

CHEMISTRY TECHNICIAN – JOB DESCRIPTION

Pangbourne College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Job Title:	Chemistry Technician
Reports to:	Head of Science / Head of Chemistry
Department:	Science / Chemistry
Hours per week:	25 hours per week, 35 weeks
Contract Type:	Permanent

Key working relationships:

The Head of Science
The Head of Chemistry
The Chemistry Department.
The Science Department.
The Health & Safety Manager
Housekeepers
The Works Department / Cleaners

Role Summary

To support the Science staff by providing all resources required for practical work in the Chemistry Department. This includes the preparation of solutions, glassware and other equipment, liaising with staff with regards to their requests and the health and safety aspects of practical work. Control of the stock of chemicals, alongside their safe storage, the disposal of used reagents and excess chemicals and the cleaning of glassware and apparatus are day-to-day parts of the job. A good knowledge of practical Chemistry is essential; a knowledge of Chemistry in an educational context is beneficial. A working knowledge of laboratory health and safety procedures is desirable.

Key Responsibilities:

- The safe delivery of practical apparatus and materials for teaching
- The safe clear up after the learning activities
- Preparing solutions for practical work
- Set out apparatus and materials as required for practical lessons
- Clean all glassware and apparatus after practical lessons
- Return all chemicals to their appropriate storage places
- Check apparatus for any damage after lessons
- Take stock of all chemicals, glassware, apparatus and stationary normally held by the Chemistry Department, annually
- Be responsible for placing orders and checking deliveries of all goods required by the Chemistry Department
- Organise servicing of fume cupboards, balances and other equipment as required
- Assist staff with practical work during lessons, if requested to do so
- Assist with the preparation of practical work of the other two science departments whenever necessary
- Ensure the safe disposal of broken glassware, apparatus, used reagents, excess chemicals, etc.
- Keep laboratories stocked of all essential apparatus, glassware and standard chemicals
- Report any maintenance required in the chemistry block to the works department, including keeping sinks in laboratories clean and report any blockages or leaks to the works department
- Carry out a laboratory safety check at least once a term using safety checklist provided
- Be responsible for the upkeep of lab coats, etc., used by the department
- Photocopy resources (including worksheets, examination material and other materials)
- Perform any other tasks that may be reasonably requested by the Head of Department

Other

The above is only an outline of the tasks and responsibilities of the role. The post holder will carry out any other duties as may be reasonably required by his/her line manager

The job description and person specification may be reviewed on an on-going basis in accordance with the changing needs of the department and College.

This job description and accompanying documentation do not form part of the employment contract.

Child Protection and Safeguarding Policy

It is the post holder's responsibility for promoting and safeguarding the welfare of children. You will comply with the Pangbourne College Child Protection and Safeguarding Policy, and the requirement to report to the Designated Safeguarding Lead any concerns relating to the safety or welfare of children.

Terms and Conditions of Service

The post holder will be required to comply with all policies and procedures issued by and on behalf of the College.

The post holder will be subject to an Enhanced Disclosure and Barring Service Certificate.

The post holder will be required to participate in the College's appraisal procedures as an appraisee and if applicable, as an appraiser.

The post holder will be required to attend statutory and mandatory training.

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Information Security, Confidentiality and Data Protection

During the course of employment the post holder may have access to, see or hear information of a confidential nature and he/she will be required not to disclose such information. All personal identification information must be held in the strictest confidence and should be disclosed only to authorised people in accordance with the General Data Protection Regulation and the College's Privacy Notice, unless explicit written consent has been given by the person identified.

Equal Opportunities

The post holder must comply with and promote Equal Opportunities and avoid any behaviour which discriminates against others on the grounds of sex, disability, marital status, sexual orientation, age, race, colour, nationality, ethnic or national origin, religion, political opinion, trade union membership.

Health and Safety

Under the Health & Safety at Work etc Act 1974, it is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their own acts at work. This includes co-operating with the College and colleagues in complying with Health and Safety obligations to maintain a safe environment.

It is the firm policy of the College to promote a happy, professional, yet "family" atmosphere and to develop the potential of all pupils and staff. If ever there is a need to talk over aspects of school, or indeed home-related issues, please speak to your head of department or a colleague.