



Queen Mary's Grammar School



Job Description and Person Specification

Job Title:	Biology Lab Technician
Grade / Salary:	NJC SCP 4 – 6 FTE: £24,404 - £25,183
Hours:	37 hours per week Permanent
Reporting to: Senior Science Lab Technician	
Objective of the role: To Support the Biology department to provide practical resources for student curriculum needs	
Key responsibilities: Coordinate the use of practical resources and facilities of the Biology department, working closely with the Senior Science Technician, including: <ul style="list-style-type: none">• Provide support and advice in meeting the needs of the Biology curriculum• Liaising with teaching staff and support staff outside the department• Preparing resources and assembling apparatus• Purchasing required materials locally• Giving technical advice to teachers, technicians and to pupils / students• Carrying out risk assessments for technicians' activities• Assisting in practical lessons• To ensure the maintenance of a healthy & safe working environment through: <ul style="list-style-type: none">• Keeping up-to-date with health & safety requirements and with developments in practical science• Giving health & safety advice to technical staff, teachers and students• Disposal of waste materials including hazardous substances• Checking fume cupboards, pressure vessels and first-aid kits• Carrying out electrical and other safety checks• Organising, storing and checking the condition of chemicals and equipment• Attending department meetings• Being aware of requirements and contributing to the safeguarding of children in education• To contribute to design, development & maintenance of specialist resources/ long-term projects <ul style="list-style-type: none">• Constructing & modifying apparatus• Setting up and caring for plant and animal collections• Preparing standard solutions, purifying chemicals, treating waste• To support the Senior Science Technician to provide suitable materials/equipment, including: <ul style="list-style-type: none">• Helping to compile orders and liaising or negotiating with suppliers and finance departments• Sourcing, costing & suggesting alternatives to maintain stock levels and keeping stock records• Keeping stock records, checking against actual stock levels and where necessary reordering stock	

Liaising with the Senior Science Technician, ensure availability of equipment including:

- Carrying out checks, cleaning, maintenance, calibration, testing & repairs to the required standard
- Collecting, checking and returning equipment to stores
- General laboratory cleaning of bench surfaces and fixed equipment
- Cleaning and repair of equipment

Experience required:

- Experience as a Lab Technician, preferably with a Biology bias
- Good working knowledge of Biology and science curriculum
- Up to date knowledge of Health & Safety Legislation, COSHH etc

General:

- commitment to the ethos of the school and a willingness to contribute to enrichment activities

You must be suitable to work with children. This job is subject to an Enhanced Disclosure.

Queen Mary's Grammar School is committed to safeguarding and promoting the welfare of children and young people and all applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. Safeguarding and Safer Recruitment Policies can be found on our website.