

University College School
Frognal
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JOB DESCRIPTION

University College School (UCS) is one of the top independent schools in the UK. Operating as three linked schools at separate sites in Hampstead, it educates over 1000 students from age 3 to 18. The main aims of the school are the pursuit of academic excellence with a strong ethos of independent thought and individual judgment. For further information about UCS, refer to our website www.ucs.org.uk

1 JOB DETAILS

Job Title:	Senior Biology Technician
Hours:	Monday – Friday inclusive for 35 hours
Contract:	Permanent, 35 hours per week, full time. 1 hour unpaid break per day.
Location:	Frognal (Senior School)

2 JOB PURPOSE

To lead the efforts of the Biology support staff in order to support and assist the teaching activities of the Biology and wider Science Department.

3 DIMENSIONS

The Senior Biology Technician reports to the Head of Biology with the Director of Finance and Administration having overall responsibility for all support staff.

The Senior Biology Technician assists in the the-day-to-day activities of the Biology Department, and has a supervisory role over the work of the second technician in the department.

The Biology Technician works closely with teaching staff within the department and, as such, the position requires a strong working relationship with both the teachers and pupils within the Biology department. In addition, a good relationship is required with the wider Science department's staff and pupils.

4 KEY RESULT AREAS

Under the Health and Safety at Work Act 1974 we all have a responsibility to ensure a safe working environment for everyone who comes within our working environment. This means taking a proactive role in ensuring this.

Core responsibilities:

- i) To take a lead role in preparing solutions, chemicals, materials and practical equipment as requested by Biology teaching staff for practical and examinations in the Biology laboratories.
- ii) To check and maintain all laboratory equipment in good working order and carry out repairs as necessary or arrange for repairs to be done and replenish stocks of apparatus and materials as necessary ensuring that deliveries are correct on arrival.
- iii) To ensure that laboratories and the preparation room are kept clean and tidy and that after practicals have taken place that the laboratories are cleared and cleaned promptly after use including equipment washed and stored / returned as quickly as possible. This includes the cleaning of lab coats and safety glasses.
- iv) Order chemicals, specimens, equipment and textbooks required for the Biology department and check deliveries are correct on arrival. Keep the inventory updated. Distribute textbooks, including online subscriptions, and sending out late fee charges as required.
- v) Liaise with the maintenance departments for any repairs required in the department.

- vi) Manage the work undertaken by the second technician within the Biology Department.
- vii) To take a proactive role regarding health and safety requirements. To include taking the lead on maintaining appropriate and up to date risk assessments and Health and Safety requirements within the department and keeping records of such. Staying abreast of latest developments and requirements and informing Biology staff accordingly, including COSHH. Also liaising with the Health and Safety Advisor in school.
- viii) Dispose safely of biological and chemical residues and other waste materials in accordance with CLEAPPS guidelines.
- ix) Assist the Head of Biology in managing the departmental budget.
- x) Assisting teachers/ students in the classroom with practicals as required and directing the second technician with this.
- xi) Setting up requisition sheets on Google sheets for Biology teachers to include relevant links to risk assessments.
- xii) Set up and test demonstration experiments and ensure that they will work well. Trialling and researching practicals and feeding this back to the Biology department.
- xiii) Helping with the organisation and preparation of Biology Clubs such as Dissection Club.
- xiv) Organising Biology competitions e.g. Biology Challenge and Senior and Intermediate Biology Olympiad.
- xv) To ensure that any living organisms within the department are carefully looked after and that they are maintained in a hygienic and safe manner.
- xvi) To carry out any other reasonable tasks requested by departmental staff, including photocopying and refreshing display materials in the biology corridor and laboratories, and organising signage as appropriate in the department.
- xvii) Continuing your own professional development through training and courses.

5 REQUIREMENTS FOR THE POSITION

(E) = Essential (D) = Desirable

- i) Laboratory technician experience in Biology and previous use of data logging equipment. (D)
- ii) A relevant Science or specific Biology qualification. (E)
- iii) MS Office IT experience. (E)
- iv) Experience in the educational field and/or working with young people. (D)
- v) The ability to work independently with little supervision. (E)
- vi) Initiative: a 'doer' – follows through actively to a successful conclusion; alternatively seeks out opportunities to make a contribution and work with others. (E)
- vii) Proven organisational skills – plans, organises, prioritises in a productive manner.(E)
- viii) Excellent communication and interpersonal skills. (E)

6 TERMS

The salary for the post will be £33,000 per annum. Benefits include a contributory staff pension scheme, lunches are provided and a discounted membership to our on site gym.

7 UCS is fully committed to the welfare and safeguarding of children. All applications for this post must be prepared to undergo child protection screening and a full Disclosure Barring check.