



## **JOB DESCRIPTION**

### **CHEMISTRY TECHNICIAN**

Full Time, Term Time (plus 1 week)

**Job Title:** Chemistry Technician  
**Reporting line:** Head of Chemistry or Bursar in their absence  
**Location:** Hampton School

### **HAMPTON SCHOOL**

Hampton is one of the country's leading, most successful and best-resourced independent schools and has been helping boys to fulfil their potential and realise their aspirations for nearly 460 years. We are a lively, friendly and caring School community, where innovative teaching is underpinned by strong shared values and complemented by outstanding pastoral care. We aspire to enable our boys not only to make sense of the world but also to want to go out and improve it.

The School's examination results and university entrance record consistently rank among the very best achieved anywhere, while the very wide range of co-curricular activities on offer provides each boy with the opportunity to shine and the means to explore new interests. Nearly all our leavers go on to undergraduate courses at Russell Group or equivalent universities/medical schools. Around 25 Hamptonians gain places at Oxford and Cambridge each year; an increasing number go on to study at US Ivy League universities, often on academic and sporting scholarships. Our alumni network is extremely strong and former pupils remain very interested in their School, in no small part due to the exceptionally warm and mutually respectful relationships enjoyed between staff and pupils.

Situated on a green field site in a leafy suburb of South West London, we are fortunate to have over 27 acres of playing fields within our spacious grounds and a generous investment programme ensures that our pupils and staff enjoy the use of first-class facilities across all areas of School life. These include a state-of-the-art, all-weather 3G sports ground, a large Sports Hall and The Hammond Theatre, along with an excellent library and specialist facilities for Art, Science, Technology, IT and Languages. In terms of future projects, we are looking forward next to the opening of our new Sixth Form Study Centre in Autumn Term 2018. The Millennium Boat House, shared with our neighbouring girls' school, Lady Eleanor Holles, enjoys a prime location on the nearby River Thames and provides the focal point for our renowned and highly successful Boat Club.

Visitors from the Independent Schools Inspectorate (ISI) concluded in March 2016 that Hampton's academic and all-round excellence merited the rarely awarded ISI assessment of pupils' achievements and learning as being 'Exceptional'. The inspection team's findings in all other areas were similarly pleasing and the highest possible judgements were achieved across the board. Further information and a copy of the full ISI report can be found on the School website.

We hope you share our vision for an inspiring, modern and exciting education. Further information for prospective teaching staff can be found at: <https://hamptonschool.org.uk/teachingathampton>

## **Role Summary**

Hampton School requires a Chemistry Technician to join a vibrant and popular Chemistry department. The primary role is to support the teaching of Chemistry within the department by setting up and clearing away all the chemicals, apparatus and equipment necessary for the practical work undertaken by the students.

The Technicians' team consists of two Chemistry Technicians plus two part-time Assistant Chemistry Technicians. The Technicians' team 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 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 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 with their own technical staff.

### **The main responsibilities and duties of the post are:**

- To set up and clear away all the chemicals, apparatus and equipment necessary for the practical work undertaken by the students, liaising closely with the teaching staff responsible
- To prepare chemical solutions where necessary
- To maintain the laboratories in a clean and tidy condition and checking services periodically, reporting any deficiencies or defects to the Head of Department or Facilities Manager.
- To manage all necessary cleaning, care and repair of equipment and departmental laundry
- To assist in stock taking and ordering of chemicals/ equipment and to check deliveries from suppliers and report discrepancies. To make local purchases as and when necessary
- To check and stamp textbooks for yearly issue to pupils
- To monitor the working environment with regards to Health & Safety and to make recommendations where necessary
- Keeping cupboards / drawers clean and stocked as required
- To store, catalogue and coordinate the departmental resources and other media
- To be responsible for the general security of and safety within the department
- Ensure chemicals are correctly identifiable and labelled accordingly and with suitable Health & Safety symbols
- To carry out other duties appropriate to his/her experience and ability which the Head of Department 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**

