

# Norwich School

## Assistant Biology Laboratory Technician

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### Job Description

**Job Title:** Assistant Biology Laboratory Technician  
**Line Manager:** Head of Biology

#### Job Summary:

To assist in the provision of technical support and laboratory management within the Biology Department.

#### Key Responsibilities under supervision of Biology Technician:

- Assist with preparation of resources for practical lessons that meet both the health & safety standards and the requirements of the classes involved.
- Provide general assistance in the safe storage, transit and accessibility of resources, including helping to ensure that stock levels are maintained and future requirements are identified.
- Ensure a healthy, safe and productive work environment is maintained.

#### Core Activities:

- Preparation of resources for practical work including making up solutions, preparing materials and assembling apparatus.
- Obtaining materials by local purchase.
- Delivery of practical work to laboratories.
- Collection of, checking, and returning resources to stores.
- Maintaining resources.
- General cleaning of laboratory bench surfaces, fixed equipment and sinks.
- Clearing away after practical work, including appropriate disposal of materials.
- Cleaning used equipment.
- Assisting with routine maintenance/safety checks on laboratory equipment.
- Assisting with stock control.
- Keeping up-to-date with health and safety requirements, attending departmental meetings and training courses where required.

#### Other:

- Participate in training and other learning activities as required; and in the Probation and Professional Development Review process.
- Undertaking other similar duties and activities that fall within the band and role; and any other duties as may be reasonably required by the Head of Biology, the Bursar or the Head Master.

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### Person Specification

The successful applicant will:

- Preferably have previous laboratory experience or attained 'A' Level Biology or equivalent qualification.
- Have excellent inter-personal skills;
- Be efficient and reliable;
- Enjoy working with children and being part of a team;
- Support the aims and ethos of Norwich School;
- Be capable of working unsupervised;
- Enjoy using their own initiative.

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### Salary and Benefits

#### **Salary:**

The salary for this role is £9,244 per annum.

#### **Working pattern:**

22.5 hours per week, which will be arranged with the successful candidate on a term time only basis plus inset days, with one hour unpaid for lunch. Some flexibility of working hours may be required to assist with events.

#### **Pension**

Subject to meeting the qualifying conditions, support staff are eligible for the Aegon pension scheme. The school will contribute 8% if the staff contributes a minimum of 4% of their salary into the scheme. Please note that this is a defined-contribution pension scheme.

#### **Healthcare**

Staff may benefit from a heavily subsidised private healthcare plan run by PPP. To join, a part time member of staff has to contribute an amount per annum, determined by their contracted hours. The spouse and dependent children may also join the scheme at the prevailing corporate rate.

The school also offers a free flu jab to those staff who wish to take this up and this is administered on site during the school day by a nurse.

#### **Lunch**

Staff may enjoy a complimentary lunch in the school's Refectory during term-time.

#### **Salary Sacrifice Schemes**

Norwich School offers the Cycle to Work scheme and the Childcare Voucher scheme.

NOTE: Please note that Norwich School is located in the centre of Norwich with very limited parking. The successful candidate may apply for a parking space but success will be dependent on availability and on meeting the school's criteria for awarding parking spaces. However, the school is well served by public transport systems. Bus stops are located just outside the Cathedral gates and there are frequent services for the various Park 'n' Ride car parks as well as for other parts of the city and county. The Norwich mainline train station is only 5-10 minutes' walk from the school.