



Job Description

Job Title: Chemistry Technician
Department: Science Department
Responsible to: The Head of Science
Last reviewed: October 2024

Job Outline

The primary role of the job is to provide technical support to the Head of Science and other members of the Science department, ensuring that at all times an excellent service is provided.

It is essential that the post holder is able to work well under pressure, and is able to meet deadlines whilst still retaining a high level of organisation and accuracy.

Purpose

The purpose of this job description is to set out the current principal duties of the post. It does not detail every individual task, and employees are required to undertake such tasks and duties as are allocated to them from time to time in accordance with the role. This job description will be reviewed annually as part of the School's annual performance review process.

Key Responsibilities

- Prepare and set up teacher demonstrations, class practical experiments and open day demonstrations.
- Ensure that laboratory rules are adhered to and comply with the legislative requirements of the Health and Safety at Work Act and Control of Substances Hazardous to Health (COSHH) regulations as well as implementing any non-mandatory guidelines such as from CLEAPSS.
- Monitor the safe storage, condition, labelling and disposal of chemicals as required by current legislation, COSHH regulations and Health and Safety advice.
- Liaise with other Science staff regarding the ordering and receipt of chemicals, glassware and equipment as required.
- Undertake the maintenance of the laboratories and laboratory equipment including carrying out end of term duties and safety checks as required.
- Record safety incidents as required by School polices.
- Carry out administrative duties as required by the Head of Science, Head of Department and Senior Science Technician-

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- Carry out risk assessments as necessary to ensure the safety of self and others.
- Assist teachers by testing and adapting experimental procedures before they are used in a classroom.
- Support other members of staff as and when required.
- Liaise with other technicians over loan of equipment.
- Liaise with teaching staff over equipment/classroom clashes.
- Ensure the building is left in a safe and secure condition.
- To remain up to date with all appropriate practices, procedures and regulatory requirements within your allocated areas of responsibility.
- To undertake duties in line with established Haileybury practices and protocols.
- To establish and maintain effective communication channels and efficient/effective working relationships with other members of the Science department and the School's staff.
- To keep the Science Department management team fully up to date and informed about all allocated areas of responsibility and to report any significant problems as appropriate and within a reasonable time frame.
- To undertake appropriate training to ensure that skills remain up-to-date and commensurate with the first-class service required for this role.

Other Requirements

Safeguarding and Child Protection

All employees must be aware of their responsibilities for promoting and safeguarding the welfare of children and young persons with whom they may come into contact whilst at Haileybury. Employees must comply with the School's Safeguarding and Child Protection Policy and must be familiar with how to raise any safeguarding or child protection concerns.

Health and Safety

In accordance with the Health and Safety at Work etc. Act 1974 and associated legislation, all employees must comply with relevant health and safety procedures and guidance at all times. They must be familiar with, and assist the School in the implementation of, its Health and Safety Policy which is available on the School Portal.

Employees must also adhere to any requirements arising from, or relating to, any relevant risk assessments, Control of Substances Hazardous to Health (COSHH), PPE, and manual handling. Specifically, employees must carry out all duties in a manner which does not endanger themselves or others.

Equality, Diversity and Inclusion

Employees must comply with the School's equality, diversity and inclusion policies and practices in force from time to time and must carry out their duties in a manner which does not discriminate against any person on the grounds of any protected characteristic.

Code of Conduct

Employees at Haileybury are expected to work together cooperatively showing respect, courtesy and helpfulness to others at all times. Employees should work to actively support and promote the School's positive ethos and culture, and must act in accordance with the School's Staff Code of Conduct.

Data Protection

All employees must comply with the School's Data Protection Policy, and must carry out their duties in a manner which is consistent with this policy and data protection legislation generally.

Chemistry Technician

Person Specification

	Essential	Desirable
Qualifications		
Good general level of education (to A Level or equivalent)	✓	
Knowledge, Skills and Experience		
Computer literate with knowledge of Microsoft Office	✓	
Experience of Google Workspace		✓
Experience of working in a laboratory		✓
Experience of working in a school or college		✓
Ability to understand and operate within a school environment	✓	
Personal Attributes		
Enthusiastic about Science and willing to learn	✓	
Possess good interpersonal skills, be a team player and have the ability to be self-motivated and use own initiative and work unsupervised	✓	
To be professionally presented with a polite demeanour and assist and deal confidently with staff and pupils	✓	
Be flexible, resourceful and adapt quickly to any changing needs and priorities	✓	
Excellent communication skills	✓	
Excellent organisational and time management skills	✓	
Honest and reliable	✓	