

JOB DESCRIPTION

Post: **Biology Technician**

Job Purpose: to provide technical and specialist support, primarily but not exclusively to the Science Department under the supervision of the Chief Technician

Responsible to: Chief Technician

Other functional Relationships Head of Science Department, science department staff, Bursar, Deputy Bursar, IT team

1. Preparing apparatus, materials and solutions and setting up equipment and apparatus for use in practical classes. Setting up and carrying out demonstrations. Retrieving and clearing away apparatus etc.
2. Construction and modification of apparatus
3. Maintaining, repairing and arranging through the Chief Technician for the maintenance and repair of apparatus and equipment. Keeping maintenance records as directed.
4. Maintenance of general laboratory services and facilities in designated laboratories, reporting faults to the Chief Technician.
5. Organisation and storage of specialist equipment, apparatus and materials, chemicals, in accordance with Departmental policy and, where appropriate, established guidelines
6. To assist in checking deliveries and distribution between laboratories. Provide staff with textbooks and Student exercise books/paper for each lesson and assist with stock control of books, paper and non-specific science items
7. Maintaining stock levels in relation to the appropriate service area (Physics / Chemistry / Biology). Advising the Chief Technician of items and quantities required. Checking stock books as required.
7. To arrange for the photocopying needs of the Department.
8. To input data onto the school system and keep science department student records up to date
9. Disposal of waste laboratory materials including chemicals, in accordance with established guidelines.
10. Technical advice and assistance to teachers and pupils assisting in practical classes as appropriate.
11. Setting up and maintaining the Department's specialist resources, including plant and animal collections, as directed.
12. Other appropriate technician duties as requested by the Head of Science or Deputy Bursar/Bursar.

Child Protection

To be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the postholder's role within the school.

To also be fully aware of the principles of safeguarding as they apply to children and young adults in relation to the postholder's role.

To ensure that the worker's line manager is made aware and kept fully informed of any concerns which the postholder may have in relation to safeguarding and/or child protection.

PERSON SPECIFICATION

Qualifications

Science Degree – preferably in subject discipline

Experience

Experience of working in a school laboratory or similar environment

Skills Knowledge/Abilities

- Clear understanding of Health & Safety legislation relating to safe practices and of undertaking risks assessments
- Ability to organise own workload and work to deadlines
- Ability to work methodically, paying particular attention to detail
- Good Interpersonal skills in order to relate effectively to teaching staff and students
- Ability to support the preparation of practicals for Biology, Chemistry and Physics
- Written communication and numeracy skills
- Good ICT skills and willingness to learn new packages
- Appreciation of the routines required for laboratory preparation and adherence to good practice
- Able to work effectively as part of a team with a flexible approach to work
- Horticultural interest or experience an advantage