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**Job Description**

**Job Title:** Science Technician (Biology)

**Reports to:** Head of Biology

**Responsible for:** No posts

**Working Time:** up to37.5 hrs pw for 37 weeks per year (term time plus 1 week) normally worked 8.30 am-4.00 pm

**Purpose of Job:**

To provide an efficient and effective Technician support service for the Science department to support delivery of effective teaching and learning, primarily in Biology but also to the Science department as a whole. To work primarily on own initiative, but also as part of a team to ensure technical support services are delivered to a high standard.

**Main Duties and responsibilities:**

1. **The preparation of materials and equipment for biology lessons**

* Preparing experiments, setting up apparatus and equipment for demonstrations and practical lessons as requested by teaching staff
* Preparing solutions
* Collecting and returning apparatus and chemicals from storage
* Checking individual components in and out for class use
* Carrying out risk assessments for technical activities
* Disposing of waste materials
* Arranging for apparatus including worksheets, books and audio visual aids to be available in rooms for lessons
* Provide technical support and organisation for examinations and coursework; including termly external examinations, internal School examinations, and GCSE and A-Level examinations
* Liaising with staff over use of equipment and stock
* Advising staff of any issues, including safety aspects
* Repairing damages or arranging for this to be done
* Constructing apparatus and equipment when required

1. **Maintaining science laboratories and preparation rooms and their equipment and services in good order**

* Routine maintenance of biology and science laboratories and preparation rooms, their equipment and services
* Maintaining laboratories ensuring they are clean and tidy
* Cleaning sinks, chemicals on bench tops, spillages of chemicals on floor
* Storing materials efficiently
* Carrying out safety checks on equipment e.g. Bunsen tubing etc
* Caring for plants and/or animals as required

1. **Maintaining the stocks of biology materials**

* Taking stock of chemicals, consumable, stationary, books and breakable items
* Advise Head of Biology on stock replacement needs
* Ordering stock and checking deliveries
* Purchasing various materials locally

1. General duties in support of the teachers in the Science Department

* Trialling practical activities.
* Keeping up-to-date with developments in practical science.
* Preparing cultures of micro-biological organisms. Use the autoclave to make micro-biological equipment safe. Dispose of micro-biological organisms safely.
* Make laboratory solutions of specific concentrations for daily use or as required.

1. Additional duties as agreed with the Head of Biology and Head of Science consistent with the support of effective teaching and learning in Biology and Science.

**General responsibilities**

* Ensures the safety and well-being of children and young people at the School by adhering to and complying with the School’s Safeguarding (including Child Protection) Policy and Procedures at all times.
* Attends Royal Russell Day and Open Day as required.
* Displays correct staff identification at all times whilst on site.
* Attends training and staff INSET sessions organised by the School to provide a consistent approach across the entire School staff population.
* Adheres at all times to Health & Safety legislation, and all departmental policies and procedures, to ensure own safety and that of colleagues, pupils and visitors.
* Carries out any other reasonable duties as requested by the Headmaster or members of the Senior Management Team.

This job description contains an outline of the typical functions of the job and is not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The job-holder’s actual responsibilities, tasks, and duties might differ from those outlined in the job description, and other duties commensurate with this level of responsibility may be either permanently or temporarily assigned as part of the job.

**October 2020**

**Person Specification – Biology Technician**

The person specification focuses on the range of criteria required to undertake the role effectively. Candidates will be assessed from their Application Form and personal statement (A), interview (I) and by an exercise (E), Task (T) or Lesson Observation (L) as appropriate.

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| **Criteria** | **Essential** | **Desirable** | **Measured by/evidence** |
| **Education and Qualifications** | * GCSE in Maths and English at Level 4 or above, or equivalent * Science GCSEs/A levels including Biology at A Level or equivalent * A commitment to continuing professional development |  | A  A  A/I |
| **Knowledge and skills** | * Good working knowledge of Health & Safety and CLEAPPS regulations in a practical education environment * Good knowledge of Biology * Practical skills to undertake basic repair and maintenance of science equipment * Methodical with high attention to detail * Good organisation skills and able to work effectively at times when under pressure * Able to work on own initiative to a high standard, plan own workload and work to deadlines * Effective interpersonal and communication skills, able to foster good working relationships with staff and pupils * Team player, willing to cover work of colleagues at times * Computer literate and familiar with Microsoft Office packages, especially Outlook, Excel and Explorer |  | A/I  I  I/T  T  I  I  A/I  I  A/I |
| **Experience** | * Previous experience in a scientific environment, such as a laboratory or in a School |  | A/I |
| **Personal competencies and qualities** | * Friendly and approachable with a can-do mind-set * Ability to build effective working relationships with students and staff * Able to remain calm and professional in all situations |  | I  I  I |
| **Other requirements** | * Commitment to promote and safeguard the welfare of children, young persons and vulnerable adults * Flexible approach to working hours to assist with peaks in workloads/cover absences * Empathy with the ethos and aims of Royal Russell School |  | A/I  I  I |

**October 2020**