



Queen Elizabeth's School

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Chemistry Technician: Job description

Job Title:	Chemistry Technician
Reporting to:	<ul style="list-style-type: none">• Head of Chemistry: Dr Amy Irvine• Deputy Head (Academic): Mrs Anne Macdonald
Working closely with:	<ul style="list-style-type: none">• Biology Technician: Ms Cristina Sanchez Collazos• Physics Technician: Mr Kevin Wright• Health & Wellbeing Officer: Mrs Anjuna Lad• All members of staff requiring support• All pupils requiring support
Working hours:	<ul style="list-style-type: none">• 35 hours per week.• Term-time only.• One break of 30 minutes to be taken at times agreed with the Head of Chemistry.• Normal working hours: 8.15am to 3.45pm.
Salary and benefits:	<ul style="list-style-type: none">• Local Government Scale Point 10 including Outer London weighting.• Actual salary of £25,030 per annum.• Membership of Local Government Pension Scheme.
Main duties and responsibilities	<p>The successful candidate will possess excellent communication and organisational skills and have confidence in dealing with colleagues and pupils. A positive and professional approach, with a genuine desire to provide support to the chemistry department and wider science faculty, is essential.</p> <p>The main responsibilities include:</p> <ul style="list-style-type: none">• Preparation of equipment and materials for all chemistry lessons from Years 7 to 13, paying particular attention to the safe use and handling of the same.• Provide equipment for additional extra-curricular clubs and activities.• Maintenance of the cleanliness and serviceability of such apparatus and equipment and the tidiness of the chemistry laboratories and preparation room.• Delivery and collection of equipment and materials before and after lessons.• Setting up apparatus for special demonstrations to classes.• Trialling each practical prior to use to ensure the practical will yield results during the lesson.• Keeping abreast of new practical techniques and procedures.• Undertaking regular testing and maintenance of equipment.• Maintenance of an inventory of materials, equipment and associated stock-taking duties.



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	<ul style="list-style-type: none">• Ordering new apparatus and resources when the need arises, handling invoices and liaising with the School's finance department.• Overseeing the receipt of all deliveries, checking against delivery notes and checking all discrepancies.• Ordering stationery supplies for the chemistry department as the need arises.• Management and storage of teaching and learning resources required for chemistry lessons.• Managing textbook issue and return in the chemistry department.• Assisting the teaching staff to ensure the health and safety of all students in the classroom.• Keeping up-to-date with the relevant health and safety legislation, implementing that legislation in respect of the storage and use of equipment and materials within the department.• Oversight of the maintenance requirements across the suite of chemistry laboratories, liaising regularly with the Head of Facilities Management, to ensure accommodation is kept in an excellent state of repair.
Other	<ul style="list-style-type: none">• The postholder will be expected to undertake First Aid at Work training and to be part of the wider team supporting our Health and Wellbeing Officer to deliver first aid support across the School.• All members of Support Staff must be flexible and prepared to support one another and work collaboratively during the delivery of projects or during particularly busy periods for one or more of the wider team's functions.
General	<ul style="list-style-type: none">• Support the ethos of this busy secondary school, working in accordance with its aims and ethos.• Sharing responsibility for excellent pastoral care to which the School gives the highest priority.• Maintaining good order and discipline among pupils, safeguarding their health and safety at all times when they are the responsibility of the School.• Contribute to the School's improvement by identifying key priorities for development.• Working with SLT ensure compliance of processes with the relevant regulatory frameworks.• Appreciate and support the role of other professionals, establishing constructive working relationships and lines of communication as required.• Participate in training and development activities.• Attend and participate in meetings as required.• Have an active knowledge of, comply with, and assist with the development of policies and procedures, reporting all concerns to the appropriate person, in respect of: safeguarding; health, safety and security; confidentiality; and data protection.• Perform any other duties as reasonably requested by the Headmaster and Senior Leadership team.• This job description is not necessarily a comprehensive definition of the post. It will be reviewed and may be subject to modification at any time in consultation with the postholder.



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Chemistry Technician: Person specification

Qualifications and Experience	<ul style="list-style-type: none">• Good working knowledge of chemistry, ideally evidenced through academic qualifications.• Prior experience of working in laboratories would be an advantage.
Skills	<ul style="list-style-type: none">• Ability to cope with potentially challenging situations and take decisions quickly and calmly under pressure.• Be a confident and level-headed First Aider.• Excellent IT literacy including good knowledge of MS Office and web-based applications.• Strong organisational, time management and administrative skills with the ability and confidence to prioritise appropriately.• Strong personal and relationship management skills to work collaboratively with a wide range of colleagues across the school and pupils.• Ability to work flexibly, independently and as part of a team.• Ability to work accurately under pressure with good attention to detail.
Personal Qualities	<ul style="list-style-type: none">• Ability to communicate with people of all levels in the organisation.• Enthusiastic about a career in providing specialist support.• Ability to organise and prioritise tasks.• Commitment to own learning and development.• Commitment to compliance with and the promotion of the School's safeguarding / child protection, health and safety and equal opportunities policies.• Ability to handle situations with discretion, tact and diplomacy.• Ability to maintain confidentiality at all times.• High levels of personal and professional integrity.• High degrees of self-confidence, personal energy and dynamism.• Personal warmth to enable a good rapport with pupils and colleagues.
Philosophy and Ethos	<ul style="list-style-type: none">• Commitment to safeguarding and promoting the welfare of children and young people.• Ability to form and maintain appropriate relationships and personal boundaries with children.• A commitment to the ethos and strategic direction of the School.