

Job Description and Person Specification

Job title	Senior Science Technician (Chemistry)
Employment Status	Permanent, Part-time
Working Pattern	37 hours per week 40 weeks a year (term time plus 4 weeks) 8.30am – 4.30pm Monday to Thursday 4pm finish on a Friday (half hour unpaid lunch break daily)
Annual Salary	£34,095 (A29)
Actual Annual Salary	£29,774 including 5.41 weeks of holiday pay

King Edward's School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to adhere to the School's Safeguarding Policies and Procedures.

Responsible to:

Head of Science for line management responsibilities and the Bursar & Chief Operating Officer, who has overall responsibility for support staff.

Responsible for:

Providing technical assistance in support of the academic staff of the Chemistry Department in the Senior School, with preparation and other related work in support of their teaching and examinations work. In addition, the post holder will be responsible for the line management and support of the other technicians in the Science Department.

Main Activities:

General Tasks

1. Keeping the laboratories, Prep Room and equipment in good order, including general cleaning of workbenches, sinks, fixed equipment and apparatus.
2. Mixing solutions, setting up apparatus or other equipment relating to practical experiments for teaching or examination purposes as requested by the teaching staff.
3. Fetching and carrying materials and apparatus to the appropriate laboratories as required and assisting in practical classes.
4. Supplying of equipment, materials and apparatus for the Department and the safe disposal of materials and waste.
5. Carrying out Risk Assessments for technician activities and providing technical support including Health & Safety guidance to the pupils and teaching staff as required.
6. Assisting the Head of Department in the implementation of safety regulations including Prep rooms, and stores (including those held in the flammable materials vault); annual safety checks of apparatus and equipment; renewing chemical licencing (e.g. ethanol) and subscriptions overseeing service contracts on fume cupboard and weighing balances; and monitoring and reporting accidents.
7. Undertaking general office duties, including filing accounts, assist in distribution and tracking of textbooks/ files for teachers and pupils, collating materials, photocopying, and the provision and maintenance of displays and information posters.
8. Ensuring that the door/s to the Prep Room is locked or secured before leaving and that lighting and power switches are turned off.
9. Arranging, in conjunction with the Estates & Facilities team for annual PAT testing of small electrical equipment and arranging repairs, maintenance and/or replacements of general equipment and apparatus.

10. Trialling new and existing experiments to ensure success and minimise errors.
11. Creating and maintenance of practical requisition document.
12. Undertaking necessary CPD.
13. Taking over the responsibility of the Physics or Biology practical work and prep rooms in the absence of colleagues.
14. Assisting at internal and external events and school trips including Open Days, Activities week workshops, and Bath and Bath University competitions.
15. Such other duties as may be reasonably required from time to time.

Management Tasks

16. Line management responsibility for the other Technicians within the Science Department. This responsibility includes undertaking regular performance appraisals of these post holders.

Administration Tasks

17. Undertaking general office duties, including filing accounts, past papers, catalogues etc., collating materials, photocopying, and the provision and maintenance of displays and information posters
18. Carrying out stock control within the department in liaison with the Accounts Department, including carrying out an annual stock check, buying, requisitioning and receiving supplies as authorised by the Head of Department
19. Assisting with the allocation of internal exam papers and marking
20. Co-ordinating printing of revision resources
21. Collecting and allocating textbooks – Keeping records of books allocated. Liaising with accounts regarding outstanding books. Stock checking textbooks and ordering additional books if required
22. Carrying out stock checks and ordering stationery
23. Formatting student practical documents and workbooks if required
24. Updating and maintaining the practical requisition section in each year group syllabus
25. Updating the VLE – quizzes and updating/refreshing sections of the Chemistry enrichment page where possible
26. Updating the Chemistry health and safety policy and staff handbook

The above list is not exhaustive but summarises the key roles to be performed. A willingness to respond supportively to changing circumstances or the changing needs of the School is part of working in a school environment and is expected of the postholder. This role can be tailored somewhat to the skills and previous experience of the post holder.

Pension Scheme

If applicable, you will be automatically enrolled into the King Edward's School, Bath Group Personal Pension Plan with an employer's contribution of 6% of salary, to be matched by a 2% employee contribution.

DBS Clearance

All appointments are made subject to satisfactory DBS clearance. The suitability of all prospective employees or volunteers will be assessed during the recruitment process in line with this commitment.

Safeguarding

All staff are in a position of trust and have a duty to keep children and young people safe and to protect them from neglect and physical and emotional harm. This duty is in part exercised through the development of respectful caring and professional relationships between staff, children, and young people. Staff are expected to be familiar with the local child protection arrangements and understand their responsibilities in order to safeguard and protect children and young people.

Person Specification

Qualifications	Essential	Desirable
5 GCSEs at grade 9 to 4 (A* to C) or equivalent, including English, Mathematics and Sciences	✓	
First Aid Qualification		✓
Knowledge and Experience	Essential	Desirable
Knowledge of Chemistry (ideally at least to A level)	✓	
Knowledge of Health & Safety practices and a willingness to undertake related Health & Safety training from time to time.	✓	
Proficiency with IT e.g. Outlook, Word, Excel, SharePoint, OneDrive, etc	✓	
Experience of setting up experiments and apparatus		✓
Experience of undertaking simple administrative procedures, filing systems etc.		✓
Experience of line managing individuals		✓
Personal Qualities	Essential	Desirable
Ability to work in a way that promotes safety and wellbeing of children and young people.	✓	
Organised and ability to effectively manage various requests in a timely manner	✓	
Ability to work under occasional pressure or tight deadlines	✓	
Willingness and ability to fetch and carry apparatus and materials between the laboratories and preparation rooms.	✓	
Punctual, reliable with an organised approach to work	✓	
Excellent communication skills	✓	
Strong team player with the ability to work independently as well	✓	
Enthusiastic about learning	✓	
Willingness to be flexible and prepared to undertake repetitive or mundane tasks.	✓	
Ability to remain positive and retain a sense of humour	✓	