

Biology Technician Assistant

**18 hours per week Term Time Only (34 weeks)
+ 2 weeks across the school holidays.
Some flexibility of times of working**

Epsom College is a co-educational day and boarding school with approximately 1070 pupils aged 11-18. Founded in 1855 as the Royal Medical Benevolent Foundation, a strong science tradition is maintained and is expressed today in the popularity of Biology as an A level subject with a significant and growing proportion of leavers going on to study medicine or related disciplines.

Each of the three science disciplines, Physics, Chemistry and Biology, run independently of each other in separate buildings with their own technical staff. Within the Biology Department, there are seven teachers supported by a Senior Technician, Technician and Technician Assistant. The Biology Department strives to excite intellectual curiosity through a variety of enrichment activities; examples of recent trips include to Nower Wood nature reserve, the Royal College of Surgeons, Ireland and also to the Royal Marsden Centre for Molecular Pathology. Every two years a conservation expedition takes place in conjunction with Operation Wallacea and in recent years the department has visited South Africa, Madagascar and the Galapagos Isles. Pupils are encouraged to enter the Biology Challenge in Year 10 and the Biology Olympiad and Intermediate Olympiad in the Sixth Form and each year all biology pupils take part in the Epsom College Science Appreciation week in which a variety of visiting speakers, activities and practicals take place.

The technical support staff are responsible for the preparation of class practicals, core practicals, maintenance of equipment, consumables and the general servicing of laboratories. The Assistant technician is immediately responsible to the Senior Technician and Head of Department and ultimately to the Bursar.

Whilst a science background is not essential, the applicant must be organised and methodical in their approach, cheerful, well presented and work co-operatively within the department. A hands on, practical approach will be essential.

Main Areas of Responsibility

- Responsibility for all necessary washing up within the department (glassware etc) and for arranging the department laundry.
- Keeping cupboards/ drawers clean and stocked as required.
- Any cleaning and care of equipment as requested by the Senior Biology Technician.
- Care of any plants, fish and animals within the department.
- Cleaning and maintenance (minimal) of the Biology Museum specimens.
- General assistance around the Biology Department and anything reasonably requested by a member of that Department or the Bursar.
- Adhere to health and safety procedures.

Epsom College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment

Essential Qualifications/Skills/Experience

- Methodical and careful approach to ensure equipment and glassware is maintained to a high standard.
- Good organisational skills and time management skills.
- Able to work on own initiative and well as taking direction from the Senior Technician and able to work within a team.
- Ability to follow school health and safety regulations adhering to current CLEAPSS guidelines
- Competent and comfortable to clean and feed fish and reptiles in tanks and to maintain the departmental plants
- Good numerical and ICT skills
- Strong verbal communication skills

Desirable qualifications/skills/experience

- Science qualification

Essential Personal Attributes

- Reliable and flexible, with a can-do approach to all duties and responsibilities
- Team player
- Professional, helpful and trustworthy
- Self-motivated with drive and enthusiasm
- Resilient and able to cope with the rigors of a busy prep room and department
- Be able to stay calm and careful under pressure;
- Be committed to the College's values and ethos.

The selection panel reserves the right to enhance any or all of the desirable criteria to attain a manageable field

Terms and Conditions

Salary Circa **£7,393** per annum for this post based on hours of working below.

Hours 18 hours per week **term time only** including inset and staff training days plus an allowance of 2 weeks during the school holidays (primarily caring for the plants, fish and animals).
In general, the hours of working over 4 days a week are, although there is some flexibility available on these hours of working:-

Monday	9.30 am - 2pm
Wednesday	9.30am - 2pm
Friday	9.30 am - 2pm
Either Tuesday or Thursday	9.30 am - 2pm

Plus Animal care during the holidays equating to 2 weeks during the school holidays flexible hours (this is a shared role with other staff within the department)

Holidays The holiday entitlement is 28 days paid holiday per annum inclusive of bank holidays pro rata for part time working. Holiday must be taken outside the College term dates and therefore the accrued proportion of holiday entitlement will deemed to have been taken each school holiday. Holiday payment entitlement is calculated and the proportion included in the annual salary detailed above equating to £796 per annum

Pension The College operates the Epsom College Automatic Enrolment Scheme. The Scheme is administered by the Pensions Trust. Eligibility is based on statutory criteria. If eligible, the Employee will be required to contribute a minimum of 5% of Basic Salary and the College will contribute 4% in compliance with current legislation

Employee Benefits include:

Life Assurance: Members who are automatically enrolled or who choose to opt into the College Pension Scheme will be provided with free life assurance cover at two x contractual annual basic salary.

Dining Facilities and Refreshments

Whilst at work a free meal and refreshments are available when the dining room is open

Health Fitness and Wellbeing

Free use of Fitness suite and swimming pool are available to staff at certain times

Cycle to Work/Parking

Following a qualifying period, the College offers a cycle to work loan scheme

Free car parking for staff is available on campus

Computer Loan

Subject to qualifying conditions, the College offers a computer loan scheme

Offer

The post will be offered subject to receipt of written references, pre-placement medical assessment, appropriate qualifications, and disclosure from the Disclosure and Barring Service and overseas police check if relevant, all satisfactory to Epsom College, as well as confirmation that the successful candidate is able to work in the UK.

Application

Further details and application form can be downloaded from the website www.epsomcollege.org.uk

Applications will be assessed in order of receipt and interviews may occur at any stage after applications are received. Please apply as soon as possible. Enquiries to georgina.platt@epsomcollege.org.uk

Applicants should refer to the Recruitment, Selection and Disclosure Policy on the College website.

26/11/21