

# Chemistry Technician Job Description

To be responsible to the Head of Chemistry in coordinating the use of, and development of, practical resources and facilities including the provision of guidance and support in meeting the practical requirements of the science curriculum. Also to provide a daily Chemistry technician service to members of the teaching staff in the Department through the preparation and provision of equipment, apparatus and chemicals to enable pupils to carry out laboratory experiments, investigations and coursework.

## Responsibilities

*Duties will involve:*

### **Managing the support provision within the Chemistry department and ensuring it is resourced, organised and developed**

- Responsible for organising and developing the Chemistry prep room and chemical store.
- Check and provide (in the 5 laboratories used for Chemistry lessons), science apparatus, equipment, materials and chemical solutions to ensure their availability in support of practical work at all levels. All to meet the high standards required by the department and with due regard to Health & Safety.
- Play a major role in managing the department's finances and budget, not only in day-to-day operations, but also in actually developing budget proposals. This is expanded upon in greater detail below.

### **Facilitating and supporting practical work and teaching**

- Preparing the practical, delivering, collecting, clearing up (safely disposing of chemical residues), checking and returning apparatus and other resources to store.
- Preparation of chemicals and equipment for demonstration and practical work. For many practicals this can be very time consuming as many chemicals and solutions are often involved.
- Making up solutions of chemicals to a high standard of accuracy and precision.
- Assembling apparatus.
- Trialling practical activities and coursework pieces. Some of these tasks in particular are extremely complex and can have a major effect on the smooth-running and overall functioning of the department.
- Assisting with demonstrations or with practical classes, preparing resources, assembling apparatus when required.
- Liaise with teaching staff on development and implementation of new/proposed practical activities and advise on practicality, equipment choice and safety issues.
- Advise on the development systems and procedures so that the practical work of the chemistry department can be carried out to best effect.
- Obtaining materials by local purchases, keeping accounts and managing petty cash.
- Maintain stock levels and identify future requirements of chemicals and equipment.
- Troubleshooting; recommend solutions to technical problems encountered.

- Making decisions as to which tasks and aspects of the workload needs prioritising.
- Negotiating the relocating of classes across labs when fume cupboards are required for practicals or demonstrations.
- Providing technical assistance to teaching staff, trainee teachers and students
- Updating AV material, DVDs etc.

### **Developing and maintaining high standards of health and safety**

- Assessing risks.
- Providing a safe working environment.
- Monitoring and reviewing practical tasks.
- Providing advice and support on health and safety issues.
- Dealing with hazardous chemicals and advising staff on chemical hazards.
- Ensuring that all chemicals within the Department are appropriately labelled.
- Ensuring correct and safe storage and safe treatment of chemicals.
- Safe disposal of used materials, including hazardous substances.
- Deal professionally with spillages (e.g. mercury) and safe disposal of hazardous substances including chemicals.
- Keeping up to date and implementing Health and Safety requirements; taking account of safety procedures and COSHH regulations to ensure safety of the pupils and staff.
- Keeping up to date with and actioning any CLEAPSS amendments such as Hazard updates.
- Keep up-to-date with current procedures and practices through continuing professional development. Attend any relevant training courses both in house (inset) and externally.
- Check condition of chemicals and storage containers to comply with Health & Safety requirements.
- Check condition of chemicals and storage containers to comply with Health & Safety requirements.
- Ensuring laboratories are secure when not in use.

### **Providing administrative support to the department**

- Maintain electronic records of departmental orders and accounts.
- Assist with budget planning.
- Stocktaking. Maintain an accurate inventory of all chemicals, apparatus and equipment.
- Customs and Excise control for Methylated Spirits.
- Sourcing and ordering of all chemistry goods including chemicals, stationary, books and online resources in line with school financial procedures and principles of best value.
- Receive and check deliveries and associated invoices. Notify the appropriate person of any discrepancies. Liaise with the Accounts department.
- Prepare books for issue. Electronically issuing and returning of all books. Checking and repairing returned textbooks.
- Assisting in the organisation and distribution of internal exam papers.
- Attend and contribute to Department meetings. This includes raising items for general information and also coordinating feedback regarding practical sheets and tasks. We also assist in helping to keep teachers on task and at the appropriate points in the various courses.

- To uphold the policies, procedures and codes of practice of the school, including data protection, health & safety and safeguarding/child protection.
- 

#### **Ensuring the maintenance of equipment**

- General lab maintenance; servicing, cleaning and restocking equipment and apparatus.
- Constructing/modifying equipment and apparatus.
- Repairing and arranging the repair of equipment and apparatus.
- Calibration of equipment; e.g. balances and pH meters.
- Perform regular Health & Safety checks in labs.
- Report any lab maintenance issues/problems to the Site Manager.

### **Skills required for the position**

*These are some of the attributes of our technicians:*

- Extensive knowledge of chemicals and laboratory techniques to minimum NVQ Level 3, preferably degree level.
- Many years of laboratory experience.
- Expertise in matters of technique, health & safety, efficiency and economy.
- Organise and manage time efficiently.
- Able to work methodically and have attention to detail. Manual dexterity and hand eye co-ordination.
- Initiative to work without direct supervision.
- Make decisions throughout all procedures.
- Respond to unexpected problems and make appropriate decisions with due consideration to Health & Safety.
- Organisational skills to prioritise workload and complete tasks to deadlines in an exceptionally busy department.
- Be able to work under pressure due to large volume of practicals in the department. (The Chemistry department in this school is an extremely busy department and carries out many more practicals than most state schools).
- Accommodating and helpful.
- Flexible in working hours to accommodate all practicals and coursework, according to the needs of the school.
- ICT skills in Microsoft Word and Excel.
- The job demands a reasonable fitness level as on feet much of the day. Lifting books and heavy pieces of equipment. Required to transport trolleys loaded with chemicals and equipment between the prep room and Labs across two buildings.
- Communicate across the department and other departments where appropriate.
- Work independently and largely unsupervised.
- Be able to respond to regular interruption.