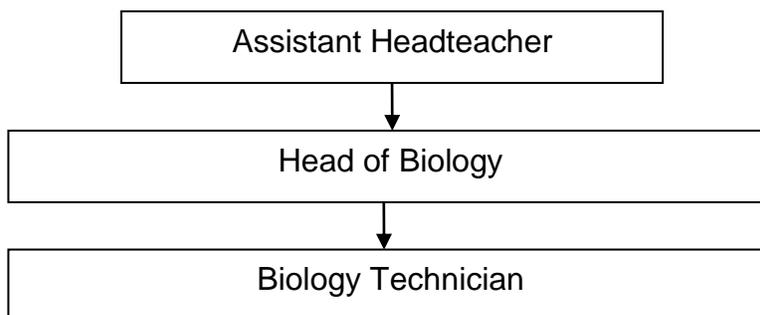




# READING SCHOOL JOB DESCRIPTION

<b>Job Title:</b> Biology Technician	<b>Name</b>
<b>Reports To:</b> Head of Biology	<b>Reviewed:</b> Annually
<b>Grade/Pay Scale:</b> RG3 (Point 15-21)	
<b>Employment Status:</b> Permanent	
<b>Hours of Work/FTE:</b>	Term Time Only – Part time 15 hours per week (over 2 days)
<b>Job Purpose:</b>	To support the Biology Department in maintaining an effective, safe and efficient Biology Department.

**Organisation Chart:**



## **Main Tasks/Accountabilities**

### **Operational**

- S/he shall establish and maintain good relationships with all students, parents/carers, colleagues and other professionals.
- S/he shall assist her/his line manager in the promotion and observance of a healthy and safe working environment.
- S/he shall ensure that staff in the Biology department are aware of and comply with all health and safety requirements and other relevant regulations.
- S/he shall ensure that equipment is in good working order and that laboratories, preparation areas and storerooms are in a clean, safe and orderly condition.
- S/he shall prepare, distribute and then clear away equipment, solutions and materials as required within the science department.
- S/he shall collect and care for insect and plant materials as necessary.
- S/he shall carry out routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment to the required standard.
- S/he shall research the availability of suitable materials and resources, and suggest alternatives for suitability, sustainability and economy to her/his line manager.
- S/he shall provide technical advice and support in the classroom, for example, with practical experiments and resources.
- S/he shall, under the direction of her/his line manager, dispose of laboratory waste safely (chemical and biological) and deal with spillages/breakages in accordance with regulations and procedures.
- S/he shall assist in putting in place provision for practical school and public examinations.
- S/he shall put up and maintain appropriate classroom and corridor displays within the science department.
- S/he shall provide technical assistance to students, either individually when they are carrying out investigations or projects, or in-class assisting or advising students and staff on the practical aspects of the curriculum.
- S/he shall assist in stock control, compiling orders, liaising with suppliers and maintaining appropriate records.

### **Administrative**

- S/he shall ensure that all administrative duties, checks and documentation are completed to the required level of accuracy including photocopying, filing and returns.
- S/he shall assist in completing equipment and stock inventories as required.
- S/he shall collate information, statistics and prepare reports as required by her/his line manager, the headmaster and the governing board.

### **General**

- S/he shall attend school events as required.
- S/he shall attend relevant meetings and training sessions.
- S/he shall undertake first aid training and responsibilities as required.
- S/he shall keep up-to-date with associated developments and changes in requirements and regulations, and communicate appropriate information to colleagues.

1. The responsibilities and duties listed above are an outline of the post of Biology Technician. There will be scope for the person appointed to develop these to ensure a lively and thriving Department contributing to the life of the whole school and should not therefore be seen as limiting the role of Biology Technician
2. The above responsibilities are subject to the general duties and responsibilities in the statement of Conditions of Employment.
3. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once each year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

**BIOLOGY TECHNICIAN  
PERSON SPECIFICATION**

Essential	Desirable	Evidence
<b>Qualifications and experience:</b>		
<ul style="list-style-type: none"> <li>• Studied to a minimum standard of GCSE (grade A*–C) or equivalent, in English, mathematics and a science.</li> <li>• Experience of working in a relevant discipline within a laboratory or similar environment.</li> </ul>	<ul style="list-style-type: none"> <li>• Further/higher education/NVQ or equivalent qualification in a relevant discipline.</li> <li>• Experience of working in a school or similar establishment.</li> <li>• Experience of working with children/young people.</li> </ul>	Application form Letter of application References Interviews Certificate/s (to be available at interview)
<b>Knowledge and skills:</b>		
<ul style="list-style-type: none"> <li>• Ability to build and form good relationships with students and colleagues.</li> <li>• Ability to work constructively as part of a team, understanding school roles and responsibilities including own.</li> <li>• Verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students and other professionals.</li> <li>• Good standard of numeracy and literacy skills.</li> <li>• Ability to absorb and understand a wide range of information.</li> <li>• Ability to operate a range of ICT equipment and other specialist resources.</li> <li>• Ability to proficiently use computer software including word-processing, spreadsheet, database and internet systems.</li> </ul>	<ul style="list-style-type: none"> <li>• Working knowledge of relevant policies, procedures, regulations/legislation eg health and safety and COSHH.</li> </ul>	Application form Letter of application References Interviews
<b>Personal qualities:</b>		
<ul style="list-style-type: none"> <li>• Initiative and ability to prioritise one's own work and make informed decisions.</li> <li>• Able to follow direction and work in collaboration with line manager.</li> <li>• Able to work flexibly to meet deadlines and respond to unplanned situations.</li> <li>• Efficient and meticulous in organisation.</li> <li>• Desire to enhance and develop skills and knowledge through CPD.</li> <li>• Commitment to the highest standards of child protection and safeguarding.</li> <li>• Recognition of the importance of personal responsibility for health and safety.</li> <li>• Commitment to the school's ethos, aims and its whole community</li> </ul>		Application form Letter of application References Interviews