



## INFORMATION PACK BIOLOGY TECHNICIAN

### Bright Futures Educational Trust

Bright Futures Educational Trust (The Trust) is a multi-academy trust set up in 2011. The Trust is made up of a richly diverse group of schools in Greater Manchester and Blackpool. We are passionate about working together within and beyond the Trust to achieve our aspirational vision: the best *for* everyone, the best *from* everyone. We are an organisation that is underpinned by values of: community, integrity and passion. In everything we do, we remember that we are accountable to the children, families and communities that we serve.



Our schools have their own identities and form one organisation and one employer, Bright Futures Educational Trust. Bright Futures' Board of Trustees maintains strategic oversight of the Trust and delegates some of its responsibilities to the Executive Team, Principals and local governing bodies. We place a high value on integrity and probity and take seriously our accountabilities for making the best use of public money. How decisions are made is described in our delegation framework. You can find out more about the Trustees and the Executive Team on our website: <http://bfet.co.uk/about-us/>.

The central team, comprises the Executive Team: John Stephens, CEO; Edward Vitalis, Chief Operating Officer; Gary Handforth, Director of Education; Lisa Fathers, Director of Teaching School and Partnerships and Lynette Beckett, Director of HR & Strategy. The focus of these roles is to work with schools, providing high quality and timely guidance, leadership, challenge and support. In addition to the executive team, we have central operations for finance, HR, educational psychology and Digital Technologies. Please see our website brochure which explains our central operations: [Working together for a Bright Future](#).

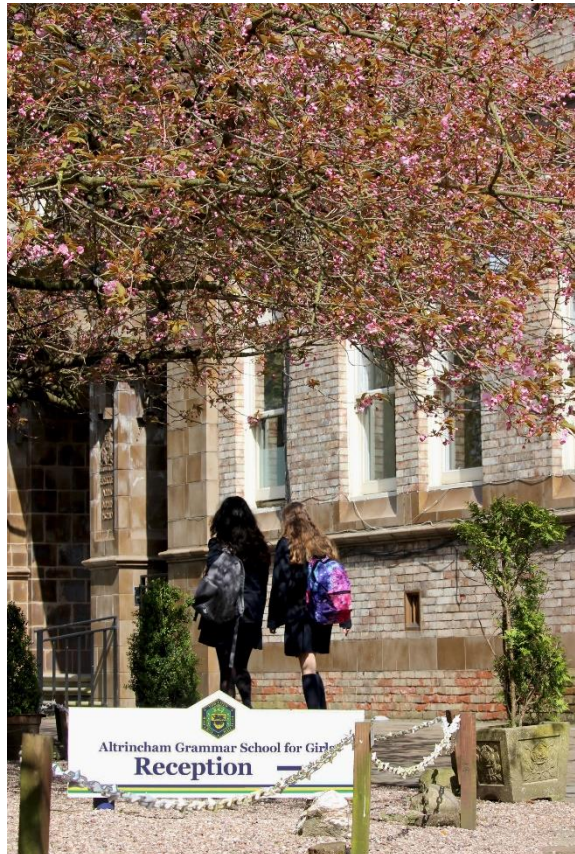
Bright Futures Development Network is another important outward facing component of our organisation. Underneath this umbrella we have 5 network hubs. 'The Alliance for Learning' (AFL) which provides school improvement services and CPD to over 700 schools (<http://allianceforlearning.co.uk/>); a North West Maths' hub providing mathematics training and coaching to 500 schools: a SCITT (School Centered Initial Teacher Training) which is the largest in the North West. After significant national reforms to the teaching school policy, Bright Futures was designated with two new large-scale Teaching School Hubs in 2021. The areas we serve are Manchester, Stockport, Salford and Trafford.

Collaboration and strong relationships form one of the 'commitments' in our Strategy and all components of the Bright Futures' family work closely together. Our Strategy was developed collaboratively and can be found on our website: [Our Strategy](#).



## Altrincham Grammar School for Girls

Altrincham Grammar School for Girls (AGGS) is a highly successful single sex 11 -18 academy in the South



Trafford area. AGGS was in the first cohort of schools to be designated a national teaching school in 2011. AGGS is the lead school in 'The Alliance for Learning', which comprised schools of every type and phase, plus universities, throughout a wide geographical area. The impact of teaching school activities has been felt within the Trust and far beyond. We have a reputation for excellence regionally and nationally, of which we are very proud.

