



CHELtenham
COLLEGE

Senior Chemistry Technician

College 13-18

The College and The Prep

Cheltenham College is an independent boarding school located at the heart of the Cotswolds. It educates boys and girls from the ages of 3 to 13 years old at [Cheltenham Prep](#) and then from 13-18 at the senior school, [Cheltenham College](#).

Founded in 1841, College is the oldest of the Victorian public schools and is predominantly a boarding school of over 700 pupils, including a Sixth Form of approximately 320 pupils. The Prep School [3-13] is largely a day school of some 460 pupils. The schools are situated in their own spacious grounds near the centre of Cheltenham, a flourishing Cotswold town. Both schools are fully co-educational. They have fine academic records and a considerable reputation for sport, drama and music.

The Science Department

Science is taught in the College by a team of 20 teachers in a purpose-built single storey block, which houses the laboratories, prep rooms, a library, resources centre, workshop and offices. All pupils study either Triple Award Science or Double Award Science up to 16+. A considerable number choose to read one or more sciences at A level. Teaching is strongly oriented towards practical work and therefore the work of our technician team must be well-organised and of the highest quality. The Science Department in the College has 15 teaching laboratories. Biology, Chemistry and Physics each has its own preparation room, each run by a senior technician. In addition to this 2 science technicians assist across the three departments. The Prep School has 4 laboratories with one preparation room and is overseen by the Senior Prep School Science Technician.

The Chemistry Department

The Chemistry Department is a forward-thinking, progressive and dynamic place to be. Consisting of 5 laboratories, a main prep room, internal and external chemical stores, there is a significant amount of space to accommodate even the busiest of times throughout the year. From September 2026 there will be 6 Chemistry Department staff teaching 25 classes across year groups 9-13. The department is exceptionally well-stocked and well-equipped which is reflected in the practical work and demonstrations that are delivered to our pupils.

Key Responsibilities

To co-ordinate the use of practical resources, facilities and, provide assistance and advice in the practical needs of the Chemistry curriculum, including liaising with the teaching staff and support staff outside the Chemistry department:

- Plan, prioritise and coordinate the preparation and delivery of practical activities across all year groups (9-13), ensuring timely and efficient service.
- Prepare resources, equipment and practical equipment as required by Chemistry staff.
- Oversee the collation of tests, worksheets and other lesson resources (to include photocopying).
- Liaise closely with Chemistry teachers to interpret lesson and practical requirements.
- Give technical advice to teachers, technicians and pupils.
- Advise teaching staff on the feasibility and safety of practical activities.
- Have a knowledge of Health and Safety regulations and COSHH, drawing on CLEAPSS guidance.
- Carry out risk assessments in line with CLEAPSS guidance
- Collaborate with Senior Technicians in other science disciplines to support cross-curricular or interdisciplinary practical work.
- Collaborate with all technicians in the sharing of best practice and training.
- Contribute to departmental meetings when requested by the Head of Chemistry.

To ensure and promote the maintenance of a safe and healthy working environment:

- Conduct routine safety checks in laboratories and preparation rooms.
- Contribute to the assessment, monitoring and review of health & safety procedures.
- Keep up-to-date with procedures and practices through continuing professional development.
- Providing technical advice and support on health & safety issues to teaching and technical staff.
- Safe treatment and disposal of chemicals, including hazardous/toxic/harmful substances.
- Ensure all resources are prepared, labelled and available in advance of lessons (COSHH symbols).
- Store chemicals and equipment safely in accordance with COSHH regulations and CLEAPSS guidance.
- Dispose of chemical waste safely and in line with legal and environmental requirements.
- Check First Aid kits and carry out other safety checks, where appropriate.
- Organise, store and check the condition of chemicals and equipment.
- Maintain a departmental diary to ensure the smooth running of Prep Room.
- Meeting regularly with the Head of Chemistry to plan for the week ahead.

To contribute to the design, development and maintenance of specialist resources and/or long-term projects and offer professional guidance, assistance and support to pupils and teachers on the practical aspects of the curriculum:

- Develop, trial and refine practical activities to enhance safety and teaching and learning outcomes.
- Design and prepare specialist apparatus, models or demonstrations to support complex concepts.
- Support enrichment activities, including, Applied Learning Weeks, Science Society, Admissions events, Science / Chemistry Spectacular and the Science Outreach Programme.
- Contribute to the development and updating of risk assessments (using COSHH, CLEAPSS guidance)
- Stay informed of curriculum changes and advancements in practical Chemistry education (EIC/ASE/CLEAPSS).



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To ensure the availability of suitable materials and equipment:

- Order, receive, check and organise chemicals, equipment and consumables.
- Keep accurate stock control systems, including inventory records and usage tracking.
- Maintain resources such as textbooks, stationary and other consumables.

To ensure that both routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment are carried out to the required standard:

- Carry out regular inspection, cleaning and maintenance of laboratory equipment and apparatus.
- Test and calibrate equipment (e.g. balances, pH meters, thermometers) to ensure accuracy and reliability.
- Remove defective equipment, diagnose faults and undertake minor repairs where appropriate.
- Arrange servicing or specialist repairs with external contractors when required.
- Maintain records of maintenance, testing and servicing schedules.
- Support health and safety audits and contribute to risk management procedures.

Person Specification

- Excellent communication and interpersonal skills
- Able to work as part of a team but also able to use initiative
- Flexible and co-operative attitude
- A proven track record of exceptional organisation and record keeping
- Experience of working in a Chemistry prep room is essential (be it a school or industry)
- Experience of leading a Chemistry prep room is highly desirable but not essential
- A degree in Chemistry or an equivalent scientific discipline is essential

Terms and Conditions

- 37.5 hours per week (8.30-17.00), for **39 weeks per annum (term time plus 6 weeks additional weeks to be agreed by your line manager)**.
- FTE: 0.84 of a full-time equivalent
- Pro rata salary up to £24,864.00 per annum (based on full-time equivalent of £29,582.00 per annum) depending on experience.
- Attendance at INSET days is required.
- School lunch available during term time.
- Members of staff can use College sports facilities at staff allocated times.
- Pension Scheme available after satisfactory completion of probationary period.
- Subsidised health scheme membership (Benenden)

May 26