

DULWICH COLLEGE  
FOUNDED 1619

## Information for Candidates

Chemistry Technician (Part Time)





# Contents

---

Welcome	3
The College	4
Vision, Values and EDI	5
Dulwich College staff	6
The role	7
Job description	8
Benefits	11
Application procedure	12
Campus map	13



## Welcome

---

Dear Potential Applicant

Thank you for your interest in working at Dulwich College. We are a school committed to providing a wealth of opportunities to pupils and colleagues within a nurturing, equitable and caring ethos.

The College is served by a dedicated and increasingly diverse staff body, comprising some 250 teachers and over 350 operational staff colleagues, who work with a pupil body of around 1,850 across the Senior and Junior Schools and in our co-educational nursery and infant school at DUCKS.

Dulwich College is committed to an ambitious educational vision and social mission: our educational vision is to provide an inspiring education based on the primacy of the classroom within a holistic education; our social mission is to provide access to our education for children of all backgrounds through our bursary provision and the partnership and outreach work carried out by pupils and staff. There are currently over 200 pupils at the College benefiting from means-tested bursary support and we have an ambition to increase this number in the years ahead.

Through the work of our Equity, Diversity and Inclusion (EDI) Forums, wider Pupil Voice initiatives and our forward-looking approach to sustainability, our ethos is one of equity, diversity and inclusion for our pupils and colleagues.

Do read the profiles of some of our staff in this candidate pack, where you'll also find details of some of the benefits of working at Dulwich College. We are committed to providing an excellent place to work where staff can develop their expertise and experience.

You can find out more about every aspect of a College education and our commitment to our wider community on our website [www.dulwich.org.uk](http://www.dulwich.org.uk)

As ever  
Dr Joe Spence  
The Master



## The College

---

Dulwich College is an academically selective independent boys' school in south east London with a tradition of inspired teaching, genuine scholarship and co-curricular breadth.

Situated in 70 acres, yet only 12 minutes by train from central London, the College enjoys outstanding academic, co-curricular and sporting facilities, including The Laboratory, a RIBA National Award-winning Science and Arts building. There has also been an extensive refurbishment of its iconic Grade II\* listed Barry Buildings and surrounding landscaping.

Further information about the College can be found on our website [www.dulwich.org.uk](http://www.dulwich.org.uk)



## Vision, Values and EDI

---

### Vision

Our vision is to be an outstanding school inculcating in every pupil an aptitude for work and study and a sense of service so they have the potential to make a positive difference in the world.

### Values

Our values are:

Equity for all;  
Respect for all; and  
Service engagement of all.

Through these values we seek to encourage curiosity and creativity, compassion and open-mindedness, resilience and integrity, and a collaborative outlook and an appreciation of how we all benefit from living and growing in a diverse and inclusive society.

### Equity, Diversity and Inclusion

We proudly celebrate the diversity that exists within our pupil and staff bodies, as well as in our alumni and parent communities, and recognise the important role that our rich array of backgrounds and experiences plays in building a vibrant, forward-looking community. As a result, Dulwich College stands firmly against discrimination and exclusion in all its forms.

We strive to build a supportive community that encourages a sense of social responsibility and which promotes the fundamental British values of democracy, individual liberty, respect and tolerance, and the rule of law. We will continue to work alongside members of our community to progress our inclusion work and embed our core values across all aspects of College life.

All staff have a responsibility to safeguard and promote the welfare of children. The post holder will undertake the appropriate level of training and is responsible for ensuring that they understand and work with the safeguarding policies of the organisation.

As an employer we are committed to promoting and protecting the physical and mental health of our staff.



Katy Millis  
Head of Sustainability

Coming from a background in retail management, I joined Dulwich College 22 years ago as the manager of our school shop, The Commissariat. After a number of years in this role I was promoted to head of procurement. Aspects of this role include buying FF&E for new builds, tendering for uniform and sports kit supply and looking after the Colleges utilities portfolio. My interest in Climate Change along with my role in the acquisition of the Colleges energy, water and consumables naturally lead to my current role managing the College Sustainability Action Plan. On a personal note, the College has been a great place to work with opportunities to assist with events such as Christmas Fairs and charity fundraising. I have also enjoyed making friends with both my immediate peers and within the wider college community.



Leslie Okyne  
Transport Manager

My role in my previous company as a Sales manager in a passenger transport firm meant that I had to manage a few accounts, including Dulwich College's (Foundation Schools' Coaches) account, as we supplied them with daily coaches. When I bumped into the Transport Manager role on the Indeed website, I did not hesitate to apply for the job, and was very chuffed when I was successful. Working in this capacity has taught me a lot in five years, and Dulwich College has allowed me to blossom into a more responsible individual. Working here has enabled me to acquire new leadership skills and has taught me how to adapt quickly to change.