**The successful candidate will demonstrate the following essential skills, experience and qualifications:**

- A commitment to the safeguarding and wellbeing of pupils at Hampton School
- Previous experience of working in a laboratory environment is essential and a formal Chemistry qualification would be desirable
- A knowledge of CLEAPSS guidance or willingness to be trained in the health and safety aspects of a safe laboratory environment
- A genuine interest in helping pupils to develop safe chemistry skills to enable them to reach their full potential and assisting them as required
- Energy, commitment and enthusiasm, directed towards the smooth running of a challenging, demanding and progressive department
- Be flexible and adaptable in order to meet the ever-changing needs and priorities
- To be organised and methodical in your approach with the ability and willingness to learn new skills
- A willingness to assist and deal confidently with both pupils and staff across the School
- Excellent communication and administrative skills and the ability to work on your own initiative
- To be professionally presented with a friendly/polite demeanour and good communication skills to work co-operatively within the team and be prepared to assist with whatever appropriate tasks as directed
- 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.

## **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 £21,546 (full-time equivalent being £28,081). The Governors review salary Scales each year to ensure they remain competitive; it is paid by bank transfer on the 25<sup>th</sup> of the month, or next working day thereafter.

### 2. Hours and Holidays

Hours are 8.30am – 4.30pm term time only (approx. 35 weeks per annum) plus 1 week during the School holidays.

Additional work is to be discussed and agreed in advance with the Head of Chemistry and Bursar.

The remuneration package includes pay for holidays which are to be taken during School holiday periods. No holiday may be taken during Hampton School 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**

#### **1. Pension**

The School offers the Teachers' Pension Scheme for teaching staff and a money purchase scheme for support staff. Further details are available from the Bursar.

#### **2. Death-in-Service Benefit**

In addition to any Pension Scheme benefits, the School currently has an insurance 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. Staff are automatically covered by this insurance policy.

#### **3. Health Care Insurance**

The School provides Health Care insurance for all members of staff earning above an annual threshold **only if they join at the start of their employment and subject to any terms and conditions and the School's eligibility requirements.** Further details may be obtained from the HR Department and Bursary. A Medicash healthcare cash plan is also offered. This is an opt-in insurance policy.

#### **4. School Fee Reduction**

Children of staff at Hampton School or Hampton Prep may, upon passing the entrance assessments, be eligible at the discretion of the Governors for fee remission on the basic tuition fees. Currently, the School also has an agreement with our neighbouring girls' school, Lady Eleanor Holles School, for a reduction in tuition fees. (Subject to the School's eligibility requirements).

#### **5. Cycle to work scheme**

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

#### **6. Personal Accident Insurance**

Staff are covered for partial or permanent disability resulting from an accident, whether at School or elsewhere. Further details are available from the Bursary.

#### **7. Drinks and snacks**

Staff are provided with tea/coffee and light snacks at no charge.

#### **8. School Lunch**

A School Lunch is provided for staff at no charge. Members of staff at the senior school have access to a private staff dining room.

#### **9. Sports Travel to School on Saturdays**

Staff running teams may claim expenses for travel to/from School for Sports matches.

#### **10. Use of private vehicle**

Subject to a journey being approved by the Facilities Manager, Deputy Bursar, Bursar or Headmaster, 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 mileage.

**11. Blood Pressure**

The School Nurse can check your blood pressure. She is not, however, able to give staff medical advice and staff must rely on their own medical adviser.

**12. Counselling**

One of the School Counsellors may be able to see staff on a limited basis. If prolonged counselling is required then a charge may be incurred.

**13. 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 incurred.

**14. 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. Staff also have access to the swimming pool at Lady Eleanor Holles School.

**15. Sporting Facilities**

Use of School sporting facilities is available, subject to availability. Any such use must be agreed in advance with the Bursar or Deputy Bursar, who will consult with the relevant Sport & PE Department staff. Use for events such as private parties may be available, but will be treated and charged as a formal letting.

**16. Parking**

Staff parking on site is currently permitted, subject to availability of an approved parking space.

**All members of staff who wish to park on site must obtain a permit from the Bursary.**

*The above non-contractual benefits are currently available to staff. They are provided 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.

**Please note all appointments are subject to the Hampton School Trust Recruitment, Selection and Disclosure Policy and Procedure.**

**October 2018**