AGGS is committed to providing equal opportunity in recruitment and employment to all individuals. We will consider candidates without regard to race, ethnicity, gender, religion, sexual orientation and identity, national origin, age, military or veteran status, disability or any other legally protected status; and without discrimination based on socioeconomic, marital, parental or caregiving status, or any of the previously listed characteristics or statuses.

We value the diversity of our staff and reject any form of harassment, discrimination or victimisation. The Bright Futures Educational Trust vision is: 'the best for everyone, the best from everyone'. To achieve this, we create and maintain a work environment and culture where people from different backgrounds, and with varying lifestyles,

interests, opinions and responsibilities, treat each other with dignity and respect. It is a climate in which our staff feel safe and are inspired and motivated to be their best.

Our school is dedicated to sustaining and promoting diversity with respect to recruitment, promotion, training and general treatment during employment. We are actively seeking to extend the diversity of our staff. Furthermore, we welcome candidates who have not had previous experience of working in a grammar school.

We aim to ensure that our recruitment processes set up all candidates for success. At interview our aim is to provide a positive experience. We don't want to catch anyone out, but rather to provide the opportunity for all candidates to be themselves and show us what they are capable of.



### Why work for us?

## Bright Futures

### A great place to work

We offer a great opportunity to join an organisation which really lives its values. Our working environment is very inclusive and whilst you can expect to be challenged in your role, you will be supported through professional learning, treated fairly and with dignity and respect. Please see the Equality, diversity and inclusion statement on our website: <http://bfet.co.uk/vacancies>

### Terms and Conditions

- Salary:** NJC grade 5 (points 12-19) The pay based on the below working pattern commencing £22,183 rising to £25,481 per annum (if full-time). Actual pro-rata starting salary will be £18,995 per annum.
- Working weeks:** The postholder will work 38 weeks during school term time and an additional five days to be agreed. A total of 39 weeks.
- Hours:** 36.25 hours per week over 5 days.
- Holidays:** You will be paid for the prorata equivalent of 25 days, plus 8 public holidays. This increases to 30 days plus 8 public holidays after 5 years' service.
- Pension:** Local government pension scheme. Please take a look at the website: <https://www.gmpf.org.uk/>
- Other:** We offer salary sacrifice schemes for purchasing cycles and technology, through monthly interest free salary deductions.

### How to Apply

We can only accept completed application forms, rather than CVs. This is because the regulatory guidelines of Keeping Children Safe in Education, require us to check various details of job applicants and an identical application format for each candidate enables us to do this.

Applications forms and criminal disclosure forms will need to be completed by 12 o'clock midday on 24<sup>th</sup> September 2021 using the link [Biology Technician Application Form](#).

The selection will take place week commencing 27 September 2021.

Applicants who are not contacted during this period may assume that they have not been successful but are thanked for their interest. Unfortunately, we are unable to provide feedback to unsuccessful applicants who are not called for interview.

### Keeping Children Safe in Education

Bright Futures Educational Trust is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974; pre-employment checks will be carried out and references will be sought for shortlisted candidates and successful candidates will be subject to an enhanced DBS check and other relevant checks with statutory bodies.

### Data Privacy

You can the details of how we use the personal data that you provide us with in our Job Applicants' privacy notice on our website: <http://bfet.co.uk/wp-content/uploads/2018/07/BFET-Applicant-privacy-notice-002.pdf>



## **JOB DESCRIPTION**

### **BIOLOGY TECHNICIAN**

Due to the retirement of the current postholder, the school is seeking to appoint a highly organised, enthusiastic and competent professional to work as part of a high achieving and forward-thinking science department in this prestigious school. Experience of laboratory management and IT skills are essential.

This position involves setting up and operating equipment for biology practical lessons. This will include the trial of new practicals in conjunction with the teaching staff, liaising with the other science technicians to ensure equipment is available and ordering of materials and equipment at key times of the year. The Biology Laboratory Technician will work as part of a team of four science technicians in school and will be available to support colleagues in general science technician duties. The successful candidate must be prepared to train as a first-aider.

