

Laboratory Technician (Biology)

Permanent, Full-time (40 weeks per annum)

Culford is a boarding and day school for over 700 children aged 1 to 18, set in 480 acres of beautiful Suffolk parkland, with an 18th century grade II mansion at its centre and three separate schools: the Pre-Prep & Nursery (ages 1 to 7); the Prep (ages 7 to 13); and the Senior School (ages 13 to 18).

We believe in educating the whole person to deliver a well-rounded, fulfilled individual with excellent academic results. Everything we do is informed by our firm belief that learning should be challenging, enriching and fun. Culford is a Christian school with a Methodist tradition. We see education as a transformational process that guides pupils towards academic success, clear moral values, and the development of leadership and a readiness for the world of adulthood.

The role

The Laboratory Technician will service and maintain the laboratories, preparation room, equipment and materials to ensure their safe and efficient use for all science subjects.

This role reports to the Head of Department.

Duties and Responsibilities:

The list below is not exhaustive and assumes that from time to time other tasks not listed, may be required to ensure the efficient operation of the school.

General Laboratory Technician duties

* To provide materials (including making up of solutions to the required concentration) and equipment required for practical lessons as specified by teaching staff, either as demonstration or class experiment. Demonstrate use of equipment when required.
* To be able to assemble and/or check suitability and function of apparatus and experiments using appropriate teacher guides/ handbooks or laboratory manuals.
* To dismantle, clear away, repair, discard, dispose of residues, sterilise, wash and clean apparatus, glassware and all other equipment after practical sessions and return all equipment to its appropriate storage area, as the situation demands.
* To keep a check on safety regulations and risk assessments, and to advise others where there may be a problem.
* To provide a back-up service for lessons so that extras, deficiencies, faults or spare equipment may be available for lesson continuity.
* To record and maintain stock levels of consumable items, ordering replacements as necessary. Anticipate possible usage of less commonly used materials and perishable items and keep appropriate stock levels.
* To check delivery notes/invoices and date and rotate consumable items.
* To keep Laboratories, prep room and store areas in a clean, safe and workmanlike condition at all times, and deal with/report potential hazards, or residue/breakages etc.
* To file/retrieve worksheets, book reviews and scientific literature, exam papers etc. in appropriate filing cabinets, and to photocopy them when necessary.
* To keep a check and report on all text books: To deal with new text books, to coordinate and keep records of all text books being issued and returned, to repair and report any damaged texts.
* To keep a record of all breakages and to make reports to the Accounts Department of such items to be billed to pupil’s accounts.
* To carry out routine maintenance and/or repair of electrical equipment as is practicable.
* To annually deep clean, refurbish benches and restock the Laboratories and prep room area to ensure ‘working’ levels of equipment are maintained.
* To support the Prep School I with the preparation of lessons/demonstrations and the supply of equipment on an occasional basis as becomes necessary.

**Biology Technician responsibilities:**

* To prepare, and when required, inoculate micro biological plates and safely sterilise and dispose of plates after observation.
* Trial new or modified experiments e.g. required practical experiments at GCSE and A Level.
* To budget for, order and keep records of orders and capital items as authorised by the Head of Department.
* To provide administrative support to the teachers in the biology department including photocopying, helping organise and collate internal exam papers.
* Organisation of all biology equipment within the biology prep room. This will include organisation of the stock, cupboards and shelves.
* To be responsible for the maintenance/ repair of all biology equipment, including electrical and electronics equipment.
* To advise the Head of Biology/Science where appropriate as to the required replacement/ professional repair of electrical/electronics equipment.
* To carry out any reasonable request made by biology teachers, the Senior Technician and Director of Science.

Skills and personal qualities

1. Be responsible, honest and reliable;
2. Be practical and have a reasonable D.I.Y. knowledge and experience;
3. Stay calm in an emergency;
4. Have good verbal communication skills;
5. Have a reasonable level of skill in using a computer;
6. Be prepared to work flexible hours, have a flexible approach to work and enjoy a varied routine;
7. Understand safe working practices and health and safety legislation (training will be given);
8. Be well organised and capable of prioritising work;
9. Be happy to work alone or part of a group;
10. Have a reasonable level of fitness;
11. To have a smart and professional appearance and demeanour;
12. Commitment to the support of young people;
13. Commitment to the school’s Equal Opportunities Policy;
14. Willingness to undertake appropriate professional development when necessary;
15. Be forward-thinking and seek continuous improvement;
16. Model and promote the values of flexibility, innovation, dynamism and resilience.

Outline terms and conditions

Working hours: 08.00-16.15 Monday to Friday, which includes a one hour unpaid lunch break, and Saturdays between 08:15 to 12:15 during term time (33 weeks a year). You will be required to work 30 hours per week for 7 weeks of the school holiday periods by arrangement with your line manager.

Holiday entitlement: This is a contract to work 40 weeks per annum, the remaining 12 weeks will be taken as holiday or leave. Please note, the first Bank Holiday in May is considered a working day as the School is open.

Start Date: ASAP