resources and equipment. To support a variety of teaching and learning activities, including preparation of apparatus and chemical solutions for practical work, and ensuring the safe and efficient running of the prep room.

### Main Responsibilities

#### Laboratory Servicing:

- Preparation of apparatus and chemicals for practical work and demonstrations.
- Ensuring materials and equipment required are laid out laid out the laboratory before the start of each lesson, and that any demonstrations are set up as directed.
- Clearing of apparatus from laboratories after practical work, including wiping down surfaces and ensuring safe disposal of unwanted chemicals, broken glassware and other waste materials.
- Washing up of used glassware; ensuring return of chemicals, apparatus and other resources to stores, and ensuring laboratory glassware/equipment is replaced as necessary.
- Making purchase orders and checking deliveries and assist in the tracking of expenditure.
- Maintaining and repairing glassware/apparatus and other laboratory equipment to the required standards and checking that all equipment is clean and safe to use.
- Assisting in maintaining records and inventories of equipment, chemicals and resources.

#### Health and Safety

- To be proactive in matters relating to health and safety.
- Safe treatment and disposal of used materials including hazardous substances and responding to actual or potential hazards.
- Ensuring safe storage and/or disposal of equipment, glassware, chemicals and waste materials in line with recognised procedures and appropriate risk assessments (to include labelling of chemicals used in the laboratory).
- Organising, storing and checking the condition of chemicals and equipment.
- Assisting in the updating of risk assessments as directed by Science staff.
- Assessment and monitoring of health and safety procedures.
- Inspection and maintenance of safety equipment as directed by Science staff.
- Keeping up to date with current Health and Safety procedures and practices.

**General:**

- To be aware and adhere to all School policies, procedures and risk assessments, including safeguarding, child protection, and health and safety.
- Role includes light manual handling.
- Undertake administrative tasks as required, including copying and printing of lesson materials.
- Assist with exam invigilation as required.
- Contribute to the co-curricular life of the School, including assisting with trips.
- Reappraising professional performance, keep up to date with Health and Safety requirements.
- Engaging actively in the performance review process and participate in CPD opportunities.
- Attend meetings, INSET, and additional School functions as required.

This job description is not intended to be all embracing and the post holder shall be required to carry out other duties as necessary and required, commensurate with training and experience.

**Safeguarding Children**

The postholder is responsible for promoting and safeguarding the welfare of children and young persons with whom they come into contact, and to adhere to and ensure compliance with Tormead's Safeguarding Policy at all times. If, in the course of carrying out their duties, the postholder becomes aware of any actual or potential risks to the safety or welfare of children in the School, they must report any concerns to one of the school's Designated Safeguarding Leads in accordance with Tormead's policies and procedures.

**Key Relationships**

**Internal:** Chemistry Teachers, Other Science Technicians, Premises, Accounts

**External:** Materials and equipment suppliers

**Person Specification**

	<b>Essential Criteria</b>	<b>Desirable Criteria</b>
Qualifications & Training	<ul style="list-style-type: none"> <li>• A scientific qualification, ideally Chemistry A Level or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• First Aid qualification (training will be given)</li> <li>• CLEAPSS technician training (training will be provided)</li> </ul>
Experience & Knowledge	<ul style="list-style-type: none"> <li>• Understanding of H&amp;S regulations and best practice</li> <li>• Experience of working within a laboratory environment</li> </ul>	<ul style="list-style-type: none"> <li>• Strong knowledge of COSHH and CLEAPS guidelines</li> <li>• Experience of working with young people</li> </ul>
Skills & Abilities	<ul style="list-style-type: none"> <li>• Enthusiasm for Chemistry</li> <li>• Excellent interpersonal skills</li> <li>• Strong IT &amp; organisational skills</li> <li>• Ability to work independently, and collaboratively as part of a team</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to relate well to young people</li> <li>• Ability to interpret policies, codes of practice and legislation</li> </ul>