Jo Foster  
Upper School Registrar

I was thrilled to join Dulwich as Upper School Registrar having enjoyed a long and positive connection through my children who were all pupils here. I work alongside a talented, diverse, and dedicated teaching and operational team for whom it is clear that the wellbeing and success of the College's students, as well as its staff, is paramount. The enthusiasm is infectious with opportunities for staff involvement across the College and career progression. My work is varied with each day bringing something new; I could be touring an international student and their family, talking to Year 10 students about joining the College and the bursaries and scholarships available, running entrance examinations, and mentoring one of our EPQ students. Dulwich is a special place to work, and I feel fortunate to be part of a dynamic, busy, and welcoming community where everyone is valued and respected.



Alice Gardiner  
Financial Controller

I was attracted to the role of Financial Controller as I considered it to be a great opportunity to transition into a finance-focused position within a supportive, socially conscious, academically minded, and future-focused organisation. I have thoroughly enjoyed settling in – one of the first things that struck me was how friendly and welcoming everyone is. I spent 18 years working for a global professional services firm Ernst & Young (EY). My career at EY covered a diverse range of roles from client delivery for financial services firms to strategic initiatives and latterly as Operations Director for the UK Financial Services Strategy & Transactions team. In addition to my role at the College, I am also the Honorary Treasurer and a Trustee for Home-Start Southwark and a current Dulwich College parent.

“Pupils are exceptionally adept at developing learning styles that suit them individually”

ISI Report, Nov 2021



## The role

Science is taught by over 25 teachers working within a purpose-designed science building, The Laboratory, housing 18 fully equipped laboratories and three preparation rooms.

Each class from Year 4 to Year 8 is taught in laboratories specially designed to meet the needs of younger boys supported by their own full time technician. From Year 9 Biology, Physics and Chemistry are taught separately with specialist science technicians supporting.

The Physics Technician will work with within a team of two full-time and one part-time technicians to manage the technical needs of the Chemistry Department.

The Chemistry technician will facilitate the smooth operation of the Department by helping to ensure that the correct apparatus, materials and supplies that teachers may request for the general teaching of lessons are available in the laboratories at the correct time and subsequently cleared/cleaned after use.

**60+**  
clubs and societies  
representing enthusiasm,  
innovation and diversity

**150**  
visiting speakers at the  
College every year

**200**  
pupils at Dulwich have free  
or subsidised places

“Pupils of all ages develop excellent knowledge, understanding and skills benefiting from well-structured, engaging lessons”

ISI Report, Nov 2021

“We encourage the boys to question everything, to be as empathetic as possible and strive for excellence in everything they do.”

Sameer Tanna,  
Head of Middle School



## Job description

---

### Job title

Chemistry Technician

### Reporting to

Head of Chemistry

### Period of employment

Permanent

### Hours of work

- 15 hours per week working 8.00am to 4.30pm on Thursdays and Fridays or
- 22.5 hours per week working 8.00am to 4.30pm on Thursdays and Fridays and one other weekday

With an additional 6 days per year to be worked during the summer holidays.

### Salary

pro rata Pro rata of £25-£28,000 per annum.

### Tasks and duties

#### Control and Organisation:

- Day to day planning of Technicians' work including requisition service, repairs etc
- Medium term planning: equipment to be made/repaired, cleaning/ equipment
- Long term planning: laboratory, prep room, workshop refit, reorganising prep room etc
- To contribute to laboratory design and other innovations as may be required
- To organise and safely store equipment and materials within the Department
- To participate actively in the overall running of the Department





#### Demonstrations and Practical:

- Setting up of specialist apparatus
- Shared responsibility for required practicals (CPAC) i.e. AS and GCE 'A' levels
- Sourcing and ordering specialist materials
- Producing sample experiments for Chemistry Staff to try out
- Making specialist apparatus for exams and assessment practicals
- Checking and setting out of practicals in an exam format where appropriate
- Responsibility for laying out equipment for open mornings, Founder's Day, SCITT sessions, Saturday School and other regular or one-off events within a Physics context

#### Requisition Service:

- To provide a basic day to day requisition service for apparatus that teachers may request for the general teaching of lessons, on time and complete
- To liaise with colleagues to resolve confusion over ordering
- To check apparatus, equipment and materials, including consumables, in and out of lessons and advise the Head of Chemistry if any equipment/ apparatus is missing

