



Chemistry Laboratory Technician



St Dunstan's
College

Employment Status:	Full Time/Permanent
Required from:	31 August 2021
Job Location:	Senior School
Application Closing Date:	Sunday 8 August 2021
Interview Date:	W/C Monday 9 August 2021



THE DEPARTMENT

The Chemistry Department at St. Dunstan's is staffed by forward-thinking, enthusiastic and committed specialists who teach and work with motivated, ambitious and able students. This is a very exciting time for the Sciences at St Dunstan's as we have just moved into our new state of the art STEM building at Easter.

Chemistry is taught as a separate science throughout the school, from Year 7 to Year 13, alongside Biology and Physics. In Years 9-11 we follow the Edexcel IGCSE Chemistry syllabus and at A-level we follow the Edexcel A Level specification. Chemistry is popular in the Sixth Form at St Dunstan's College and many pupils progress to study Medicine or Chemistry related degrees at leading Russell Group Universities, including Oxford and Cambridge.

The department currently has four dedicated and well-equipped laboratories for Chemistry and teachers are supported by a specialist technician. The laboratories contain an interactive whiteboard, a networked computer and visualizer.

THE ROLE

The successful applicant will be part of a well-established and experienced team reporting to the Senior Science Technician, as well as working closely with the Head of Chemistry/Head of Science.

The technicians in our school play a vital role in the provision of the high quality Science education. The main purpose of this role is to establish and maintain first class technical support for the Chemistry Department at St Dunstan's in the new state of the art STEM building to ensure the best possible experience for our students.

JOB DESCRIPTION

Responsible to: Senior Science Technician

Main Duties

- To accurately set out chemicals, make up solutions and assemble apparatus and equipment in the labs for practical work by pupils and teachers, paying full regard to any relevant safety procedures as determined by the CLEAPPS safety policies.
- To accurately label chemicals (and equipment where appropriate).
- To clear apparatus and wash up after practical lessons. To keep the labs and preparation rooms safe, tidy and well organised.
- Maintain a good standard of cleanliness and tidiness throughout the laboratories and prep room (e.g. sinks, work benches, cupboards, etc.);
- To provide technical support to teachers and pupils.

- To ensure that equipment and chemicals are stored in a safe and appropriate manner, and are well-labelled.
- To collate, check, stock take and return chemicals and equipment to stores.
- To construct and modify apparatus as required, and to undertake or arrange for maintenance and repair of equipment and apparatus.
- To carry out Risk Assessments for teaching staff and for technician activities, and to keep these updated.
- To trial practical activities and assist in class with demonstrations of practical techniques and activities.
- To dispose of waste materials and clean apparatus and equipment appropriately.
- To update the Chemistry department stock lists.
- To order equipment, books and resource materials, after agreement with the Head of Chemistry, including materials obtained by local purchase. Check deliveries received, maintain financial records and budget for the year.
- To assist with the distribution, checking and repair of textbooks.
- To monitor and order stationery.
- To keep up to date with and implement developments in practical science and Health and Safety requirements (CLEAPSS).
- To photocopy occasional material for teaching staff.
- To support Science teaching staff in their laboratory work as directed by the Head of Chemistry.
- To attend Health and Safety committee meetings, as required.
- To support the College's Co-curricular programme.
- Participation in training and other learning activities and being willing to undertake appropriate professional development courses as identified by the Head of Chemistry and Senior Science Technician
- Attendance of meetings and briefings when required

Secondary Duties

- To actively implement the St Dunstan's College's Health and Safety Policy in relation to the duties of the post, and at all times give due regard to the health and safety of both themselves and others when carrying out their duties.
- To ensure that the resources are maintained in a safe condition for the pupils and College staff, including safety checks on first aid kits, fume cupboards, electrical equipment, Bunsen burner tubing, eye protection, glassware and chemicals that deteriorate.
- To report all Chemistry laboratory accidents to the Senior Science Technician and Bursar via the College's Accident Report Form procedure.
- To inform the Senior Science Technician and Bursar of any concerns regarding Health & Safety and safe working practices.
- To undertake any other duties that may reasonably be requested of a laboratory technician in Chemistry.
- To carry out responsibilities, commensurate with the position, as defined within St Dunstan's policies and procedures (eg. Safeguarding and Child Protection, Risk Assessment, Equal Opportunities and Diversity, H&S Compliance, etc.)
- Contribute to the overall ethos and aims of the school.

HOURS OF WORK

This is a term-time post (+ INSET +20 days), working 37.5 hours per week.

Hours are normally 0800 - 1630 Monday to Friday, with the expectation of some flexibility depending on the needs of the School.

Attendance at Inset and Open Days/Evenings is required.

PERSON SPECIFICATION

THE FOLLOWING EXPERIENCE AND SKILLS ARE ESSENTIAL/DESIRABLE:	ESSENTIAL	DESIRABLE
Qualifications		
A Level Chemistry	X	
Degree in Chemistry or Chemistry related subject		X
Experience		
Experience of Chemistry practical lesson preparation up to and including A level or equivalent.	X	
Skills and Knowledge		
Excellent literacy/numeracy skills	X	
A basic knowledge of electrical/scientific equipment	X	
A recognised technical/technician qualification or relevant experience		X
Competent in the use of IT packages, including word processing, excel and Microsoft 365	X	
Excellent written and verbal communication skills, with a 'customer service' approach	X	
A strong work ethic and high level of personal organisation	X	
Personal Qualities	X	
Eagerness to expand experience and knowledge	X	
Flexible in approach and a willingness to respond to changing priorities	X	
Ability to work under pressure	X	
Ability to work well independently and as part of a team		
Hard working, professional work ethic, with a desire to deliver high standards	X	
Warm and friendly manner, with an ability to work effectively with students, staff and parents, both alone and as part of a team.	X	
Ability to use own initiative, to ensure the smooth operations of the organisation	X	

THE PACKAGE

- Salary:** Actual Salary £22,210 - £26,650 (FTE £26,011 - £31,836) S3 as per 2021-22 Pay Scales
- Pension:** Contributory Pension Scheme ISPS (DC)*
- Benefits:** Tuition fee remission (which is means tested and capped) and no registration fees*
Private Health Care Insurance (50% paid by employer) with reduced health club membership
Health care cash plan
Free lunch and beverages, during term time
Staff Accommodation (subject to availability; competitive market rate) Free off-road parking
Salary Sacrifice Schemes
Season Ticket Loan
Free winter and summer social events
Annual flu immunisation
- *Conditions apply