The science department has thirteen laboratories, with the biology department's laboratories situated on the first floor. There is a science staffroom and each member of teaching staff has an allocated work area. Each laboratory in the school is equipped with a data projector and a networked computer. ICT is widely used to enhance effective teaching and learning.

#### **Main Responsibilities**

- Be aware of the hazards and risks associated with having chemicals and biological materials on the premises and the problems of handling and working with them.
- Be responsible for your own safe working and be aware of issues of safety in procedures suggested by others. Use HAZCARDS and CLEAPSS and ASE publications appropriately.
- Ensure that chemicals are stored safely and securely.
- Dispose of waste chemicals and biological materials responsibly with reference to recommended guidelines.
- Label laboratory chemicals and biological materials with the appropriate hazard warning symbols and dates of purchase.
- Clear up chemical spillages safely and appropriately.
- Assume general responsibility for all resources and apparatus for biology lessons. Have an oversight of equipment booking and inform staff of any timetable clashes e.g. colorimeters.
- Distribute all class trays with appropriate materials to the labs at the start of each day and relocate to P6 (prep room) at the end of the day.
- Organise trays for each class and teacher for each academic year and back-up trays for next topic worksheets throughout the year, ensuring that photocopied resources are produced in anticipation of their use.
- Check the laboratories (L3, L4, L5, L6 and L7) at the end of every day, paying particular reference to gas taps, water taps, windows and ICT equipment.
- Ensure that laboratories are locked when teaching staff are not present and that the chemical store is locked at all times.
- Test practical procedures for feasibility when requested.
- Maintain laboratory equipment, carrying out minor repairs and organising major repairs where appropriate.
- Maintain the annual audit of chemicals. Liaise with the Head of Department regarding the ordering of chemicals and apparatus.
- Maintain the records of textbooks issued to students. Put a school stamp and issue label into new books as they arrive.
- Record the arrival of new equipment and chemicals into the department. Return invoices to the office.
- Wash goggles every half term.
- Check the stock of stationery and liaise with designated technician if more is needed.





- Organise photocopying of material for lessons efficiently and cost-effectively and oversee its filing or distribution to classes. As new resources are compiled by staff, stream-line to minimise photocopying costs and copy numbers as required.
- Organise with the Reprographics Assistant the copying of end of term examination papers and distribute to staff as appropriate.
- Organise the storage of spare work sheets in filing cabinets, file away master copies where appropriate.
- Ensure that IT equipment is available for biology lessons when requested.
- Liaise with the Physics Technician regarding the booking of laptops and data loggers.
- Supply resources and apparatus as requested by science clubs.

### **Additional Responsibilities**

- Organise the biology prep rooms to provide a safe working and storage environment.
- Be aware of updates to safety information and relevant legislation.
- Communicate effectively with the other biology lab technician working using an agreed method.
- Make up of standard solutions for chemical practicals.
- Set up practicals and demonstrations.
- Advise staff on use of new or unfamiliar equipment.
- Assist with open evenings.
- Act as a first-aider.
- Compile orders. Monitor Biology Department purchases and petty cash accounts.
- Check and maintain Biology Department First Aid boxes.
- Make local purchases.
- Apparatus and chemical stock control.
- Maintain supplies of laboratory chemical stock consumables.
- Advise the Junior Science Technician on biology requirements.
- Ensure accident/incident forms are completed as appropriate and sent to the office.
- Arrange for classes to be moved between laboratories in accordance with teaching requirements and available laboratory facilities.
- Be aware of work left for absent science teaching staff and take control of finished work.
- Issue text books and maintain records.
- Assist with book return days.
- Make visual checks on all electrical equipment used in laboratories.
- Provide support in practical lessons as required.
- Report repair requirements to the Premises and Facilities Manager.
- Any other reasonable duties as requested by the Head of Biology or Principal.

### **Absent Staff**

- Find out which member of staff is sitting for an absent colleague teaching biology, lock/unlock laboratories as required and ensure that all materials are available.
- Collect together teaching aids, books etc to be used for work for classes whose biology teacher is absent. On occasion, to use knowledge of syllabus to collate suitable work for a class subject to Head of Biology's approval.

### **Trainee Teachers**

- Provide support to trainee teachers with regard to health and safety, resources etc particularly when not teaching their main discipline.

