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| University College SchoolFrognalHampstead LONDON NW3 6XHTel: 020 7433 2140Fax: 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 1100 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 judgment. For further information about UCS, refer to our website [www.ucs.org.uk](http://www.ucs.org.uk)

1. **JOB DETAILS**

 Job Title: Chemistry Technician (8.30 am – 16.30 pm: 35 hours per

 week). Required as soon as possible.

 Location: Senior School, Frognal, Hampstead

 Salary: £33,400.00

1. **JOB PURPOSE**

 To support and assist the teaching activities of the Chemistry Department.

1. **DIMENSIONS**

 The Chemistry Technician reports functionally to the Senior Chemistry

Technician who reports to the Head of Chemistry, with the Director of Operations

 having overall responsibility for all support staff.

1. **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.

i Working with the subject Technicians in the preparation of teaching materials

 and preparing teaching areas with the necessary materials/equipment.

ii As required, ensuring that lesson areas are cleaned/tidied up after being used for

 practical teaching activities.

iii Assisting with the maintenance of equipment, including cleaning of equipment after use.

iv Notifying the subject Technicians of low stock levels or equipment requiring maintenance/repair.

v Assisting, as applicable, with the implementation of the required Health and Safety procedures.

vi Photocopying materials/worksheets as required.

vii As required, purchasing of materials.

viii Assisting, as required, with technical support in the Biology and Physics

departments.

1. **REQUIREMENTS FOR THE POSITION**

*(This section is used at the time of recruitment however it is a useful guide when the person is in the job concerning up to date technical expertise and skills required for the post as these can be translated into professional development and training requirements as required.)*

 i Previous experience as a Chemistry Technician in an educational setting or Chemistry background and experience in a laboratory environment is essential.

 ii The ability to complete specified tasks, within the required timeframes (these are normally very tight) with little supervision.

 iii Excellent communication and interpersonal skills and the ability to work constructively with a small team of people is essential.

 iv A First Aid qualification is not essential, but is desirable (training will be provided if necessary).

Note: Health and safety training will be provided where required.

1. **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.