



GORDONSTOUN

CHEMISTRY LABORATORY TECHNICIAN

Job Description

Location:	Science Department
Hours per week:	0815 – 1630 Mon – Friday and 0830 -1230 Saturday morning (term time only). Due to the nature of the work, some evening work and work during the School holiday period may be necessary, by arrangement with the Head of Chemistry.
Lunch:	30 minutes unpaid lunch break (provided free in the refectory).
Tenure:	Fixed Term and Term Time only
Reports to:	Head of Chemistry

Job purpose:- To provide an efficient support service for the Chemistry teaching staff. There are currently 4 teachers in the Chemistry Department but this will vary from year to year. There are 3 technicians within Science, one for each subject area.

Major responsibilities:

- Preparing materials and equipment for class use or demonstrations as requested by the teaching staff. This will include the preparation of solutions of accurate concentration, and the estimation of quantities required for class use.
- Assisting the teaching staff with the setting up of demonstrations and equipment.
- Ensuring that safety notices are supplied for all demonstrations and practicals.
- Ensuring that all teachers, staff and students are made aware of the hazards involved with the practicals/demonstrations carried out.
- Ensuring that students wear protective clothing and goggles, as appropriate.
- Clearing away used apparatus and chemicals at the end of lessons, ensuring the safe disposal of waste.
- Liaising with the Biology, Physics and IT Technicians when sharing of facilities or loaning of apparatus is necessary. Sharing workload with the other technicians as necessary.
- Keeping the chemistry prep room, laboratories and all other room in the chemistry department clean and tidy and ensuring that all equipment is in good working order.
- Ensuring that the laboratories and prep room are clean and liaise with the cleaning and maintenance staff regarding laboratory order.
- Ensuring that all chemicals are safely and securely stored in accordance with COSHH regulations.

- Opening lab doors at the start of the day and after lunch.
- Regularly checking the apparatus, chemicals and teaching equipment stored in the chemistry laboratories.
- Ensuring that spillage kits and first aid kits are made up and kept in order.
- Making necessary safety signs and labels for chemicals and equipment.
- Stock control of chemicals and other materials, and maintenance of inventory. Advise the Head of Chemistry with regard to purchase of apparatus and chemicals.
- Writing out order forms for chemicals and apparatus. Checking and recording on delivery and passing invoices to the Head of Chemistry for signing when necessary.
- Maintaining records of invoices and keeping the budget records up to date.
- Implementing, maintaining and updating the 'Chemistry Technician's Handbook' and the 'Safety Handbook'.
- Oversee the provision of photocopied sheets, laminated cards, booklets and appropriate risk assessments for each lesson and maintain the filing system for the storage of such sheets. Liaising closely with Photocopying department.
- Writing risk assessments and safety cards/posters for practicals and demonstrations based on CLEAPSS & SERC templates. Liaise with safety organisations when necessary regarding practicals and demonstrations.
- Under the direction of the Head of Chemistry, try out new experiments to determine the feasibility of using particular tasks with students or as demonstrations.
- Ordering stationery and keeping stationery stocked up.
- Putting up display work in the laboratories and areas nearby.
- Supervising students during practical work and assessments when needed.
- Assisting with the preparation and operation of "Open" and "Activities" events.
- Implementing, maintaining and updating data bases/spreadsheets of student results, stock, audio-visual equipment and text-books.
- Stock control of all textbooks, exercise books, folders and revision material
- Checking apparatus, chemicals and teaching equipment and liaising with the appropriate agencies/persons regarding maintenance of fume cupboards, electrical equipment, gas, balances and IT equipment.
- Ensuring visitors to the department are welcomed and queries are dealt with.
- Attending Chemistry meetings on a weekly basis and take minutes.
- Attending a meeting with the HoD each week and taking minutes.
- Take and relay messages regarding members of the department, stock and general queries via email, phone or other communication systems.
- Arranging the disposal of chemicals, old stock, paper etc.
- Organisation of recycling.
- Comply with Gordonstoun's policies and procedures on Child Protection and Health and Safety.
- Contribute in a positive way to the ethos of the school in line with Gordonstoun's values
- Carry out any other reasonable task as required from time to time in order to support the School

Updated June 2019