



Job Description

Job Title	Chemistry Technician (Term-Time Only, plus 3 weeks)
Department	City of London School
Grade	C
Location	107 Queen Victoria Street, London, EC4V 3AL
Responsible to	Senior Chemistry Technician

Purpose of Post

To contribute to the resources of the Chemistry Department with the object of ensuring efficient and effective teaching of the subject.

Main Duties & Responsibilities

1. Maintaining the materials and equipment of the laboratories, preparation room and other rooms forming part of the department to ensure their safe, efficient, and effective use
2. Periodically checking services within the department for defects and reporting any faults to the Senior Chemistry Technician and Facilities Staff where necessary
3. Ensuring the laboratories are kept in a clean and tidy condition
4. Supplying teaching materials to teaching rooms daily, as and when required by the teaching staff
5. Preparing and maintaining display material(s)
6. Purchasing, collecting, and transporting teaching materials from home to school as required
7. Ensuring that all goods received from suppliers are in accordance with the delivery note and are in good order
8. Carrying out periodic stock checks
9. Reporting to IT Services defects related to computers and audio-visual apparatus within the department



10. Setting up School, (I)GCSE and A-Level examination material under the conditions of strict security, where relevant
11. Assisting and giving advice to pupils engaged in project work
12. Sitting in as a temporary relief, for short periods, during teaching staff absence
13. Ensuring risk assessments related to work carried out by technical staff are relevant and up to date, and assisting the Head of Department (and other departmental staff as required) with the development of risk assessments relevant to class work, making model risk assessments available to the teaching staff (who are responsible for risk assessing classroom activities)
14. Periodically testing and checking apparatus to ensure their good working order and their safety when supplied to users, including conducting regular PAT testing of all portable electrical apparatus and passing the results to the Senior Chemistry Technician
15. Constructing and repairing apparatus for use in class
16. Helping to maintain and implement safe working practices within the department to comply with the requirements of the Health and Safety at Work Act
17. Maintaining the general security of the department, in conjunction with the Senior Chemistry Technician, the Head of Department and other members of the Department
18. Carrying out any other duties appropriate to a Chemistry Technician which the Senior Chemistry Technician or Head of Department might reasonably request from time to time to further the effective education of the pupils
19. Carrying out any other duties appropriate to a Science Technician which the Head of Science might reasonably request from time to time
20. Undertaking any other duties appropriate to the grade that may reasonably be requested
21. Actively seek to implement the City of London's Occupational Health and Safety Policy in relation to the duties of the post and always give due regard to the health and safety of both themselves and others when carrying out their duties.
22. Actively seek to implement the City of London's Equal Opportunity Policy and the objective to promote equality of opportunity in relation to the duties of the post.
23. To undertake any other duties that may reasonably be requested, appropriate to the grade of the role.

Revision of Job Description



According to the development and requirements of the School, Job Descriptions will need to be revised and updated periodically, after consultation with the Jobholder.

The City of London School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

Signed:

Date:



Person Specification

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Please find below the qualifications, experience and technical skills required to undertake this post. Each criterion will be assessed at application (**A**), interview (**I**) or test (**T**) as indicated below.

Technical Skills / Professional Qualifications / Relevant Education & Training

- Minimum Grade A-C in A-Level Chemistry or equivalent **A**

Experience Required

- Previous experience of working in a science environment **A**
- Knowledge and understanding of school laboratories, or equivalent, and work carried out within them, **A / I**
- Knowledge and understanding of Health and Safety requirements for laboratories, **A / I**
- Knowledge and understanding of basic Word and Excel skills, **A / I**

Other Relevant Information

- Laboratory experience, ideally within a school at (I) GCSE & A-Level, **A / I**

Recruitment – Note to Applicants

The qualifications, experience and technical skills will be used in the decision-making process for recruitment. Please give examples of how you have exhibited these behaviours in your previous role(s). It is essential you address the criterion marked as (A) on your application form in the section for supporting information.

Be as specific as possible, we cannot guess or make assumptions, but will assess your application solely on the information provided. Try to provide evidence, by examples, where possible, of skills, knowledge and experience contained in this person specification.



Summary of Terms and Conditions of Employment

This summary is given as a guide and is not intended to form part of an individual's contract of employment.

Salary

The salary range for this job is £30,440 - £34,340 per annum inclusive of all allowances, pro-rata. This figure will be reviewed annually from 1 July in line with the pay award for other salaried staff within the City of London Corporation.

Contract

The position is offered on a permanent contract, term-time only plus 3 weeks.

Hours of Work

Normal hours of work are 8:30am to 4:30pm, being 35 hours per week excluding lunch breaks, Monday to Friday, inclusive but the post holder shall be expected to work the hours necessary to carry out the duties of the position.

Frequency and Method of Payment

This is a monthly paid appointment and salaries are credited to a Bank or Building Society Account on the 11th of each month.

Annual Leave

There is an entitlement of 24 days annual holiday plus Bank Holiday. There are subsequent increases to entitlement to annual holiday according to length of service.

Sickness Absence and Pay

The City of London Corporation has a comprehensive Occupational Sick Pay scheme, details of which can be found in the Employee Handbook which will be made available to you upon commencement.

Pension

You will automatically be admitted to the City of London Corporation's Pension Scheme. Employees contribute between 5.5% and 12.5% of their pensionable pay to the scheme, depending on salary.

If you do not wish to join the Scheme you must make a formal declaration stating, you wish to opt out. You may contact the Pensions Office directly should you have any queries relating to the Local Government Pension scheme and your entitlements under this scheme.

Continuous Service

If you join the City of London Corporation without a break in service (subject to certain



exceptions) from another body covered by the Redundancy Payments (Local Government) (Modification) Order 1999, your service with that institution will count for the purpose of continuous service. The amount of continuous service which you have will affect your entitlement to certain contractual benefits, for example, annual leave, sick leave, and maternity leave. A full explanation of Continuous Service is contained within the Employee Handbook.

Probationary Period

You will be employed initially on a six-month probationary period. Should either party wish to terminate the employment during this period, then one week's notice will be required on either side, except for summary termination for gross misconduct.

Notice Period

One month by either party after satisfactory completion of probationary period.

Learning and Employee Development

The City of London provides for financial support and time off for staff to study for appropriate qualifications which relate to their duties or undertaking professional skills update training. There is also an in-house programme covering more general training needs.

Employee Volunteering Programme

Through its partnership and regeneration work, the City of London aims to contribute to the social and economic regeneration of the seven boroughs bordering the City: Camden, Hackney, Islington, Lambeth, Tower Hamlets and Westminster. These boroughs contain some of the most deprived neighbourhoods in the country.

The Employee Volunteering Programme, established in 2002 allows staff to volunteer their time, skills, knowledge, and expertise to benefit residents whilst developing their own professional skills. All staff are given the opportunity, subject to line management agreement, to take 2 days of volunteering leave per year to enable them to do this.