



CHEMISTRY TECHNICIAN

Sir John Deane's Sixth Form College (Northwich)

Band 2

SP 6 – SP 7

Job Description & Person Specification

Job Description

Reporting to

Head of Chemistry and Computer Science

Purpose of the role

To provide efficient and effective practical and administrative support to the Chemistry department

Main responsibilities

1. Carry out the provision of the department's practical lesson requirements.
2. Ensure the timely preparation, setting up, clearing up and re-securing of chemicals and equipment for use in practical lessons.
3. Provide technical support to teachers and students including guidance on safety, equipment and good working practice.
4. Assist teachers in practical lessons.
5. Trial practical activities and work with teachers to decide best methods for carrying out practical experiments.
6. Handle hazardous chemicals safely and carry out the safe disposal of chemicals.
7. Responsibility for the prep room and storage areas and the organisation of equipment and to maintain these in maintain in secure, tidy, effective and hygienic order.
8. Ensure the security and safe storage of hazardous chemicals in the chemical store and prep room.
9. Monitor chemical stock, maintain chemical inventories and place orders for chemicals and equipment.
10. Undertake all departmental risk and COSHH assessments, keeping updated with current Health and Safety regulations and good laboratory practice.

11. Undertake the testing of departmental electrical equipment according to standards and schedules set down by College Management.
12. Provide support for college open events and school liaison activities.
13. Such other duties as may be reasonably required from time to time by college management.

Other

1. Putting children and young people at the centre of everything the Foundation does, and to ensure their safety and welfare of children and young people across the Foundation.
2. To identify and implement opportunities for the Foundation to operate in a more effective and efficient manner for the benefit of stakeholders.
3. To continue to build upon the positive reputation of the Sir John Brunner Foundation and its rich history to ensure its long-term success and sustainability, liaising with external stakeholders at national, regional and local levels.
4. Build effective relationships with other MATs to facilitate the sharing of expertise and best practice and working closely with those schools wishing to join The Sir John Brunner Foundation.
5. Adhere to the Foundation's policies on code of conduct, Safeguarding, H&S and Data Privacy.
6. Any other duties not specified but are commensurate with the skills and knowledge of the post holder.
7. This role follows a college academic calendar and requires onsite attendance from the start of the academic year on GCSE Results Day (third Thursday in August), ending in mid-July.

Person Specification

	Desirable	Essential
Qualifications		
Educated to at least A level standard or equivalent in Chemistry.		✓
Proficient in IT		✓
Qualification or experience in Chemistry at degree level	✓	
Qualification in Health & Safety	✓	
Experience		
Experience of working in a chemical laboratory in education or industry	✓	
Experience in handling hazardous chemicals	✓	
Experience of stock control and maintaining an inventory	✓	
Experience of working in a similar role within an education environment	✓	
Knowledge & Skills		
An interest in science and education		✓
Ability to produce risk assessments	✓	
Ability to work safely with chemicals and equipment		✓
Knowledge of laboratory safety procedures and chemical handling requirements		✓
Knowledge of waste management and environmental compliance procedures		✓
To be able to work effectively both independently and as part of a laboratory team		✓
Knowledge of COSHH regulations		✓
Attributes		
High level of attention to detail and accuracy		✓
Reliable, dependable and punctual		✓
Positive and proactive attitude		✓
Ability to remain calm and focused under pressure		✓
Team-orientated with a willingness to support colleagues		✓
Good communication and interpersonal skills		✓
Strong organisational skills		✓
Committed to maintaining high standards of safety, quality and professionalism		✓
Good problem-solving skills and ability to use initiative		✓
Honest, trustworthy and maintains confidentiality		✓