



George Heriot's School

Founded 1628

Job Description

Job Title: Chemistry Technician
Responsible to: Principal Teacher of Chemistry
Hours: 37 hours per week – Term Time Only

Summary:

As a member of the team in the Chemistry Department, the Chemistry Technician plays a key role providing technical support for the delivery of the Chemistry curriculum and management of the Department's resources.

Key Duties and Responsibilities:

Responsible to the Principal Teacher of Chemistry, the main duties of the Chemistry Technician include, but are not limited to:

- To coordinate the use of practical resources and facilities, and provide assistance and advice in meeting the practical needs of the Chemistry curriculum:
 - Preparation of resources, assembling apparatus and chemicals.
 - Preparation of solutions from stock.
 - Obtaining materials by local purchase.
 - Trialling practical activities.
 - Giving technical advice to teachers and pupils, including other departments and Junior School.
 - Liaising with technicians in other departments.
 - Carrying out and maintaining records of risk assessments for technician activities.
 - Assisting in practical classes (as required) and carrying out demonstrations.
 - Trialling, advising on and assisting with Advanced Higher Practicals and Investigations.
 - Assisting with practical testing of S1 & S2 classes.
 - Liaison with Reprographics – assisting teachers with photocopying resources and the organisation of test documentation.
- To take responsibility for the safe storage, transit and accessibility of resources, including:
 - Ensuring that stock levels are maintained and future requirements identified;
 - ensuring the availability of suitable resources;
 - compiling orders and to liaise with suppliers and with the Finance Office as required.

- Carrying out an annual stock-take of chemicals and basic laboratory equipment.
 - Checking stock, ordering.
 - Maintaining the organisation of the storerooms.
 - Ensuring safe transit of chemicals and equipment between stores and labs.
 - Checking and replenishment of glassware and equipment in the labs
- To ensure the maintenance of a healthy and safe working environment through
 - safe treatment and disposal of used materials, including hazardous substances. Responding to actual or potential hazards;
 - routine maintenance, servicing and cleaning of equipment;
 - liaison with the cleaning staff regarding cleaning of labs, and store rooms;
 - liaison with other Support Staff regarding maintenance of services;
 - actively contributing to the assessment, monitoring and review of both health and safety procedures and information resources;
 - keeping up to date with current regulations, procedures and practices through CPD;
 - provision of technical advice and support on Health and Safety issues to teaching staff both within and outside the Department.
 - provision of technical advice and support on Health and Safety issues to Student teachers.
 - Disposing of used or excess chemicals according to risk assessment outcomes.
 - Arranging for safe storage and uplift of hazardous waste.
 - Regular cleaning of lab glassware.
 - Liaison with cleaning supervisor.
 - Preparation and maintenance of special cleaning instructions for labs.
 - Keeping up to date with current health and safety issues by reading monthly SSERC bulletin and other relevant publications, and drawing attention of staff to any relevant issues at Dept Meetings.
 - Attendance at conferences and CPD courses relevant to technicians.
 - Responding to enquiries from other staff eg Junior School, other departments.
 - Liaise closely with and advise student teachers in preparation for practical activities
 - Obtain and maintain an appropriate level of First Aid qualification as agreed with the Principal Teacher of Chemistry and First Aid advisor
- To assist the Principal Teacher of Chemistry in keeping track of the Departmental Budget by:
 - advising on the annual Budget Request;
 - maintaining the department financial records;
 - placing orders, checking deliveries and invoices.
 - assisting the P. T. in compiling the annual budget request.
 - Researching suppliers for best value.
 - Placing and keeping records of orders.
 - Checking deliveries.
 - Checking and keeping records of invoices.
 - Liaising with trust regarding payment of invoices.
 - Liaising with suppliers.
 - Keeping an accurate record of Department spending.
 - Checking Departmental records against Trust Office monthly statement

Skills and Attributes Required

- Educated to HNC/HND level or equivalent qualification by experience with excellent knowledge of the subject and technical ability
- Excellent interpersonal skills with the ability to communicate effectively with colleagues, pupils and Senior Management.
- Knowledge of excel spreadsheets would be desirable.
- Proven ability to use initiative.
- Ability to work both individually and as part of team.
- Excellent organisational skills with the ability to work to deadlines
- Have an approachable manner and be able to work well with pupils and teachers.
- Be adaptable to changing needs.
- Ability to remain calm in busy situations.
- Organisational skills for maintaining and filing resources.
- A sense of humour and perspective.
- Willingness to learn.
- Conscientious and reliable.

Additional Information

This post is considered Regulated Work with Vulnerable Children and/or Protected Adults, under the Protection of Vulnerable Groups (Scotland) Act 2007. As such, the successful candidate will be required to gain membership of the PVG Scheme.

George Heriot's School is governed by George Heriot's Trust, Scottish Charity number SC011463