



JOB DESCRIPTION

BIOLOGY TECHNICIAN

SENIOR BOYS' DIVISION

MAIN PURPOSE OF JOB:

To provide equipment and other practical requirements for the teaching and learning of Biology.

MAIN DUTIES:

- To act as Laboratory Technician in order to assist the Senior Laboratory Technician and staff teaching Biology to years 7 to 13.
- To ensure that the working areas are maintained in a tidy and organised manner at all times, and to maintain the stock stored in the laboratory.
- To assemble, test, maintain, store, and clean apparatus used for Science.
- To assemble demonstration apparatus as requested by members of the teaching staff.
- To undertake minor repairs, routine testing and stock control of equipment used for Science and to order replacement equipment and resources as agreed by the Head of Department.
- To access, use and modify electronic resources.
- To liaise with suppliers when necessary to purchase and order new stock/equipment for the Biology department.
- To assist in the animal husbandry and care of greenhouse where appropriate.
- To comply with and promote the Foundation's Health and Safety Policies and Procedures and maintain a safe environment for pupils, staff and visitors ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons.
- To be familiar with relevant policies and procedures and to take responsibility for promoting and safeguarding the welfare of the children and young people in School.
- To be familiar with, and follow other relevant policies and procedures.
- To undertake other duties as appropriate to the post of a Laboratory Technician.



PERSON SPECIFICATION

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EDUCATION/TRAINING/QUALIFICATIONS	ESSENTIAL/ DESIRABLE	EVIDENCE Application Form, Interview, Reference
5 GCSEs (or equivalent qualification) at grade C or above. At least one in a science subject.	Desirable	Application form
A level (or equivalent qualification) in a Science subject.	Desirable	Application form
KNOWLEDGE/EXPERIENCE	ESSENTIAL/ DESIRABLE	EVIDENCE
Experience of working in a laboratory.	Desirable	Application Form & Interview & References
Experience as a school science technician.	Desirable	Application Form & Interview & References
Knowledge of biology, physics or chemistry.	Desirable	Application Form & Interview
Up-to-date knowledge of maintaining a healthy and safe working environment.	Desirable	Application Form & Interview
Able to use a computer for record keeping.	Essential	Application Form & Interview
Able to carry out Health and Safety risk assessments.	Desirable	Application Form & Interview
PERSONAL SKILLS AND ATTRIBUTES	ESSENTIAL/ DESIRABLE	EVIDENCE
Good written and verbal communication skills.	Essential	Application Form & Interview & References

Excellent time-management skills, able to prioritise and with a flexible approach to the working day.	Essential	Application Form & Interview & References
Evidence of planning work and carrying out duties using own initiative and without close supervision.	Essential	Interview & References
Able to work to deadlines.	Essential	Application Form & Interview & References
Evidence of sharing workspace with colleagues and working as part of a team.	Essential	Interview & References
Well-organised and able to maintain a tidy workplace.	Essential	Interview & References
Caring and kind, especially in relation to children.	Essential	Interview & References



TERMS AND CONDITIONS

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SALARY

The starting salary will be between point 5 and point 7 (£18,795 and £19,554) on the Bolton School Support Staff Salary Scale, dependent on experience. This will be pro-rata and will equate to £16,156.47 and £16,808.92 per annum.

HOURS OF WORK

35 hours per week, between Monday and Friday. The normal hours of attendance will be 8.30am until 4.30pm with 1 hour unpaid lunch break per day.

The successful applicant will be expected to work each day in the school term time (term time is classed as 175 days). During each year 20 additional days attendance will be required. This will be prior to the commencement, and after the end of each school term, by agreement with the Head of Department. The total number of days worked per annum will be 195.

HOLIDAY

All school holidays, except as described above.

LINE MANAGEMENT

Senior Biology Technician/Head of Department.

PENSION

The Governors of Bolton School will offer new employees the opportunity to join the Bolton School Group Personal Pension Scheme. The employee will be given the option to choose their contribution but as a minimum all members will be required to contribute 6% of their gross earnings and the School will contribute 9%. If you choose not to join the Group Personal Pension scheme and you fall into the category of "eligible worker" you will be automatically enrolled into the School's alternative pension scheme, arranged via the Peoples Pension. The minimum employee contribution is 5% of "qualifying earnings" and the School will contribute 3%. Further details are available upon appointment.

OTHER BENEFITS

- Where appropriate fee remission arrangements will be offered for children to attend the Senior School.
- In line with school policy employees will have the opportunity to arrange to educate their children from Nursery age to 6th form; all on the Bolton School campus.
- Convenient, affordable, quality childcare provision will be available before and after the school day for children who are also Bolton School pupils.
- Sporting and leisure facilities will be available including gym, outdoor pursuits centre, swimming pool and tennis courts.
- Life Assurance cover.
- Lunches will be provided free of charge on campus.
- Training and Development Opportunities will be offered.
- Payment whilst absent will be in accordance with the current National Joint Council for Local Government Services Pay and Conditions of Service, as defined in the National Agreement on Pay and Conditions of Service Document.

All offers of employment will be made subject to the successful applicant providing the original qualification certificates, relevant to the position and as outlined in their application form. Identification documents will also be required including passport or picture driving licence, birth certificate, marriage certificate where applicable, current pay slip and evidence of address e.g. utilities bill, bank statement. Eligibility to work in the UK will be checked. After the appointment is made the successful candidate will be required to complete a medical questionnaire, a check of the Children's Barred List will be done and an Enhanced Criminal Records Check will be carried out through the Disclosure and Barring Service. The School will seek two references prior to the interview.

The successful applicant will be required to complete a six month probationary period.