

Job Description: Biology Technician

REPORTING	Responsible to: Head of Biology
MAIN PURPOSE OF JOB	<ul style="list-style-type: none"> To assist in providing practical lesson support for Biology lessons taught in Years 10 to 13
MAIN RESPONSIBILITIES	<p>Lesson Support</p> <ul style="list-style-type: none"> To prepare chemicals, materials and apparatus for class use; To deliver chemicals, materials, apparatus and equipment to the appropriate laboratory, in good time for the lesson, and assembling apparatus and equipment where requested; To assist in lessons, as requested, ensuring that teaching staff are provided with appropriate support; To clear chemicals, materials and equipment from laboratories at end of each lesson; To wash apparatus and ensuring that laboratory is re-stocked with apparatus and “bench” chemicals; To provide paper based resources as requested and to ensure paper based resources are filed in central departmental store, such that resources are easily identifiable and obtainable; To provide assistance to pupils doing investigative work, and to ensure that appropriate apparatus is available at the required time. <p>Stock control and ordering</p> <ul style="list-style-type: none"> To ensure that adequate stocks of chemicals, apparatus, materials and equipment are available. To undertake an annual stock-check, to order materials and equipment via the designated member of the administrative staff, to check deliveries and to keep appropriate records; To make regular checks on stocks of stationery and to order, receive deliveries of and store stationery as required; To carry out weekly shopping for experiments or events; To complete online orders under direction of teaching staff as required. <p>Indexing and cataloguing</p> <ul style="list-style-type: none"> To index/catalogue chemicals, apparatus, materials and equipment as necessary. In particular to ensure that all resources stored in both laboratories and prep rooms are arranged safely, logically and are clearly catalogued; To index and catalogue microscope slides so that they are arranged logically and clearly catalogued and can be obtained by any teacher at any time. <p>Health and safety</p> <ul style="list-style-type: none"> To ensure that the School and Biology Department’s Health and Safety Policy is read and is adhered to, and all updates from CLEAPPS are read and actioned, when required;

- To ensure that all work is undertaken in accordance with Health and Safety legislation currently prevailing. If there is any doubt in regard to the safety of working procedures, these must be urgently referred to line manager;
- To ensure that in all prep rooms and laboratories all safety equipment is available and in a fit state for use;
- To provide first aid assistance in lessons (training will be given);
- To ensure that safety checks detailed in the Science Department Health and Safety Policy are done at the end of every day for labs and prep rooms;
- To ensure that in both prep rooms and laboratories, all benches, sinks, work areas (including fume cupboards), and equipment are kept clean and tidy, and, where appropriate, in a good state of repair;
- To maintain and repair equipment, and to report and keep records of faults where necessary. Also to identify maintenance requirements and to monitor any work done outside the faculty;
- To be responsible for the general security of equipment in laboratories, preparation rooms, stores etc.

Meetings

- To attend department (or other) meetings, as appropriate to their responsibilities, when there are agenda items relating directly to technicians;
- To attend training sessions which are relevant to their duties. This may occasionally involve attending courses outside the school;
- Technicians will not normally be expected to attend meetings scheduled outside their normal hours of work.

Team-working

- To work flexibly within a team of technicians so that all teaching across all sciences is supported as needed.

Other

- To provide general First Aid to students and staff as part of the school's First Aid provision (training to be provided)
- Any other duties commensurate with the grade of this post.

NOTE: The duties of this post may change from time to time, without changing their general character or level of responsibility.

Person Specification: Biology Technician

Essential	Desirable	Evidence
Qualifications and experience:		
<ul style="list-style-type: none"> Studied to a minimum standard of GCSE (grade A-C, or 9 - 5) or equivalent, in English, mathematics and Biology. 	<ul style="list-style-type: none"> Further/higher education / NVQ or equivalent qualification in Biology. Experience of working in a school or similar establishment. Experience of working with young people. Experience of working in a relevant discipline within a laboratory or similar environment. 	Application form References Interviews
Knowledge and skills:		
<ul style="list-style-type: none"> Ability to build and form good relationships with students and colleagues. Ability to work constructively as part of a team, understanding school roles and responsibilities including own. Verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students and other professionals. Good standard of numeracy and literacy skills. Ability to absorb and understand a wide range of information. Ability to operate a range of ICT equipment and other specialist resources. Ability to proficiently use computer software including word-processing, spreadsheet, database and internet systems. 	<ul style="list-style-type: none"> Working knowledge of relevant policies, procedures, regulations/legislation eg health and safety and COSHH. 	Application form References Interviews
Personal qualities:		
<ul style="list-style-type: none"> Initiative and ability to prioritise one's own work and make informed decisions. A demonstrable commitment to working as part of a team, working with colleagues to get the job done Able to follow direction and work in collaboration with line manager. Able to work flexibly to meet deadlines and respond to unplanned 		Application form References Interviews

Essential	Desirable	Evidence
<p>situations.</p> <ul style="list-style-type: none"> • Efficient and meticulous in organisation. • Desire to enhance and develop skills and knowledge through CPD. • Commitment to the highest standards of child protection and safeguarding. • Demonstrable commitment to treating others fairly, equitably and with dignity and respect • Recognition of the importance of personal responsibility for health and safety. • Commitment to the school's ethos, aims and its whole community 		