



APPOINTMENT OF

# ASSISTANT CHEMISTRY TECHNICIAN

PART TIME FROM SEPTEMBER 2022





# 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 over 460 years.**

We are a lively, friendly and caring School community, in which 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. Hamptonians are expected to aspire to personal best while supporting those around them with kindness..

The School's examination results and university entrance record consistently rank among the best achieved anywhere. Nearly all Hampton leavers go on to undergraduate courses at Russell Group or equivalent universities. Between 20 and 30 Hamptonians are offered places at Oxford and Cambridge annually and 43 young men among the Class of 2020 have moved on to global top-10 universities; an increasing number go on to study at US Ivy League universities, often on academic and/or 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 Hampton staff and their 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 pupils and staff benefit from first-class facilities across all areas of School life. These include a state-of-the-art 3G sports ground, a large Sports Hall and The Hammond Theatre, along with an excellent library and specialist facilities for Art, Music, Science, Technology, IT and Languages and our recently opened Sixth Form Study and Careers Centre. 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 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 being 'Exceptional'. The inspection team's findings in all other areas were similarly pleasing and the highest possible judgements were achieved across the board. A further Regulatory Compliance Inspection (RCI) in 2019 reported the School to be fully compliant. A copy of the full ISI reports can be found on the School website.



# ASSISTANT CHEMISTRY TECHNICIAN

Hampton is one of the country's foremost academically selective independent schools and this is an excellent opportunity to join a vibrant and successful department in a happy, high-achieving setting.

This is an excellent opportunity to join a vibrant and highly successful department in an outstanding School.

Technicians are responsible for supporting the Chemistry Department in teaching boys aged 11 to 18, by providing support across ten Chemistry laboratories, assisting in the preparation of class practicals, ensuring laboratories are clean and tidy, washing up within the department (glassware, etc) and assisting with the general security of and safety within the department.

The Chemistry department has four Technicians. The Assistant Chemistry Technician, as a member of support staff, is ultimately accountable to the Bursar, however, on a day-to-day basis will work under the supervision of the Technicians and Head of Chemistry, and will 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.

**Closing date for applications:**  
9am 20<sup>th</sup> June 2022.

Further details about the post and an application form are available on the School website's vacancies page [www.hamptonnschool.org.uk/contact/jobsvacancies/](http://www.hamptonnschool.org.uk/contact/jobsvacancies/).





# ASSISTANT CHEMISTRY TECHNICIAN

**Reporting line:** Bursar and Head of Chemistry

## THE DEPARTMENT

Chemistry is a hugely popular subject at Hampton. Pupils study Chemistry as a separate science from the start of the First Year, with all boys taking GCSE Chemistry in Fifth Year and a significant proportion of boys electing to continue with Chemistry into the Sixth Form, taking one of the three courses we offer:

- OCR Chemistry A Level
- OCR Chemistry AS Level

The Department consists of four laboratory technicians and ten teachers, all of whom convey their passion for this wonderful subject through intellectually stimulating and engaging courses. The subject is taught in ten well-equipped laboratories, each with the facility for data projection. Additionally, the department has a seminar room and use of the Science IT Laboratory.

There is also a large department office with photocopying and printing facilities as well as plenty of storage for the department's resources.

Our young chemists excel in many areas: in GCSE examinations almost 94% of pupils achieved a grade 9-7 in 2019. The boys regularly receive Gold and Silver certificates in national competitions such as the Chemistry Olympiad and the Cambridge Chemistry Challenge.

Extension classes are offered to those applying to Oxbridge and to Chemistry-related courses. Again, results are outstanding, in 2019, 95% of students achieved at least a B grade (or equivalent) across A level and Pre-U. A phenomenal 96% of students achieved a D1 or D2 grade in Pre-U Chemistry.



## KEY RESPONSIBILITIES

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- To assist in maintaining laboratories in a clean and tidy condition and checking services periodically, reporting any deficiencies or defects to the Technicians
- 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
- Checking and stamping Text Books for issue to pupils; also repairing books as necessary
- To carry out other duties appropriate to their experience and ability which the Technicians might reasonably expect from time to time
- To attend in whole school and departmental INSET and contribute to the evaluation of the Chemistry curriculum.





# PERSON SPECIFICATION

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**The successful candidate will be able to demonstrate the following skills, qualifications and experience.**

- A commitment to the Safeguarding and wellbeing of pupils
- A good GCSE Science, English Language and Mathematics or equivalent
- Awareness of Health and Safety issues (First Aid training will be provided if required)
- Calmness and efficiency, with the ability to work under pressure at times
- 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

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- 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. 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 Headmaster or anyone acting on their behalf.*

## TRAINING

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- 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.

## SALARY

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The salary will be based on the Hampton School Scale for Support Staff and be commensurate with experience.

This is a permanent part-time position, Monday to Friday, term time only from 8:30am to 1pm.

Additional work is to be discussed and agreed with the Technicians 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.

The annual leave entitlement is 26 working days per academic year.

The Hampton School Trust Governors currently offer the following non-contractual benefits to staff, subject to any terms and conditions and the School's eligibility requirements: private medical insurance (PHC); death-in-service benefit insurance policy; a Medicash healthcare cash plan; enrolment in appropriate Pension Scheme, personal accident insurance, School fee remission, cycle to work scheme, lunch, sports facilities and counselling.

Please note that the above list is not exhaustive and non-contractual benefits are provided at the discretion of the Governors.





## EQUAL OPPORTUNITIES

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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 or access arrangements are required to attend an interview, please inform the School.

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

## SAFEGUARDING

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The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact will be to adhere to and ensure compliance with the School's Safeguarding Policy and Procedures at all times. The School reserves the right to offer the post at any stage in the appointment process.

Further details of the School are available on the website.

This post involves working with children, it is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.

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





**Closing date for applications:**  
**9am 20<sup>th</sup> June 2022**

For an informal discussion about the role and requirements, please contact  
Human Resources [recruitment@hamptonschool.org.uk](mailto:recruitment@hamptonschool.org.uk) or  
call **020 8979 5526**.

Further details about the post and an application form are  
available on the School website's vacancies page.

Hampton School, Hanworth Road, Hampton, Middlesex, TW12 3HD

**[www.hamptonschool.org.uk](http://www.hamptonschool.org.uk)**