



**Science Technician – Biology
Job Description**

Job Purpose: To work within our Science Department providing technical support to teachers in preparing for practical lessons in biology at Key Stage 3, GCSE, and A-Level. You will organise and manage the use of practical resources, undertaking basic maintenance of equipment and stock control.

Responsible to: Head of Biology

Grade:	6	Hours:	33	FTE	74.09
---------------	----------	---------------	-----------	------------	--------------

Responsible For:

Preparing materials and apparatus for A-Level and GCSE Biology, and the Biology Components of Key Stage 3 Science, as required by the programmes of study and for Open Evenings etc.

Main Responsibilities and Duties

- Assist with organising resources and providing the technical support for practical science lessons ensuring health and safety standards are maintained and the requirements to support high quality teaching and learning are met.
- Assist the Science Team to maintain a healthy, safe, and productive work environment through the routine maintenance and preparation of equipment, prep rooms and learning spaces.
- Ensure the availability of suitable materials and equipment; helping to compile orders and obtain costings.
- Keeping up to date records of stock.
- Contribute to the design, development and maintenance of specialist resources and/or planned projects e.g. open evenings within the Science Department.
- Prepare materials, apparatus and equipment for practical use including modifying, setting-up and testing apparatus and equipment.

Health and Safety

- To work with colleagues and others to maintain the health, safety, and welfare of all those working within the Science areas.
- Keep up to date with health and safety requirements and with developments in Science teaching.
- Ensure that both routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment is carried out to the required standard.
- Ensure the safe storage and accessibility of equipment and materials.
- Ensure the safe treatment and disposal of used materials, including hazardous substances. Following CLEAPSS guidance.
- Contribute to ensuring that the classroom environment is a safe environment in which learning and skill development can take place.

Administration

- Provide basic administrative support to the Biology Department, including the distribution of textbooks.
- Contribute whole-heartedly to the organisation and running of enrichment activities and to the wider aspects of school life, drawing on your own interests and enthusiasm.
- Understand and comply with the school's Safeguarding Policy and its requirements to safeguard and protect the welfare of students.
- Work collaboratively with the whole staff team to play a part in delivering the school's ethos and culture.

Support for the School

- Be aware of and comply with policies and procedures relating to child protection, health, safety, and security, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals
- Attend relevant meetings as required.
- Participate in training and other learning activities and performance development reviews as required.

Data Protection, Confidentiality, and Information Security

We are fully committed to data protection, confidentiality, and information security. As a King's (The Cathedral) School employee it shall be your responsibility to handle the personal data that you have access to in the course of your work, in accordance with data protection legislation and the common law duty of confidence. Your obligations are set out in the school's Data Protection Policy. You will be responsible for ensuring you read, understand, and adhere to this policy.

The post holder will be subject to an annual performance management review which will be agreed with the line manager.

The post holder is expected to carry out such other duties as may be reasonably assigned by the Line Manager and/or Headteacher.

This Job Description does not define all duties and responsibilities for the post and will be reviewed or amended annually after discussion between the post holder and the Line Manager and/or Headteacher.