



# Haileybury

## Job Description

<b>Job Title</b>	:	<b>Science Technician (Biology)</b>
<b>Responsible to</b>	:	<b>Senior Science Technician &amp; Head of Biology</b>
<b>Department</b>	:	<b>Science</b>
<b>Last reviewed</b>	:	<b>December 2020</b>

### **Job Outline and Purpose:**

Working alongside the full time Biology Technician and on occasion, the Senior Science Technician, the Science Technician (Biology) will provide a full range of technical support and general assistance to the Head of Biology and other members of the Science department; ensuring that an excellent service is provided at all times.

It is essential that the job holder is able to work well under pressure, and is able to meet deadlines whilst still retaining a high level of organisation and accuracy.

### **Duties:**

The post-holder will:

- prepare and set up teacher demonstrations, class practical experiments and open day demonstrations
- ensure that laboratory rules are adhered to and comply with the legislative requirements of the Health and Safety at Work Act and COSHH regulations as well as implementing any non-mandatory guidelines such as from CLEAPSS
- monitor the safe storage, condition, labelling and disposal of chemicals as required by current legislation, COSHH regulations and Health and Safety advice
- liaise with other Science staff regarding the ordering and receipt of chemicals, glassware and equipment as required
- undertake the maintenance of the laboratories and laboratory equipment including carrying out end of term duties and safety checks as required, such as the environmental monitoring of fume cupboards
- maintain files on safety checks, incidents, fires and risk assessments
- carry out administrative duties as required by the Head of Science, Head of Department and Senior Science Technician
- support other members of staff as and when required
- liaise with other technicians over loan of equipment
- liaise with teaching staff over equipment/classroom clashes
- check the breakages sheets and charge pupils as appropriate
- complete all duties effectively, efficiently, accurately, and within allocated deadlines
- ensure the building is left in a safe and secure condition

- remain up to date with all appropriate practices, procedures and regulatory requirements within your allocated areas of responsibility and undertake appropriate training to ensure that skills remain up-to-date and commensurate with the first class service required for this role
- ensure that all work is supported with an appropriate paper trail i.e. supported by a filing system that contains clear and accurate working papers
- make use of appropriate computer software, equipment and facilities in order to complete duties in the most efficient and effective way including word processing packages, spreadsheets, databases, etc
- keep the Science department management team fully up to date and informed about all allocated areas of responsibility and to report any significant problems as appropriate and within a reasonable time frame
- such other duties as required to ensure the smooth running of the Science department, including assisting other members of the Science department team as and when required
- Attend regular technician meetings which are chaired by the Head of Science

It should be noted that this job description identifies the current principal duties of the post; it does not detail every task to be undertaken. The post-holder will be required to undertake any duties as required by the Line Manager, which fall within their capabilities or the requirements of the School.

## **Person Specification**

### **Experience**

- Previous experience in a similar role, working with school level scientific apparatus and preparing standard solutions
- Working knowledge of the Health and Safety at Work Act
- Working knowledge of COSHH regulations
- Working Knowledge of the use of hazards, hazard warning labels and protective equipment within a biology laboratory
- Experience looking after animals and plants (not mammals and birds) in display areas
- Experience of stock taking, purchasing and ordering of chemicals, equipment and consumables
- General administration experience, e.g. maintaining an efficient filing system

### **Skills**

- Excellent communication skills with all relevant client groups, both internally and externally
- Ability to understand and operate within a school environment
- Well organised with the ability to prioritise work to deadlines and under pressure
- Ability to work in a team and individually, using own initiative
- Flexible with the ability to adapt to changes to work schedules
- Accurate with an eye for detail
- Good numeracy and literacy skills
- Confident, self-motivated and proactive
- Enthusiastic with the ability to learn
- Honest, polite, reliable, resourceful, flexible, punctual and committed

### **Qualifications**

- A good standard of general education

### **Child Protection at Haileybury**

Though this role does not require the direct supervision of pupils, in addition to their job description, the job holder should be aware of their responsibilities for promoting and safeguarding the welfare of children and young persons who they may come into contact with whilst at Haileybury.

### **Health & Safety at Haileybury**

Under the Health and Safety at Work etc. Act 1974 and associated legislation, colleagues at Haileybury are expected to be comply with H&S requirements at all times, including but not limited to Risk Assessments, COSHH, PPE, Manual Handling and to follow Haileybury policies/procedures. Specifically, colleagues must continuously carry out all duties in a manner, which endangers neither themselves nor others. If you consider something is unsafe or likely to cause injury or ill health, you must rectify it if safe to do so, or report it to your immediate manager or the Health and Safety Manager.

### **Data Protection at Haileybury**

The School will comply with its obligations under the prevailing data protection legislation when processing your personal data. For further detail in this regard you should refer to the School's Data Protection Policy and the Staff Privacy Notice which can be found on the website <https://www.haileybury.com/privacy-notice>

### **Code of Conduct Statement**

Colleagues at Haileybury are expected to work together showing respect, courtesy and helpfulness, cooperatively working with a positive ethos and culture, whatever the staff member's position may be. Each individual should try to see and appreciate what others are doing and understand that the provision that we offer our pupils can flourish only with the active assistance of all concerned.