



Exeter School

JOB DESCRIPTION

Exeter School invites applications for the post of
BIOLOGY TECHNICIAN

Applications will close at midday on Friday 21st July 2017
Interviews will be held during week commencing 24th July 2017

To start on Monday 4 September 2017

Exeter School is an independent, fee-paying, co-educational school for ages 7-18, with 910 pupils, 715 of whom are in the Senior School. The School has an excellent record in the academic, sporting and extracurricular areas. It values its links with the local communities and many School facilities are used by local groups. It stands in 25 acres of ground in an open position less than a mile from the city centre. The School employs over 180 people, including 119 teachers.

The Vacancy

From 4th September, Exeter School is seeking an experienced Biology Technician. This is a full-time, term time position. Applications may also be considered from a Technician who is willing to be trained as a Biology specialist. Working knowledge of a laboratory setting is essential.

The candidate should be a well-organised and co-operative individual with Science and IT knowledge, who enjoys the company of young people (11 – 18 years).

It is essential that they look forward to being an integral member of a friendly and successful Science team.

DUTIES

The following is a guide to the primary tasks; it is not meant to be an exhaustive list:

Working under the direction of the Head of Biology and the Chief Science Technician, the Biology Technician will be required to:

- a) be responsible for equipment, storage and ordering new stock
- b) maintain equipment in working order by servicing, testing and routine maintenance
- c) construct or tailor pieces of equipment as required by the teaching staff,
- d) assist teaching staff with equipment to enable them to teach with maximum efficiency

- e) maintain an inventory of equipment, books and exam papers (it would be an asset to provide IT support to other members of the department)
- f) keep laboratories clean and orderly (this will involve the cleaning of bench tops and sinks)
- g) issue and receive apparatus and materials as required (this includes the departmental stock of radioactive sources)
- h) set out and organise practical tests for A Level as directed by the Head of Department
- i) be on call to assist in A Level practical sessions
- j) cooperate with the other Science technicians in areas such as health and safety and equipment sharing
- k) assist in other Science departments should the need arise for extra support
- l) attend departmental meetings whenever possible and appropriate, in order to offer advice.
- m) All of these duties will, from time to time, involve visits to other offices and locations on the large school site.

REMUNERATION

The salary is £17,806 per annum (pro rata of FTE £23,560.00). This is reviewed on 1st September annually, in common with all Exeter School employees. Salary is paid in arrears via BACS to a nominated account at monthly intervals by the last day of the month.

HOURS OF WORK

Working hours to be 8.30am to 4.30pm with a lunch break of 30 minutes, five days per week during term time. Some evening work, for which time off in lieu will be given, may very occasionally be required.

HOLIDAYS

The post holder is entitled to 16.5 days paid holiday, taken during the holiday period, in addition to Public Holidays, The holiday year runs from 1 September until 31 August.

PENSION

The post holder will be eligible to join the School's group personal pension scheme after three months in post. Currently, the School contributes 8% of salary (13.5% after five years), and the employee 3.5% (6% after five years).

SICKNESS ABSENCE

Statutory Sick Pay will be paid subject to the following conditions: for absences of seven or fewer calendar days, a completed self-certification form is required; for absences of more than seven days a fit note stating the nature and likely duration of the sickness is to be obtained by the eighth day of absence and sent to the Bursary. For the purpose of calculating statutory sick pay, 'qualifying days' are those days on which the employee is normally required to work.

CHILD PROTECTION

Exeter School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening, appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

Employment is subject to the receipt of two satisfactory references provided specifically for this post and addressed to the School, and to a satisfactory Criminal Records Bureau Disclosure.