#### Health and Safety:

- To be aware of H&S issues in the safe use of equipment and apparatus both for staff and boys' use, and to provide advice and documentation where appropriate
- To ensure safe working practices are employed by technicians and teaching staff
- To prepare risk assessments for the Chemistry Department in conjunction with the Head of Physics where appropriate
- Identifying and logging maintenance requirements re. equipment and fixtures/fittings: recording all defects and, when appropriate reporting faults to the Maintenance department

#### General Housekeeping:

- To be aware of stock levels of materials/equipment and to report low levels to the Head of Chemistry



- To maintain the stationary and equipment stocks in each lab
- To clean and tidy laboratories and work areas on a regular basis
- To clean equipment/apparatus/glassware as needed
- To de-tray equipment/apparatus and put away after use

#### Administration:

- Coordinating the ordering of equipment/materials including dealing with back orders and chasing incomplete ones
- Dealing with non-functional equipment
- Liaising with representatives, suppliers, company officials
- Keeping detailed and accurate records of items ordered, maintenance tasks, estimates etc
- Liaising with Bursar's office with respect to payment of orders, order queries etc
- Any other duties that may reasonably be required of the postholder

All staff have a responsibility to safeguard and promote the welfare of children. The post holder will undertake the appropriate level of training and is responsible for ensuring that they understand and work with the safeguarding policies of the organisation.

All staff must take care of their own health and safety and that of others, observe applicable safety rules, follow instructions for the safe use of equipment and co-operate with managers on health and safety matters (including the investigation of any incident).

#### Essential qualifications and experience

- 3 A-levels including Physics
- Basic computer skills
- Excellent interpersonal and communication skills to liaise with teachers, technicians and non-technical staff as required
- Organisational and administrative ability



## Benefits

### Financial

- Contributory Pension Scheme
- Fee remission for children at DUCKS, Dulwich College, JAGS and Alleyn's schools
- Paid sabbatical/ special projects leave
- Free travel on the Foundation Coach Service for staff
- Up to 10% discount at the Commissariat
- Discounted rates for private functions
- Subsidised accommodation, subject to terms and conditions

### Health & Wellbeing

- Bupa Healthcare Cash-plan including Employee Assistance Programme
- Staff personal accident scheme, incorporating dental
- Enhanced holiday entitlement
- Free membership to Dulwich College Sports Club for staff and their children
- Enhanced sick pay
- Menopause support
- Free lunch, tea & coffee all year round

- Cycle to Work Scheme under salary sacrifice
- Contribution towards glasses, if needed for work purposes
- Discounted rates for use of the Outdoor Centre
- 50% off green fees at Dulwich Golf Club on weekdays

### Family Friendly

- Enhanced maternity pay
- Enhanced adoption pay
- Enhanced paternity and shared paternity pay
- Enhanced bereavement leave
- Time off for IVF and Assisted Conception
- Flexible working arrangements including part-time and term-time working
- Priority over the children of non-staff for DUCKS

### Social

- Staff events throughout the year, including the End of Year Party, New Starters and Leavers Governors Reception
- A variety of College wide performances and events
- Free Entry to Dulwich Picture Gallery (certain exhibitions are not included)

“If your child is gifted in one area, they will soar here. If they are a good all-rounder they will be encouraged to be a great all-rounder.”

Parent,  
The Good Schools Guide

## Application Procedure

---

To apply for this role please visit our [vacancies page](#)

