



Job Description

Job Title:	Biology Laboratory Technician
Responsible to:	Head of Department
Responsible for:	N/A
Job Summary:	To coordinate the use of resources and facilities and provide assistance and advice in meeting the practical needs of the Biology curriculum.

Key Responsibilities

- Under the control of the Head of Department to coordinate the use of resources and facilities and provide assistance and advice in meeting the practical needs of the Biology curriculum, including liaising with teaching staff and support staff outside the department:
 - Preparation of resources, assembling apparatus
 - Obtaining materials by local purchase
 - Giving technical advice to teachers, technicians and pupils/students
 - Carrying out risk assessments for technician activities
 - Assisting in practical classes & carrying out demonstrations.
- To ensure the maintenance of a healthy & safe working environment through:
 - actively contributing to the assessment, monitoring and review of both health & safety procedures and information resources
 - keeping up to date with current procedures and practices through continuing professional development
 - the provision of technical advice and support on health & safety issues to teaching and trainee technical staff
 - the safe treatment & disposal of used materials including hazardous substances and responding to actual or potential hazards
 - the healthy & safe storage and accessibility of equipment and materials
 - Keeping up-to-date with health & safety requirements and with developments in practical science. (Attending courses & reading publications.)
 - Giving health & safety advice to technical staff, teachers and students.
 - Disposal of waste materials
 - Checking fume cupboards, pressure vessels and first-aid kits; carrying out electrical and other safety checks, etc. or ensure they are done by qualified technicians
 - Organising, storing and checking the condition of chemicals and equipment
 - Attending department meetings.
- To assist the Head of Department with the day-to-day organisation and development of trainee staff to ensure that essential performance standards are achieved:
 - Organising and supervising trainee technicians as required.
- To contribute to the design, development and maintenance of specialist resources and/or long-term projects:
 - Constructing & modifying apparatus
 - Setting up and caring for plant and animal collections
 - Preparing standard solutions, purifying chemicals, treating waste

- To support the Head of Department in ensuring the availability of suitable materials and equipment, helping to compile orders and liaising or negotiating with suppliers and finance departments. This will include sourcing, costing and suggesting economic alternatives to maintain stock levels. Keeping up-to-date records of stock:
 - Checking stock, ordering
 - Keeping stock records
 - Maintaining appropriate stock levels and resources.
- Under the guidance of the Head of Department to ensure that both routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment are carried out to the required standard:
 - Collecting, checking and returning equipment to stores
 - General laboratory cleaning of bench surfaces and fixed equipment
 - General cleaning and repair of equipment.

Additional Duties:

- The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy Statement at all times.
- If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to the School's Designated Safeguarding Lead or, if he/she is the School's DSL, to the Headmaster and relevant agencies.

Person Specification

- A strong science background
- Previous experience of working within a school environment
- The ability to work independently and as a team
- Strong organisational skills with a 'can-do' approach to all duties
- Excellent verbal and written communication skills
- Professional approach to teaching staff, support staff and pupils.

Qualifications

- A Science qualification to at least A-level, or equivalent, is essential.

Terms and Conditions

Salary: £17,167 per annum

Hours of Work: 37.5 hours per week to be worked Monday to Friday during term time (33 weeks) plus four weeks at the beginning and/or end of term (37 working weeks in total).

Pension: After three months service you may be automatically enrolled into the Eastbourne College WorkSave Pension Scheme (details are available from the HR Department), depending on your level of earnings, however you may also choose to opt in to the pension scheme. The College will contribute 5% of your gross salary and you will be expected to contribute 3% also. You may choose to opt out of the pension scheme.

Holiday: 28 days per annum including Bank Holidays pro rata to be taken during College holidays. Pay for this is included in the salary.

Other Benefits: Life cover of three times salary after two year's employment.
Free lunch during normal working hours.
Free use of College facilities.
Annual pay review.

Safeguarding statement

The Charity is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The appointment is subject to an enhanced DBS check, pre-employment medical questionnaire and positive references.

Application process

To apply, please visit <https://www.eastbourne-college.co.uk/contact/employment-opportunities/> and click the '[Apply Now](#)' button to complete the mandatory application form.

A letter of application evidencing suitability for the post against the job description and person specification described above, and an up-to-date CV, should be uploaded with this online application form.

Closing date: **Friday 5 June 2020**

Applications will not be accepted without a fully completed application form including a complete career history. Candidates will be required to provide the names and contact details of two referees, one of whom should be a current employer but not a family member or current employee of Eastbourne College Charity. Candidates should make it clear if they would prefer their referees not to be contacted before the interview stage.

Further information is available from Human Resources: hr@eastbourne-college.co.uk.

May 2020