



SENIOR BIOLOGY TECHNICIAN

Information Pack

Completed applications should be emailed to recruitment@mgs.org

Closing date: Monday 9 September 2019

Senior Biology Technician Job Description

Introduction

Biology is a very popular subject at the school. The Biology department is a split site approximately 400 metres apart, three laboratories in middle school teaching students up to International GCSE level and a second department (The Rectory) with two laboratories teaching AS/A2 level biology. Therefore, there is a lot of movement between the two sites. There is a pond, greenhouse and nature area around the Rectory which supplies many of the materials used in both sites at various times of the year. The senior technician works closely with the Head of Department and manages two other technicians.

Job Description

Liaise with and provide advice and support to teaching staff in preparation and delivery of practical lessons. Providing specialist advice and materials for other departments (General Science, Junior School, Art Department)

Take a lead role in organisation and supervision of junior/trainee technicians. Give technical/health and safety advice to teachers, technicians and students, also outside agencies requiring set-ups for lectures where necessary.

Co-ordination and preparation of Cambridge International AS and A2 practical work, mock examinations and organisation of the external practical examination, particularly addressing health and safety aspects of the work (COSHH and CLEAPSS). Carry out risk assessments for technician and students activities.

Updating protocols to comply with the school safety regulations. Adapting and improving practical work to make it achievable, safe and interesting to students. Prepare learning resources for use in lessons

Preparation of standard solutions and chemicals for experiments and examinations. Organise, check the condition of chemicals and safely treat and dispose of waste.

Diagnose and undertake basic repair to equipment, also construction of equipment for experiments.

Electrical testing of equipment to comply to PAT regulations

Care and maintenance of microscopes and setting up of microscopic demonstrations, knowledge of micro-technique.

Use of Centrifuges, Colorimeters, pH meters, data-loggers

Safe use of autoclave, microbiological techniques and safe handling micro-organisms and DNA, DNA electrophoresis including safe disposal of materials used.

Good personal ICT skills, Microsoft Office, email, third party software integration with laboratory microscopes, visualizers and data-loggers

Care for, identification and maintenance of plant and animal collections.

Compiling orders, budgeting, ordering and replenishing chemicals, and other resources in laboratories and preparation rooms over a split site department. Liaising and/or negotiating with suppliers for the best value for money.

Obtain materials by local purchase when required for perishables items

The Senior Technician will need to:

Possess good communication skills

Have good IT skills

Be accurate and flexible with an organised approach to work

Be able to work to tight deadlines, paying attention to detail

Manage the other technicians within the department

Terms and conditions

This is a full time position, working throughout the school year.

The hours for the post will typically be 8.00-4.00pm, with an hour for lunch which is unpaid.

The holiday entitlement will be 20 days per year, in addition to school closure days. The personal days increase to 25 after 5 years. The school closure days include Bank Holidays and extended closure periods at Christmas and Easter. Holidays must be taken during the school holiday period.

The salary for the post will be in the region of £23.5K Initially.

The school runs a contributory Defined Contribution scheme for support staff run by The Pensions Trust and full details of this will be provided.

Further details about the school and the post are available on our website (www.mgs.org/vacancies). Applicants should complete an application form which can be downloaded either from the 'vacancies' heading on the front page of the School's website and emailed to recruitment@mgs.org. The closing date is Monday 9 September and interviews will be held shortly after.

Our safer recruitment policy may be viewed on our website (www.mgs.org/our-policies).

We would like to thank all applicants for their interest in the School and for taking the time to apply. However, please note that, because of the high volume of applications we receive, we regret that we are unable to reply individually to each application. Applicants who have not heard from us by 16 September should assume that they have not been shortlisted for interview.

The Manchester Grammar School is an equal opportunities employer and we welcome applications from all sections of the community. We are committed to safeguarding and promoting the welfare of children and successful applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

JOINING THE NON-TEACHING STAFF AT MGS

Who works at MGS?

All members of staff at MGS work together to serve the interests of our pupils. The School does its best to provide a good working environment for its entire staff and we are all responsible for creating a happy and purposeful working atmosphere.

Our network of around 100 non-teaching staff ranges from administrators, librarians, cleaners, groundsmen, nurses, secretaries, caterers, technicians, etc. The roles of our non-teaching staff are vital in ensuring the smooth day to day running of our School and each individual enjoys working as part of a small team which work well together and take part in a number of joint activities for the benefit of pupils. For example, in recent years several members of the non-teaching staff have joined teachers in school camps and visits with the pupils. We aim to encourage professional development for all staff, by providing training in the school or sending people on courses elsewhere. A number of staff have obtained promotions recently.

Where did MGS come from?

The School was founded in 1515, by Hugh Oldham, Bishop of Exeter, to prepare able boys from the Manchester area, regardless of their background, to go to Oxford or Cambridge. We take our motto *Sapere Aude (Dare to be Wise)* as meaning that we must challenge our pupils, and expect to be challenged by them. The owl is the symbol of the School – not because of its association with wisdom, but because those who sought to make a heraldic crest for Bishop Hugh Oldham made a pun on the old Lancashire pronunciation of “Owldom”.

For most of our life we were situated in the centre of Manchester, in Long Millgate, the site now occupied by Chetham’s School of Music. In 1931 we moved out to a new, purpose-built 28 acre site in the Fallowfield area of the city, adjacent to the halls of residence of The University of Manchester.

Where are we going?

The Foundation Bursary Appeal has been the most successful appeal of its kind held by any school. Its aim is to ensure that a place at MGS is available to any boy who passes our entrance examination, regardless of his race, colour and creed, and regardless of his social or economic standing. As a result of the Appeal and other measures, MGS is now independent of government funding for free places. Our aim is to be a pure meritocracy and our results are among the best in the country.

Do pupils want to come?

Boys come from a vast area, which can stretch from Sheffield to Blackpool. We are the largest independent day school in the UK, with around 1500 pupils in the School. Recruitment remains very healthy despite intense competition locally, and the 200+ boys who join the School each year come in equal numbers from maintained and independent primary schools.