### **School-wide Responsibilities**

- Being aware of and acting upon relevant school policies and in particular those associated with Child Protection/Safeguarding Children and Health & Safety issues.



- Being responsible for maintaining a clean and tidy environment.
- Attending relevant meetings as required.
- Acting as a role model for the pupils in school.

### Other

- We will always consider a flexible approach to working – just ask at interview.
- Attend relevant meetings as required, acting as a role model consistently promoting the Trust's vision, values and commitments.
- Acting as an ambassador ensuring that the Trust's high standards are promoted at all times.
- A commitment to maintaining confidentiality and discretion inside and outside work.
- Any other reasonable duties requested by the Head of Biology/Principal.

### Training and Development

As a Teaching School, we are committed to the professional development of all staff. The Biology Laboratory Technician will participate in the school's appraisal arrangements and an experienced appraiser (line manager) will be appointed to assist in the laboratory technician's development.

### Probationary period

Your appointment is subject to a six month probationary period. At the end of this period, providing your service has been satisfactory, your appointment will be confirmed. If your service is not satisfactory your employment may be terminated within the probationary period. The school requires six weeks written notice to resign from the post.

If invited for interview, candidates are requested to bring original copies of the following documents on the interview day which we need to have sight of:

- Degree Certificate (if applicable)
- QTS Certificate (if applicable)
- National Insurance Card (or letter from HMRC)
- Photo ID (passport and driving licence)
- Two other forms of identification that verify your name, address and date of birth e.g. birth certificate, marriage certificate, bank or credit card statement, utility bill.

### ADDITIONAL INFORMATION

Further information about the school, a copy of the school's prospectus and the most recent OFSTED inspection are available from the school's website.

**AGGS is committed to safeguarding and promoting the welfare of children and young people. Any successful applicant will be required to undertake a DBS check by the Disclosure and Barring Service. This post is exempt from the Rehabilitation of Offenders Act 1974.**



## PERSON SPECIFICATION

| Category                                   | Essential   | Desirable   | Method of assessment                  |
|--|---|---|---------------------------------------|
| <b>Qualifications, Education, Training</b> | GCSE English and Mathematics up to GCSE grade 4 or above.   |   | Application form<br>Certificates      |
| <b>Relevant Experience</b>                 | Experience of laboratory management.  | Experience in a school environment. A qualification in Science. | Application form<br>Certificates      |
| <b>Safeguarding</b>                        | Commitment to demonstrating a responsibility for safeguarding and promoting the welfare of young people.<br>Enhanced DBS clearance  |   | Application form<br>Interview         |
| <b>Knowledge, skills and abilities</b>     | Very good ICT skills<br>Strong verbal and written communication skills.<br>Ability to build strong working relationships with all stakeholders<br>Ability to work under pressure and unsupervised on own initiative working to tight deadlines<br>Ability to plan, organise and prioritise work schedule<br>Ability to preserve confidentiality and discretion  |   | Application form<br>Interview<br>Task |
| <b>Teaching School</b>                     | Willingness to share good practice with colleagues from other schools.  |   | Application form<br>Interview         |
| <b>Others</b>                              | Commitment to the aims and ethos of the school.<br>Willingness to carry out duties at school afternoon or evening events and occasionally at the weekend.<br>Willingness to train as a first-aider.<br>Self-confidence and the ability to deal with difficult situations.<br>A thorough, meticulous approach to all tasks.<br>Smart, professional appearance.<br>Ability to show tact and discretion.<br>Willingness to represent the school.<br>Willingness to be involved in extra-curricular activities.<br>Flexibility and a willingness to be involved in change.<br>Commitment to further training and development.<br>A genuine commitment to improving the quality of provision for pupils in our school.<br>A positive approach to challenges, which seeks solutions to problems and |   | Application form<br>Interview<br>Task |



| Category   | Essential   | Desirable | Method of assessment                  |
|------------|---|-----------|---------------------------------------|
|            | addresses difficulties with good humour.  |           |                                       |
| Our Values | Community: Evidence of working together for a common purpose and encouraging diversity        |           | Application form<br>Interview<br>Task |
|            | Integrity: Evidence of doing the right things for the right reason                            |           | Application form<br>Interview<br>Task |
|            | Passion: Evidence of taking personal responsibility, working hard and having high aspirations |           | Application<br>Interview<br>Task      |