

JOB DESCRIPTION

Name:

Job Title: Chemistry Technician

Line Managers: Head of Department
Office Manager

Summary of Job

To work as a member of a team providing a technician support to the Science part of the Division with particular but emphasis on service to the Chemistry Department and the related elements of the curriculum.

Responsibilities

1. Preparing apparatus, materials and solutions and setting up/checking equipment and materials for use in practical classes and practical examinations. Setting up and carrying out demonstrations. Retrieving and clearing away materials etc.
2. Basic construction and modification of apparatus.
3. General maintenance (including cleaning) of equipment and basic maintenance of general laboratory services and facilities. Reporting faults to the Head of Department. Repairing equipment within personal specialism and referring to other technicians for specialist assistance. Obtaining quotes from outside repairers.
4. Assisting in practical classes as directed by a member of staff. In the absence of staff distributing pre-set work to students but **not** supervising classes.
5. Participating in the organisation and storage of equipment, materials and apparatus as required.
6. Maintaining stock levels in specialist subject areas, notifying the Head of Department of shortages. Placing orders as requested, making local purchases and checking deliveries.
7. Disposal of waste laboratory materials as directed, in accordance with established guidelines.
8. Participating in the maintenance of satisfactory standards of health, safety and security in relation to the science departments, in accordance with College and Divisional Policy and external Health and Safety requirements and guidance.
9. Attend department meetings as requested.
10. Attend and assist in the presentation of displays for Open Evening.
11. Assisting with departmental clerical tasks such as stock records, photocopying, placing orders, stock taking, inventory, financial records, records of the testing of equipment (including fume cupboards).
12. Other appropriate technician duties as requested by the appropriate Head of Department / the Divisional Director.

13. To demonstrate an awareness and commitment to equality and diversity, health and safety and safeguarding.
14. To do other tasks as reasonably requested by the Principal from time to time.

This job description may be varied according to the needs of the College from time to time.