



PRAESTAT OPES SAPIENTIA

HAMPTON SCHOOL

ASSISTANT CHEMISTRY TECHNICIAN (2 POSITIONS)

Part-time, Term Time

1 September to May half term each academic year

8:30am to 1pm

Job Description

Job Title: Assistant Chemistry Technician (Part-time, 2 posts)
Reporting line: Senior Technician, Head of Chemistry or Bursar in their absence
Location: Hampton School

The closing date for applications is Monday 19 June 2017 at 9.00am.

Role Summary

Hampton School requires two Assistant Science/ Chemistry Technicians to join the Chemistry department. The primary role is to clean and maintain equipment and to provide support across the eight Chemistry laboratories.

The appointment is part time (8:30am to 1pm) in term time from the start of the Autumn term (September) to May half term each academic year.

The Technicians are responsible for supporting the Chemistry Department in teaching boys aged 11 to 18. The department has two Preparation Rooms and eight Chemistry Laboratories. The Science Departments share an ICT Laboratory that is located within the Biology Department.

The Assistant Chemistry Technician, as a member of the Support Staff, is ultimately accountable to the Bursar. However, on a day-to-day basis he/she will work under the supervision of the Senior Technician and Head of Chemistry, and be expected to work in co-operation with all members of the department.

Each of the three science disciplines, Chemistry, Biology and Physics, runs independently of each other in separate floors with their own technical staff.

The main responsibilities and duties of the post are:

- To assist in maintaining laboratories in a clean and tidy condition and checking services periodically, reporting any deficiencies or defects to the Senior Technician
- Cleaning (washing up), care and maintenance of equipment
- To assist in the preparation of class practicals, maintenance of equipment, general servicing of laboratories, ordering materials and equipment
- To supply teaching materials to the laboratories as and when required by the teaching staff
- Keeping cupboards / drawers clean and stocked as required
- Responsibility for all necessary washing up within the department (glassware, etc) and for arranging the department laundry
- To assist with the general security of and safety within the department

May 2017

- Checking and stamping Text Books for issue to pupils; also repairing books as necessary
- To carry out other duties appropriate to his/her experience and ability which the Senior Technician might reasonably expect from time to time.

Please note that there may be some changes and additions to the above. This document is designed to provide applicants with a “flavour” of the position and responsibilities and is not necessarily comprehensive, however, the employee may be called on to perform other tasks as directed by the Head of Chemistry, Bursar, Headmaster or anyone acting on their behalf

Person Specification

- Previous experience of working in this environment
- A smart appearance, friendly/polite demeanour and good communication skills
- Be flexible and adaptable in order to meet the ever-changing needs and priorities
- The ability and willingness to learn new skills
- A willingness to assist and deal confidently with staff
- Excellent administrative skills
- The ability to work on your own initiative
- To be organised and methodical in your approach, cheerful, well-presented, work co-operatively within the team and be prepared to assist with whatever appropriate tasks as directed
- No formal technician training or qualification is essential however would be desirable.
- You will possess good interpersonal skills, be a team player and have the ability to learn quickly and integrate into a busy Department

Other

- To act as Fire Marshal and First Aider as required. Training will be provided.
- Any other reasonable tasks required by the Headmaster and/or Bursar in association with the above role.

Please note that there may be some changes and additions to the above, which will be discussed before implementation and changes may occur as the post develops. This document is designed to provide applicants with a “flavour” of the position and responsibilities

Training

- Where necessary, to undergo on the job training under the general direction of the Head of Department to increase competence, proficiency and safety awareness.
- To attend INSET training outside the school where appropriate to increase competence, proficiency and safety awareness.

Equal Opportunities

It is the policy of Hampton School to provide equal employment opportunities for all qualified individuals; and, to prohibit discrimination in employment on any basis protected by applicable law, including but not limited to race, colour, religious creed, marital status, sex, sexual orientation, ancestry, national origin, age, medical condition or disability. Hampton School promotes equal employment opportunities in all aspects of employment through positive employment policies and practices.

If any special requirements are required to attend an interview please inform the School.

Safeguarding

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Safeguarding Policy and Procedures at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to the School's Safeguarding Designated Persons or to the Headmaster.

HAMPTON SCHOOL - SALARY AND OTHER BENEFITS

1. Salary

The salary will be based on the Hampton School Scale for Support Staff. The salary will be £12.55 per hour which is made up of £11.20 basic pay plus £1.35 holiday pay. The Governors review salary Scales each year to ensure they remain competitive; it is paid by bank transfer on the 25th of the month, or next working day thereafter.

2. Hours and Holidays

Hours are to be term time only in from September to May half term each academic year from 8:30am to 1pm.

Additional work is to be discussed and agreed with the Senior Technician and Bursar.

The remuneration package includes pay for holidays which are to be taken during School holiday periods. No holiday may be taken during term time and staff are required to be at School on Open Days.

3. Probation

The appointment is subject to the satisfactory completion of a twelve months probationary employment after which it will be confirmed, or extended for a further period not exceeding six months.

