

Job description

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Summary of the role:	Biology Technician.
Reporting to:	Head of Science
Department Overview	<p>The Biology Department currently consists of six members of staff, including the Head of Department. Teaching staff are supported by a highly efficient full-time Biology Technician.</p> <p>The successful candidate will join this dynamic team working in a suite of three Laboratories and will support the teaching of Biology to girls from Key Stage 3 to A-level. The results in Biology at both GCSE and A level are consistently excellent with the majority of girls gaining top grades. Uptake of Biology in the Sixth Form is always amongst the highest in the School and many of the girls leave to study Medicine, Dentistry, Veterinary Science or Biological Sciences at University.</p> <p>The Department is extremely well equipped. Each of the two Biology Laboratories and the Junior Science Laboratory has an overhead projector, video and DVD player, digital projector and computer facilities. A library of videos and DVDs and textbooks supports the teaching. The laboratories are linked by a large central Prep Room; there is a spacious plant and Pets Club and a well-resourced Departmental Office.</p>
Role Overview	The role of the Biology Technician is to co-ordinate the use of practical resources and facilities and provide assistance and advice in meeting the practical needs of the Biology curriculum; including liaising with teaching staff, trailing practical experiments according to any changes in the specifications, modifying practical's if necessary and providing advice to teaching staff of their conclusions.
Main duties and responsibilities:	<ol style="list-style-type: none"> 1. To prepare solutions, materials, cultures for living organisms for practical lessons that meets both 'Health & Safety' standards and the requirements of the classes involved. 2. To carry out risk assessments, to consult the model risk assessments that are available and to obtain special risk assessments where no model ones are available. 3. Provision of 'HAZCARDS' and 'RISK ASSESSMENTS' as required by COSHH Regulations. 4. To keep records of all the chemicals stored in Biology Preparatory room. To keep records of their date of purchase and ensure proper storage. To ensure that all the containers bear the 'Full Name' of the substance they contain, its concentration and any hazards that may be involved. To control the distribution and storage of chemicals in laboratories. 5. To assemble apparatus – construct, test, and modify to avoid accidents. To safely deliver equipment to the laboratories ensuring safe transit and accessibility. To ensure that 'Manual Handling' risk assessments are carried out. 6. To take care of laboratory equipment and apparatus, to organise their proper storage to avoid deterioration and hence save

- the repair costs. To check, clean, maintain, calibrate, test and repair the equipment to the required standard. To obtain estimates and arrange the equipment to be sent away for repairs if necessary.
7. Perform a **'Visual Inspection'** of portable electrical appliances to check for damage, wear & integrity of mains cable; report damage. Ensure **'Portable Appliance Test'** is done on regular basis.
 8. To ensure that stock levels are maintained and future requirements are identified. To compile orders and to liaise with suppliers and finance department as required. To monitor, control and keep **'financial records'** of the department expenditure in accordance with the school policy. To ensure the availability of suitable materials and equipment and suggesting alternatives for suitability and economy.
 9. To obtain fresh materials which are not available from education suppliers by **'Local Purchase'**.
 10. To examine regularly all the chemicals, and to **'Dispose'** by the recognised method any which show signs of deterioration. Examine regularly the Bacterial cultures and dispose them if contaminated. Also to dispose the inoculated agar plates by an approved method (Autoclave) or take them to Withington Hospital (Public health labs) to be disposed safely.
 11. To check that 'GAS' supply is 'ON' every morning. In case of 'FIRE' (emergency evacuation), turn 'OFF' the main switch. To check supply and ensure proper storage of **'Fire Fighting Equipment'**. To ensure sufficient **'Personal Protective Equipment'** is available in laboratories and is in working order.
 12. To be responsible to maintain and ensure proper storage of **'FIRST AID'** box in preparatory room. To ensure **'EYE WASH EQUIPMENT'** in laboratories is in working order. To keep enough supply of ice in the fridge for FIRST AID use. To make records of any accidents that may occur in the department, and record the incident in an accident book (Nurse Room) for future reference.
 13. To keep record of all **'Biology Text Books'** and ensure that each book is labelled, numbered and stamped. To maintain their safe storage and keep regular check on stock.
 14. To take good care of **'Plants and Animals'** in the department.
 15. To take responsibility for supervising students carrying out 'LUNCH TIME' activities in the laboratories only on the request of, and on behalf of, a teaching staff member.
 16. To provide assistance to Biology staff in ensuring the effective running of the department, on tasks including (but not limited to): Photocopying, laminating, collating and binding; setting up audio visual aids for teaching; assisting with field trips; assisting with displays on open evening; assisting other science staff & technicians when required.
 17. Attending staff meetings, including acting as the Health and Safety Representative for the Biology Department, whenever appropriate or sharing minutes with other science technicians.
 18. To liaise with the staff providing the weekend SHINE sessions , to purchase any materials needed for SHINE, to prepare their requested materials and to clear the laboratory on the following Monday in readiness for the week's teaching.

Person Specification			
	Essential	Desirable	Method of assessment
Qualifications		<ul style="list-style-type: none"> Recognised Health & Safety at work qualification. A qualification in a scientific discipline at A-level (or equivalent) would also be advantageous. 	<ul style="list-style-type: none"> Production of the Applicant's original certificates.
Experience	<ul style="list-style-type: none"> Some experience of working in a school or a relevant scientific environment. Experience in use, handling, storage and basic maintenance of specialist biology equipment e.g. microscopes, colorimeters, quadrates' etc 	<ul style="list-style-type: none"> Evidence of contributing to extra-curricular work of the department. Experience and qualification in microbiological techniques e.g. preparing media, making pure cultures, aseptic techniques. Experience and expertise in supporting and being a team member in a school or other multi disciplinary environment 	<ul style="list-style-type: none"> Contents of the application form. Evidence of results achieved. Interview. Professional references.
Skills and Knowledge	<ul style="list-style-type: none"> Experience of correct handling of chemicals Knowledge of common laboratory hazards including storage, use and disposal of hazardous chemicals and microbiological material. Knowledge of basic administration procedures e.g. placing orders/requisitions for goods and services, filing and stock control Excellent subject knowledge Excellent organisational skills and ability to meet deadlines. Excellent command of English both spoken and written Excellent interpersonal skills Accuracy and attention to detail 	<ul style="list-style-type: none"> ICT skills, including MS Word and Excel Up to date knowledge of child protection issues 	<ul style="list-style-type: none"> Contents of the application form Interview Professional references

<p>Personal competencies and qualities</p>	<ul style="list-style-type: none"> • Willingness to handle living and dead biological specimens e.g. insect larvae, worms, hearts and lungs • Passion for helping children and young people learn about the living world. • Trustworthiness and integrity. • Ability to form and maintain appropriate relationships and personal boundaries with children and young people. • Ability to engender confidence in young people. • A warm, friendly and patient manner. • Ability to build positive relationships with all pupils that allow them to achieve to their highest potential. • A can-do attitude, with proven experience of going the extra mile and being an effective member of a team. • Self-discipline and time management skills. • A sense of humour. 		<ul style="list-style-type: none"> • Contents of the application form • Interview • Professional references
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