

Job Description

Job Title: Chemistry Technician

Responsible to: The Head of Chemistry

Objectives of the post:

- To support teaching and learning in the Chemistry department
- To be responsible for the preparation of laboratory equipment

Key Responsibilities:

Preparation and maintenance

1. To prepare all practical and other resources for lessons and external activities (as per requisition sheet). This may involve shopping for materials if necessary.
2. Setting up equipment in the laboratory for practical tasks.
3. To trial certain practical tasks in good time to ensure reliability when used.
4. To clear away apparatus after use, wash up glassware and dispose of waste materials safely.
5. To ensure laboratories and prep room are well maintained and to liaise with Building Maintenance when required to report faults.
6. To take responsibility for all photocopying within the department.

Administration

1. To be responsible for departmental stock (books, apparatus and equipment) and to keep records of stock.
2. To order any necessary items of stock after consultation with the Head of Chemistry
3. To check deliveries of apparatus and other materials.
4. To organise the orderly storage and labelling of apparatus and materials.
5. To maintain up to date risk assessments for use with practical tasks.
6. To upload pdf files to Firefly.
7. Maintaining departmental electronic records.
8. Other administrative tasks as required to assist in the smooth running of the department.

These responsibilities may be subject to review from time to time and amended by agreement to reflect changing circumstances

Applicable contract terms and duties

This job description is to be carried out in accordance with The Queen's School contract of employment within the range of duties set out in that document so far as is relevant to the post holder's title and salary grade.

I confirm receipt and acceptance of the above roles and responsibilities.

Signed Date