4. Notice

The minimum period to terminate employment is as set out below:

Period of continuous service	Minimum Notice
Less than one year	1 month
One year or more	2 months

Without prejudice to the Employer's right to summarily dismiss for gross misconduct, the minimum period of notice to which you are entitled is as set out below:

Period of continuous service	Minimum Notice
Less than one year	1 month
One year or more	2 months
Eight years but less than twelve years	One week for each year of continuous employment
Twelve years or more	Twelve weeks

Offers of employment will be made on merit and suitability of qualifications and experience, in pursuit of our policy of equal opportunities.

The School reserves the right to offer the post at any stage in the appointment process.

Non-contractual Benefits to staff

- **Pension**

You will be auto-enrolled into the relevant School pension scheme. The School offers the Teachers' Pension Scheme for teaching staff and a money purchase scheme with the Pensions Trust for support staff. Further details are available from the Bursary.

- **Death-in-Service Benefit**

In addition to any Pension Scheme benefits, the School currently has a policy which pays two years' salary in the event of the death of a member of staff to nominated dependant(s). Age restrictions apply to this policy.

- **Health Care**

The Governors currently provide Health Care for all members of staff earning above an annual threshold only if they join at the start of their employment. Further details may be obtained from the Bursar. Age restrictions apply to the Healthcare policy. The school also offer a Medicash policy to all staff.

- **School Fee Reduction**

Child(ren) of teaching staff at Hampton School or Hampton Pre-Prep and Prep School may upon passing the entrance assessments be eligible at the discretion of the Governors for a reduction on the basic tuition fees. Currently, the School also has an agreement with The Lady Eleanor Holles School for Girls for a reduction in tuition fees. The continuance of School fee reduction provision is at the Governors' discretion.

- **Cycle to Work Scheme**

The School allows staff with an employment contract for 12 months or more to purchase a cycle though the 'cycle to work' scheme to ride to work. Further details are available from the Bursar.

- **Childcare Vouchers**

The School allows staff access to a childcare voucher system by means of a salary sacrifice scheme. Further details are available from the Bursar.

- **Eye Tests**

In September each year members of staff receive a voucher for a free eye test at nominated opticians.

- **Personal Accident Insurance**

Members of staff are covered for permanent disability resulting from an accident, whether at School or elsewhere.

- **Drinks and Snacks**
Members of staff are provided, at no cost, with tea/coffee and light snacks during the day.
- **Lunch**
Lunch is provided to members of staff at no cost.
- **Sports Travel to School on Saturdays**
Staff running teams can claim expenses for travel to and from School for Sports matches.
- **Use of Private Vehicle**
Subject to a journey being approved by the Facilities Manager, Deputy Bursar, Bursar or The Headmaster, members of staff can use their private vehicle for School journeys during working hours. The insurance will be under the School insurance and staff can claim for the mileage.
- **Blood Pressure**
The School Nurse can check your blood pressure. S/he is not able to give staff medical advice and staff must rely on their own medical advisor.
- **Counselling**
One of the School Counsellors may be able to see staff on a limited basis. If prolonged counselling support is required a charge may be made.
- **Sports Therapy**
The School has a member of staff specialising in Sports Therapy who may be able to assist with Sports injuries on a limited basis. If prolonged therapy is required a charge may be made.
- **Multi-Gym**
The School multi-gym is available for use by staff. Induction is required and conditions apply. The school accepts no liability for use by staff.
- **Sporting Facilities**
Limited use by staff of the facilities is available. Use needs to be agreed in advance with the Bursar or Deputy Bursar who will consult the relevant games/PE staff. Use for events such as parties is available but will be treated as a formal letting.
- **Parking**
Currently staff parking on site is permitted. All those who wish to park must obtain a permit from the Front Office.

The above non-contractual benefits are currently available to members of staff. They are at the discretion of the Governors, who reserve the right to withdraw them without notice.

Further details of the School are available on the website.



HAMPTON SCHOOL

(HMC 1270 boys 11-18, 380 in Sixth Form)

ASSISTANT SCIENCE (CHEMISTRY) TECHNICIANS
PART-TIME, TERM TIME ONLY

Hampton School requires two Assistant Science (Chemistry) Technicians to join the Chemistry department. The primary role is to clean and maintain equipment and to provide support across the eight Chemistry laboratories. The appointment is part time (8:30am to 1pm) during term time from the start of the Autumn term to May Half term each academic year.

Applicants should be qualified to a minimum of GCSE or O-level in Science and previous experience as a technician would be desirable. Being able to work in a team and enthusiasm are essential and ICT skills would be an asset.

Salary will be £12.55 per hour with other benefits.

The closing date for applications is 9.00am on Monday 19 June 2017.

Further details and an application form may be obtained from the Hampton School website www.hamptonschool.org.uk. Application forms to be emailed to recruitment@hamptonschool.org.uk.

Hampton School is committed to safeguarding and promoting the welfare of children and the successful applicant will be subject to child protection screening appropriate to the post, including checks with past employers and an enhanced disclosure through the DBS.

Company No 06264434, Registered Charity No 112005