St Helen's School



Chemistry Technician – Job Description

JOB DESCRIPTION

Chemistry Technician

The Purpose

St Helen's is looking to appoint a Part Time Chemistry Technician to start January 2027.

SALARY £11,908.16 (£32,000 per annum FTE/ pro rata to reflect part-time hours)

HOURS Approximately 18.5 hours per week, during term time plus INSET Days. Monday is a required day, with flexibility on the remaining hours to be discussing during interview.

The role will report to: Head of Chemistry

Main Responsibilities

- To maintain the teaching areas, stockroom, and preparation areas to ensure a clean, safe and orderly environment.
- To prepare equipment, materials and any necessary chemical solutions for lessons, demonstrations, displays, exhibitions, clubs, and practical examinations.
- To assist academic staff and pupils with practical work and Co-Curricular activities.
- To clear away equipment, materials, and chemical solutions at the end of lessons.
- To clean glassware and other equipment.
- To ensure the maintenance of adequate stock levels by keeping stock records, recommending stock needed and preparing draft requisitions for signature.
- To ensure that the gas and electricity in the laboratories are turned on at the beginning of the day and off at the end of the day.
- To maintain an awareness of curriculum changes.
- Working with other technicians to ensure the school's smooth running of the Science Department.
- Assisting teachers during lessons as required.

Other Duties:

- To assist academic staff in duplicating and photocopying.
- To maintain Departmental records using a computer for record keeping (using Excel) and word processing (using Word) where appropriate.
- To perform any additional duties as may reasonably be assigned to the Technician from time to time by the Head of Chemistry.

The Person

It is essential for the successful candidate to have the following qualifications, experience, and personal attributes:

- A science degree or qualification by experience
- Experience of preparing solutions
- Experience of working with hazardous chemicals
- Confident using Excel and Word
- A love of learning and a commitment to further professional development
- Be able to work well with others
- Demonstrable passion for the subject

It is desirable for the successful candidate to have the following qualifications, experience, and personal attributes:

- Evidence of further professional development

APPLICATION PROCESS

Closing date: 10.00pm Friday 27 November 2026

Please apply as soon as possible as shortlisting/interviews will progress up until the closing date. Should a suitable candidate be appointed, we reserve the right to close the advert early.

Due to the volume of applicants, we receive, if you do not hear from us within 4 weeks of the closing date, please assume we will not be progressing your application further on this occasion.