

University College School  
Frognal  
Hampstead  
LONDON NW3 6XH  
Tel: 020 7433 2140  
Fax: 020 7433 2143



### **JOB DESCRIPTION**

University College School (UCS) is one of the top independent schools in the UK. Operating as three linked schools at separate sites in Hampstead, it educates over 1000 students from age 3 to 18. The main aims of the school are the pursuit of academic excellence with a strong ethos of independent thought and individual judgement. For further information about UCS, refer to our website [www.ucs.org.uk](http://www.ucs.org.uk)

### **The Chemistry Department**

There are nine teachers in the Chemistry Department, which has its own set of four laboratories in a wing of the school dedicated to the teaching of Science. The department is very keen to promote practical work at all levels and as such is extremely well resourced.

In Year 7, pupils are taught a Science course that combines aspects of all three sciences. Subject specialists teach separate sciences from Year 8 onwards and throughout Years 7, 8 and 9 students are taught in their form groups (numbering about 23 pupils each). Uptake for IGCSE Chemistry is extremely strong and pupils are placed in six groups of about 20 each. All classes follow the Edexcel IGCSE specification and in recent years more than 90% of our pupils have received A\*-A grades in IGCSE Chemistry.

The subject is consistently popular at A Level, where we follow the OCR A specification. There are usually five teaching sets which are each taught by two teachers. More than 90% of our pupils have gained grades A\*-B in recent years at A level, with a doubling of attainment at A\* since 2017.

The department is a dynamic and enjoyable place to work and there is a dedicated office in which all staff have their own dedicated workspace. All chemistry staff are also expected to contribute towards the provision of Chemistry-related activities outside the classroom

e.g. we run a Pyrotechnics Club for our Year 12 students and there are frequent visits to science institutions for lectures. The department also runs two weekly breakfast clubs for students to deliver presentations on any aspect of Chemistry that they find interesting.

## **1      JOB DETAILS**

Job Title:	Senior Chemistry Technician
Hours:	Monday – Friday inclusive for 35 hours
Contract:	Permanent, 35 hours per week, full time. 1 hour unpaid break per day.
Location:	Frognal (Senior School)

## **2      JOB PURPOSE**

To manage the Chemistry Technician and together support the teaching staff in the Chemistry Department. To work alongside and cooperate with the technicians in the Biology and Physics Departments when appropriate.

## **3      DIMENSIONS**

The Senior Chemistry Technician reports to the Head of Chemistry with the Director of Finance and Administration having overall responsibility for all support staff.

The Senior Chemistry Technician assists in the the-day-to-day activities of the Chemistry Department, and has a supervisory role over the work of the second technician in the department. With assistance from the Head of Chemistry, the Senior Chemistry technician will be responsible for the appraisal of the Chemistry Technician and will be instrumental in their development.

The Senior Chemistry Technician works closely with teaching staff within the Department and, as such, the position requires a strong working relationship

with both the teachers and pupils within the Department. In addition, a good relationship is required with the wider Science department's staff and pupils.

#### **4 KEY RESULT AREAS**

Under the Health and Safety at Work Act 1974 we all have a responsibility to ensure a safe working environment for everyone who comes within our working environment. This means taking a proactive role in ensuring this.

Core responsibilities:

- i) To take a lead role in preparing practical activities for use in lessons, co-curricular activities and enrichment activities. This will include the preparation of solutions, chemicals, materials and practical equipment as requested by Chemistry teaching staff.
- ii) To take a lead role in checking and maintaining all laboratory equipment. To carry out repairs as necessary or arrange for repairs to be done (including annual checks for fume cupboards and gas cylinders) and replenish stocks of apparatus and materials as necessary ensuring that deliveries are correct on arrival.
- iii) To take a lead role in ensuring that laboratories and the preparation room are kept clean and tidy and that after practicals have taken place that the laboratories are cleared and cleaned promptly after use including equipment washed and stored / returned as quickly as possible. This includes the cleaning of lab coats and safety glasses during school holidays.
- iv) To take a lead role in ordering chemicals and checking deliveries are correct on arrival. To keep stock lists and inventories of equipment updated. Ordering other items such as textbooks and online subscriptions may be required as directed by the Head of Chemistry.
- v) Be the first point of contact with the maintenance department for any repairs required in the department.
- vi) Manage the work undertaken by the second technician within the Chemistry Department. Be responsible for the development of the Chemistry Technician with the support of the Head of Chemistry.

- vii) To take a proactive and lead role in Health and Safety requirements. To include taking the lead on maintaining appropriate and up to date risk assessments and Health and Safety requirements within the department and keeping records of such. Assist the Head of Chemistry in annual Health and Safety reviews of the department and inform them of any Health and Safety concerns they may have.
- viii) Take a lead in keeping abreast of latest developments and requirements and informing Chemistry staff accordingly, including COSHH. Also liaising with the Health and Safety Advisor in school.
- ix) Dispose safely of chemical residues and other waste materials in accordance with CLEAPPS guidelines.
- x) Assist the Head of Chemistry in managing the departmental budget when appropriate.
- xi) Assisting teachers/ students in the classroom with practicals as required and directing the second technician with this.
- xii) Manage the Departments subscription to the LabLogger, to include making updates when there are timetable changes or changes to practicals in the department.
- xiii) Set up and test demonstration experiments and ensure that they will work well. Trialling and researching practicals and feeding this back to the Chemistry Department.
- xiv) To carry out any other reasonable tasks requested by the Head of Chemistry. This would include maintaining display work in the Department laboratories and some light photocopying during school holidays and during quiet periods in term time.
- xv) To have responsibility over your own professional development through training and courses with support from the Head of Chemistry.

## **5 ESSENTIAL REQUIREMENTS FOR THE POSITION**

- i) Laboratory technician experience in Chemistry

- ii) MS Office IT experience
- iii) The ability to work independently with little supervision
- iv) Initiative: a 'doer' – follows through actively to a successful conclusion; alternatively seeks out opportunities to make a contribution and work with others
- v) Proven organisational skills – plans, organises, prioritises in a productive manner
- vi) Excellent communication and interpersonal skills

## **6 TERMS**

The salary for the post will be up to £40,000 per annum. Benefits include a contributory staff pension scheme, lunches are provided and a discounted membership to our on-site gym.

## **7 SAFEGUARDING**

UCS is fully committed to the welfare and safeguarding of children. All applications for this post must be prepared to undergo child protection screening and a full Disclosure Barring check.