**JOB DESCRIPTION**

**JOB TITLE: Biology Technician**

**RESPONSIBLE TO: Business Manager**

**Managed on a daily basis by Director of Science**

**Grade: H3(5) £19,938 (£12,978 pro rated)**

**Hours: 29 hours per week, over 5 days per week**

**38 weeks per year**

**Lunch breaks are unpaid**

**MAIN PURPOSE: To provide support to the Science Faculty staff by providing technical assistance with regards to the preparation and maintenance of teaching**

**MAIN AREAS OF RESPONSIBILITY:**

* Prepare equipment/experiments as requested by science teachers
* photocopy resources
* clear away after lessons and wash up
* complete jobs as required by the Director of Science
* monitor, purchase and keep a stock inventory in liaison with the Director of Faculty
* work together as part of a team, supporting teaching staff and other science technicians
* ensure health and safety procedures are followed, raising issues when appropriate
* complete health and safety records when appropriate
* attend training courses when appropriate
* raise maintenance issues with the Estates Co-ordinator

**GENERAL:**

To take part in:

* professional development and training
* school performance management process
* any other reasonable duties as requested by School Business Manager/ Headteacher

**Person Specification**

* experience of working in a laboratory is desirable
* science qualifications would be desirable
* computer literate
* well organised
* team player
* flexible
* good communicator