



## **ASSISTANT CHEMISTRY TECHNICIAN** **(from early February to the end of the summer term 2022)**

Abingdon School is seeking to appoint an enthusiastic and self-motivated candidate to join our team of science technicians from early February to the end of the summer term. This is a part-time role working 15 hours per week: 1.00 – 4.00pm, Monday – Friday, during term time only.

This role will be based in the Chemistry department within our purpose-built Yang Science Centre which opened in 2015. Facilities are excellent and science is a popular subject with the pupils. Additionally, within the department is a thriving outreach programme, Abingdon Science Partnership, working with local primary and secondary schools as well as a number of other organisations.

Good organisational and problem solving skills with a positive 'can do' attitude are essential requirements and a knowledge of school level Chemistry is preferential.

Please see the job description attached for full details and for instructions on how to apply.

**Closing date: Monday 24 January 2022 (midday)**

***Early applications are encouraged and we may appoint before the closing date.***

*Abingdon is committed to safeguarding the welfare of children and young people and expects all staff to share this commitment. All appointments are subject to a satisfactory enhanced DBS check.*

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[www.abingdon.org.uk](http://www.abingdon.org.uk)



## **ASSISTANT CHEMISTRY TECHNICIAN**

**(from early February to the end of the summer term 2022)**

**Location:** Abingdon School  
**Department:** Chemistry  
**Reports to:** Science Co-ordinator

### **DUTIES & RESPONSIBILITIES**

The duties and responsibilities highlighted in this job description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post. Duties will include, but not be limited to -

- Delivering apparatus to labs for experiments and clearing away at the end of lessons
- Washing glassware
- Restocking labs with glassware and standard equipment
- Simple experiment preparation
- Photocopying resources

In addition to the above, all staff share responsibility for achieving safe working conditions. The postholder must take care of their own health and safety and that of others, observe applicable safety rules and follow instructions for the safe use of equipment.

The postholder has a responsibility under health and safety legislation:

- To cooperate on all matters related to health and safety including the investigation of any incident.
- To use any equipment or personal protective equipment (PPE) provided for them correctly, in accordance with training and instructions. To ensure that any equipment fault or damage is reported immediately to the line manager. No member of staff should attempt to repair equipment unless trained to do so.
- To report any health and safety concerns to the line manager as soon as practicable.
- To report any accidents and injuries at work however minor.
- To be familiar with the fire safety instructions displayed on notice boards and near fire exits in the workplace.
- To read and confirm understanding of the Foundation's Health and Safety Policy.

## PERSON SPECIFICATION

### Essential

- Good interpersonal skills
- Ability to work as part of a team
- Ability to follow instructions
- Punctual and reliable with a flexible approach
- Displays commitment to the protection and safeguarding of children and young people
- Values and respects the views and needs of children and young people

### Desirable

- Experience of working in a laboratory environment
- Basic understanding of school level Chemistry

## TRAINING REQUIREMENTS

The following mandatory training will be provided:

- COSHH Training
- Cyber Security Training
- Equality & Diversity
- Fire Awareness
- Health & Safety Induction
- Manual Handling
- Personal Protective Equipment
- Safeguarding Training (Triennial)
- Working at Height

## HOURS OF WORK

This is a part-time role working 15 hours per week, Monday - Friday, 1.00pm to 4.00pm, on a casual basis during term time from early February until the end of the summer term.

## RATE OF PAY

The rate of pay is £10.20 per hour inclusive of a pro-rata holiday entitlement.

## NOTES AND HOW TO APPLY

1. This temporary role is immediately available (start date is dependent on completion of pre-appointment checks).
2. Candidates must have the right to work in the UK.
3. To apply, candidates should submit a full CV to Richard Fisher, Science Coordinator by email [richard.fisher@abingdon.org.uk](mailto:richard.fisher@abingdon.org.uk) by **Monday 24 January 2022**.
4. Early applications are encouraged and we reserve the right to appoint before the closing date.
5. Informal visits are welcome, please email [richard.fisher@abingdon.org.uk](mailto:richard.fisher@abingdon.org.uk).
6. Successful candidates will be contacted to arrange a Zoom interview.

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