



**MERCHANT
TAYLORS'
SCHOOLS**

For Boys and Girls
aged 4 to 18 years



**MERCHANT TAYLORS' SCHOOLS',
LIVERPOOL**

Appointment of

Chemistry Technician

Information for Applicants

Welcome to Merchant Taylors' Schools

Thank you for your interest in Merchant Taylors' Schools'. I am delighted that you are considering working here. As a member of the Professional Services Staff you would play a pivotal role in supporting the school to deliver the very best in academic and pastoral and Other Half opportunities to our pupils.

Please take some time to look at our website <https://www.merchanttaylors.com/>, as this will tell you a lot about us and give you a taste of the school environment.

Merchant Taylors' is an independent Day School, which provides education for boys and girls aged 4 to 18 years old. Based in Crosby, to the north of Liverpool city centre, we serve a wide catchment area across Liverpool, Merseyside, Lancashire and Cheshire.

Our Schools' is located on three sites, within walking distance of each other, the 'Schools' as a foundation incorporates 4 single sex schools with a co-educational reception to Year 2 department. The co-ed infants and junior girls are located on one site; junior and senior boys together on another site and the senior girls situated on the third site. Both senior schools have a dedicated single-sex sixth form.

Academic standards are high, with the best A Levels results for an independent school in the region, and there are excellent facilities for sport, music, art and drama. Whilst academic work is of prime importance, what happens in the classroom is only one aspect of a Merchant Taylors' education. Our aim is to deliver the best education for life.

The individual schools have all the benefits of single-sex education, however pupils also enjoy many opportunities to mix outside of the classroom through extra-curricular activities, drama productions and joint social events.

The Professional Services team led by the Director of Finance and Operations include the following functions; Finance, Procurement, Estates and Facilities, HR, ICT, Marketing, Admissions, Development and our Sports Centre business.

Founded in 1620 by John Harrison, citizen and Merchant Taylor of London, the Schools are proud of their historical links to The Merchant Taylors' Company and look forward to celebrating their 400th anniversary in 2020. This is an exciting time to join our Schools as we reflect upon our history, celebrate our community and focus on the future.

The Chemistry Department is one of the most successful departments in the school and is a popular choice for students at both GCSE and at A Level. A significant number of pupils move on to university to study Chemistry or a related subject, including Natural Sciences, Medicine and Veterinary Science.

The Chemistry Department consists of 4 full-time members of the teaching staff and is situated in 4 laboratories. The Chemistry technician is a key member of the team who helps the teachers deliver inspirational lessons which prompt curiosity in the students.



PROFESSIONAL SERVICES BENEFITS

Annual Leave

Full time staff benefit from 30 days annual leave (plus eight statutory bank holiday). The entitlement is pro rata for staff working part time or on a term time plus basis.

Employee Assistant Programme

Merchant Taylors' Schools' provides staff with a range of benefits to support them in everyday life including an Employee Assistance Programme.

Lunch

We pride ourselves on the exceptional quality and variety of the food we offer. Staff can enjoy free lunches in the Dining Hall during term time.

Parking

Free parking for staff is available on site.

Pension

Merchant Taylors' School runs a group pension scheme with Royal London into new staff are automatically enrolled on their first day of employment. The contribution rates are 4% from employee and 8% employer. Employees can contribute more percentage if you wish to.

Sports Centre Membership

Members of staff have automatic membership of the Gym, ay the Ian Robinson Sports Centre worth £16.50 per month during specially designed staff times.

Cycle to Work Scheme

The School is registered with Bike2Work for this Government scheme.

Merchant Taylors' Sports Centre - Ian Robinson Sports Centre



The Role

Job Description

Title: Chemistry Technician
Salary: Highly Competitive
Reporting to: Head of Chemistry

Job Summary:

To support subject staff in all areas of laboratory and technology lessons and to help provide a safe and efficient working environment within the department.

Key Responsibilities:

- To be accountable to teaching staff and Heads of Department
- To maintain all laboratory, preparation room and storeroom facilities and apparatus
- To ensure all equipment is in a safe working order
- To help ensure lessons run smoothly with regard to equipment and materials
- To report on any defects or faults
- Show due regard to the Health & Safety of yourself and others
- Stock Taking

Key Duties:

- Preparing apparatus and solutions for lessons as requested for the Chemistry staff lessons via requisitions, in advance of lessons, checking that all apparatus is clean and in good working order as it is prepared
- Setting out that apparatus in labs for Boys' use as requested by Chemistry staff
- Setting up demonstrations in labs and provision of data projector/laptop/OHP/video as requested, ensuring that all equipment is in good working order
- Collection of all apparatus from labs after lessons
- Organising and preparing practical experiments (see below for specifics)
- Making up solutions and labelling chemicals
- Trailing practical experiments and troubleshooting any issues
- Handling dangerous chemicals and materials including but not limited to concentrated acids/alkalis
- Understanding theories of practical experiments
- Keeping CLEAPSS/Hazards up to date
- Assisting in practical classes
- Ensuring labs are fully stocked with basic equipment
- Providing technical support to students and teaching staff including health and safety guidance
- Risk assessing technicians activities
- Maintaining display boards within department

Other responsibilities:

- Maintenance of all Chemistry equipment so that they are kept in good working order.
- Working with any member of Chemistry teaching staff to develop new experiments/demonstrations

- Systematic cleaning of all equipment in all labs
- Ordering of equipment/consumable supplies/textbooks via phone/fax/internet or post as directed by Heads of Department
- Informing Heads of Department of items which need replacing, re-ordering.
- Checking of invoices against deliveries
- Prompt return of goods received on approval which do not meet needs of department.
- Processing of invoices after signature by Heads of Department and keeping records of all invoices
- Identify equipment needing PAT testing and ensure that the equipment is made available to tester at required time
- Preparing computer and data-logging equipment for use within the Chemistry Department and assisting when necessary when they are in use in the rest of the Science Department
- Preparation of new text books for distribution to Boys'
- Preparation of apparatus and solutions to Examination Board specifications for practical examinations and maintaining confidentiality regarding instructions

Subject Specific Duties:

Chemistry

- Organising and preparing practical experiments from more basic, equipment-heavy and messy Y8 practical's to more complex, academically challenging A-Level Required Practical's
- Making deionised water
- Safe handling and storage of explosive chemicals
- Making up and restocking bench chemicals in labs
- Ensuring safety and security of highly volatile chemicals in the Chemistry Store
- Safe storage of non-disposable waste until collection by professional company

Qualifications

A 'Level in Chemistry and ideally have a Chemistry related degree.

Marketing:

- To be an ambassador for Merchant Taylors' School; representing the School with professionalism, enthusiasm and loyalty at all times
- To understand and appreciate the ethos, aims and objectives of Merchant Taylors' School, and be able to relate these to the wider community when required/asked
- To assist with Open Days and other events where applicable and as directed by the line manager

Safeguarding Statement

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Applicants will be required to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Service.

Application Process

Candidates should submit an application form to the Human Resources Department, Merchant Taylors' School, Liverpool Road, Crosby, Liverpool L23 0QP or alternatively email to recruitment@merchanttaylors.com

Closing date: **midday 26th November 2019**