### Closing date

Monday 3 June 2024

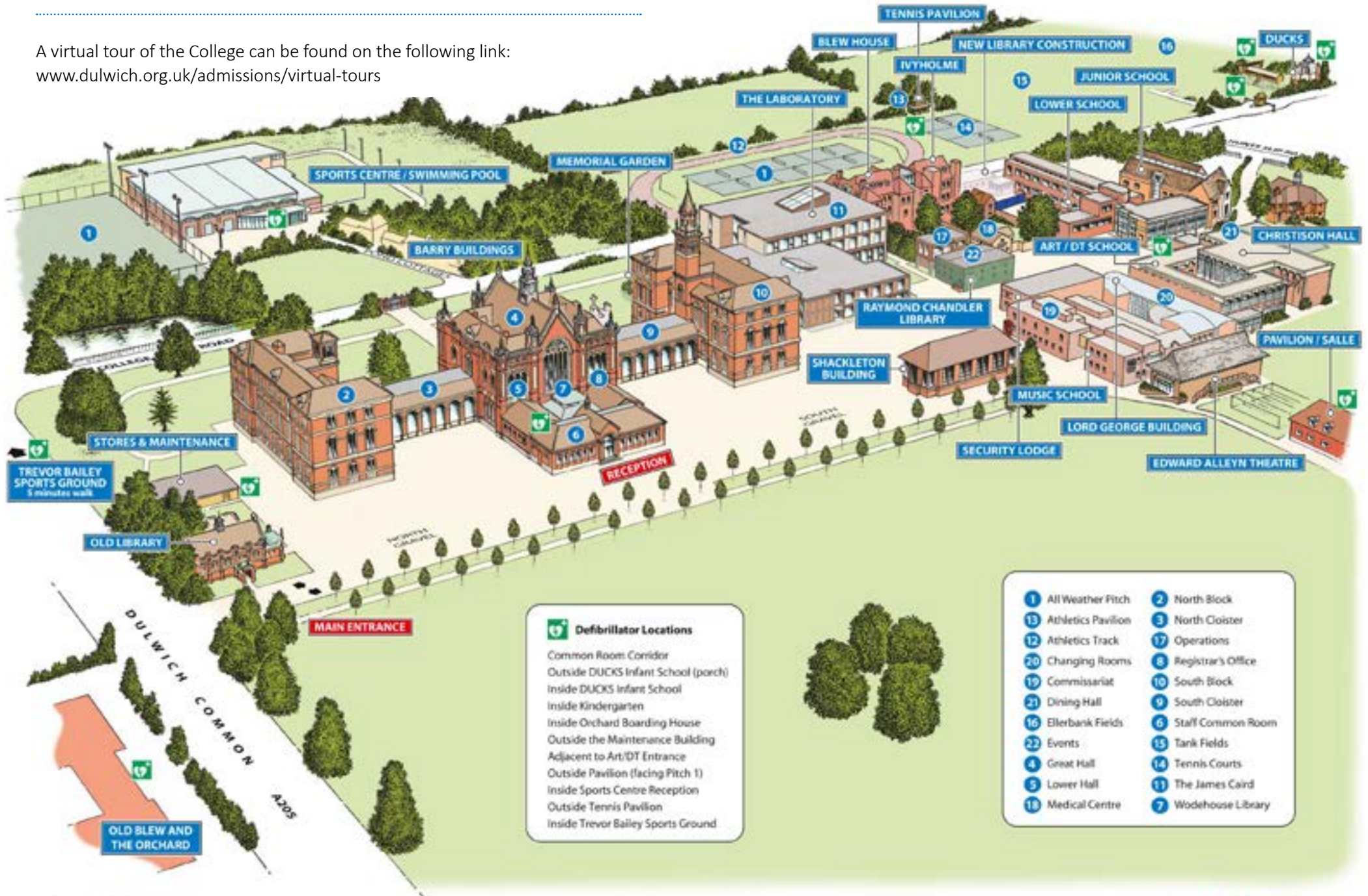
### Interview date

Friday 7 June 2024

We are committed to safeguarding and promoting the welfare of children. This is the responsibility of the whole College community. We all remain vigilant about safeguarding at the College and we never think that child abuse could not happen here or to our pupils. A DBS Disclosure is required to Enhanced level. The DBS Code of Practice and the Standard and Enhanced DBS Privacy Policy can be found on our website. Charity 1150064

# Campus map

A virtual tour of the College can be found on the following link:  
[www.dulwich.org.uk/admissions/virtual-tours](http://www.dulwich.org.uk/admissions/virtual-tours)



**Defibrillator Locations**

Common Room: Corridor  
 Outside DUCKS Infant School (porch)  
 Inside DUCKS Infant School  
 Inside Kindergarten  
 Inside Orchard Boarding House  
 Outside the Maintenance Building  
 Adjacent to Art/DT Entrance  
 Outside Pavilion (facing Pitch 1)  
 Inside Sports Centre Reception  
 Outside Tennis Pavilion  
 Inside Trevor Bailey Sports Ground

- |                       |                      |
|-----------------------|----------------------|
| 1 All Weather Fitch   | 2 North Block        |
| 13 Athletics Pavilion | 3 North Cloister     |
| 12 Athletics Track    | 17 Operations        |
| 20 Changing Rooms     | 8 Registrar's Office |
| 19 Commissariat       | 10 South Block       |
| 21 Dining Hall        | 9 South Cloister     |
| 16 Ellerbanks Fields  | 6 Staff Common Room  |
| 22 Events             | 15 Tank Fields       |
| 4 Great Hall          | 14 Tennis Courts     |
| 5 Lower Hall          | 11 The James Caird   |
| 18 Medical Centre     | 7 Wodehouse Library  |



DULWICH COLLEGE  
Dulwich Common, London, SE21 7LD  
Telephone: 020 8693 3601  
Email: [info@dulwich.org.uk](mailto:info@dulwich.org.uk)  
Web: [www.dulwich.org.uk](http://www.dulwich.org.uk)

Independent School of the Year 2022  
for Contribution to Social Mobility

