



SOLIHULL

Job Description: Biology Laboratory Technician

Responsible to: Head of Biology

Primary Responsibility: To ensure that equipment and all associated resources required for practical experiments & lessons are delivered and are cleared away after use in accordance with CLEAPSS regulations.

Responsibilities:

- Liaising with academic staff to discuss equipment requirements and work plans;
- Copying, collating and preparing resources required by teachers for lessons;
- Ensuring that all resources are in the laboratories/classrooms ahead of the start of the lesson;
- Sometimes trialling experiments prior to being carried out by pupils;
- Preparing equipment before lessons;
- Delivering, setting up and checking equipment;
- Clearing away and cleaning equipment after use;
- Ensuring that equipment is properly maintained and appropriately stored;
- Ensuring that all health and safety procedures are understood and followed correctly;
- Supporting pupils with practical work as required;
- Making up solutions to required concentrations;
- Supporting across other science disciplines when required;
- Laboratory Preparation Room maintenance, cleaning and tidying as required;
- Contribute to effective stock control and management systems including safe disposal;
- Operate laboratory documentation systems including organisation and maintenance of worksheets, filing, stock control and ordering paperwork and hazard cards;
- Any other reasonable requests as made by Line Manager;
- Providing day to day care for the animal stock, including cleaning of cages and feeding as appropriate;
- Providing day to day care for the plants/greenhouse including investigative work for lessons and practicals;
- Liaising with the holiday care provider for the animal & plant stock;
- Researching and sourcing & ordering materials/apparatus etc. and ordering stock where required;
- Sometimes supporting and assisting in pupils in class practicals where requested or reasonably required;
- Assisting the Head of Biology with administrative, clerical tasks such as collating information, proof reading documents, text-book tracking etc.;
- Any other reasonable requests as made by Line Manager.

General

- Promoting welfare and safety of all members of the school community, and adherence to the school's Safeguarding and Child Protection Policy;
- Support the aims of the school;
- Support all members of the school community with respect and consideration;
- Set a good example to pupils in terms of appropriate dress, standards of punctuality and attendance;

- Take responsibility for professional development, participating in staff training including INSET days where required, and the school's CPD and professional development procedures;
- Participate in the management of the school by attending meetings as required;
- Adhere to the Health & Safety Policy, ensuring that all tasks are carried out safely and effectively with due regard to the health and safety of all members of the school community, including visitors and the post-holder.

Other:

The Job Description is subject to:

- Other reasonable requests by negotiation with the Bursar and Headmaster
- Annual Review

PERSON SPECIFICATION: BIOLOGY LABORATORY TECHNICIAN

	ESSENTIAL	DESIRABLE
Qualifications/ Professional Bodies	<ul style="list-style-type: none"> • Qualified to degree level in relevant Science subject or equivalent relevant experience in industry • Willingness to undertake CPD & training as required 	
Experience	<ul style="list-style-type: none"> • Previous experience working as a Science Technician or in Science Laboratory in relevant science discipline 	<ul style="list-style-type: none"> • Previous work in secondary school environment
Skills/knowledge	<ul style="list-style-type: none"> • Ability to prepare experiments without supervision to A Level • Knowledge of safe working practices relating to chemicals • Excellent written and verbal communication skills • Knowledge of Microsoft and other IT packages • Excellent organisational skills and the ability to multi-task 	
Personal Attributes	<ul style="list-style-type: none"> • Suitability to work with children and commitment to safeguarding and promoting the welfare of children • Organised and able to prioritise workload and work under pressure • Proactive • Ability to work on own initiative and as part of a small team • Ability to problem-solve • Common sense • Excellent attention to detail • The capacity to remain calm and cope with unexpected issues • Highly professional manner • Flexible attitude 	