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# Role Description

## Job Title: Senior Chemistry Technician

## Reports to: Head of Chemistry

## Job context

Uppingham School, founded in 1584, is a leading co-educational independent boarding school. Its 800 pupils, aged 13-18, are accommodated in 15 boarding houses, taught by over 20 academic departments, and participate in numerous extra-curricular activities such as sports, music, and drama. The academic programme is supported by business units responsible for marketing, estates, finance, human resources, IT, catering, cleaning, health and safety, and the School’s trading subsidiary. The School employs almost 600 staff and operates seven days a week during term-time.

The academic structure, managed by the Headmaster, is supported by bursarial ‘enabling’ departments responsible for buildings, grounds, finance, catering, the school-wide IT network, HR, marketing, fundraising, domestic affairs, health care, sports centre, and the School’s trading subsidiary.

Uppingham School has the highest ambitions for science education. Not only have we built the very best building for teaching science in the country, but we aspire for Uppingham to be the national centre for excellence in science education in the United Kingdom.

A large number of our pupils choose to study chemistry at GCSE and A level, with many carrying on with their chemistry studies to higher level after leaving Uppingham with a significant number going to Oxbridge and Russell Group universities each year. At Uppingham, chemistry is taught as a separate science subject from Year 9 onwards with boys and girls studying AQA GCSE then followed as an A level option by Edexcel A level in the Sixth Form.

## Job purpose

The main importance of the role is to lead in the provision of technical and administrative support within the Chemistry Department. The successful applicant will also be an integral member of the Science Department Technical Team reporting to the Head of Chemistry.

The senior chemistry technician will need to be a friendly and approachable as well as a clear and logical thinker. They will also have good problem solving and organisational skills and their ability to work as a member of a team will be crucially important.

Much of the role will be to support the teachers in the department to help them deliver a first-class education in chemistry. In this department, teachers work very closely with the technicians to ensure that experimental work forms a key and central part of a pupils’ chemistry education.

A willingness to communicate clearly with others and to work with others as a team with common expectations, aims and aspirations will be key. It is also crucial that technicians demonstrate flexibility, for example, the ability to manage days that can vary considerably from one day to the next, and changes that need to be made to planning at short notice. Being an extremely busy department, the ability to be patient, tolerant, and display good humour will be extremely helpful in ensuring that a busy day’s work is achieved successfully.

Please note this job description outlines the main duties and responsibilities of the position and is designed for the benefit of both the post holder and Uppingham School in understanding the prime functions of the post.  It should not be regarded as exclusive nor exhaustive as there may be other duties and requirements associated with and covered by the post.

## Your accountabilities

1. Training, managing and supervising the chemistry technical team
2. Following safety procedures within the relevant guidance and keeping up to date, for example, using CLEAPSS advice
3. Preparing, setting out and clearing away apparatus and equipment
4. Preparing experiments and demonstrations
5. Assembling, making, and repairing equipment
6. Servicing the laboratories and other practical areas in the department, maintaining class sets of equipment kept in each laboratory
7. Stock keeping and advising team leader of impending shortfalls
8. Preparing the requirements of individual projects and required practicals, with practical work being trialled beforehand
9. Helping and advising staff with their apparatus needs
10. Checking inventories and maintaining records

## Qualifications, skills and experience, personal qualities required

**Qualifications**

* Qualifications relating to chemistry. (Desirable)

**Knowledge, skills and experience**

* Experience of working in a technical science role
* Some expertise in chemistry and a willingness to develop skills and knowledge in all three sciences
* A good level of manual dexterity
* IT literate and familiarity with Microsoft Office – Word, Excel, Outlook

**Personal qualities**

* Excellent organisational and administrative skills
* Sound team working skills
* A flexible, tolerant and adaptable approach to work and people
* Willingness to learn and soak up information and experience
* Ability to deal efficiently with multiple tasks, prioritise them, delegate appropriately and communicate clearly
* Common sense
* Resilience
* An approachable manner

**Terms and conditions**

Working hours Monday-Saturday 39 hours per week.

Working hours may need to be changed depending on the teaching timetable, and although this tends to remain constant from September each academic year, there are sometimes slight changes made to the timetable during the year, that mean that technical support needs refocussing at different times, particularly when a lot of experimental requirements are taking place simultaneously.

The working routine is term time, 32 weeks plus 4 weeks working within the school holidays (2 weeks over the summer holidays (first and final week of the holidays), 1 week over Christmas and 1 week over Easter); each week of holiday work comprising 35 hours per week.

Salary £23,443.96 per annum

Probation period 6 months

## Benefits

Pension scheme Defined contribution scheme: employee contribution matched by School by factor of two, up to 10% maximum.

Benefits

* 50% contribution to premiums for the School’s private health scheme
* Free Westfield Healthcare
* Free membership of dual-use Sports Centre (£25 annual joining fee)
* Free staff lunches in term-time
* School fee discount for children of Uppingham staff.
* 25% Holiday Club discount for children
* Retail, gym, supermarket, cinema and restaurant discounts
* Cycle to work scheme
* Employee Assistance Programme.
* Occupational Health Services
* Free annual flu jabs
* Recognised as a “Disability Confident” employer
* Recognised as a “Mindful” employer
* Discounted RAC membership
* Favourable rates and terms with local nursery
* Working towards investors in diversity

## Safeguarding

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 always ensure compliance with the School’s Safeguarding (Child Protection) Policy. If, while 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, they must report any concerns to the School’s Designated Safeguarding Lead (DSL) or to the Headmaster.

## Note

This Role Definition is not an exhaustive list of what may be expected of you in the role. It is non-contractual and may be amended by the School from time to time.

**Applications**

Applicants should complete the School’s application form, which can be obtained from the website ([www.uppingham.co.uk](http://www.uppingham.co.uk)) and returned, when completed, to recruitment@uppingham.co.uk, 01572 822216.

The HR Department

Uppingham School

High Street West

Uppingham

Rutland

LE15 9QD