



WEST BUCKLAND SCHOOL

Biology Technician – September start date

If you would like to work on a beautiful campus in the heart of Devon, with a great team of people in an inspirational environment with lots of benefits, then we have an exciting opportunity to join our Biology Department.

There are three full-time and one part-time teachers within the Biology Department. The Department teaches Biology to all pupils aged 11-14 with most students taking GCSE Biology at the end of Year 11 and with a number of pupils also studying A-level Biology in both Year 12 and Year 13. The Department has the use of three laboratories and some biology is taught with a laboratory that is shared with Chemistry.

The Technician works under the direction of the Head of Biology and is responsible for providing support for the teaching and learning within the Department. Some scientific experience and interest would be preferable, combined with practical skills and general ICT. They should be adaptable and able to work without close supervision within a small team.

Main Responsibilities

Laboratory Duties

- Providing materials and apparatus for lessons as requested by teaching staff. There is also a small amount of provision required for the biology content of Applied Science BTEC.
- Clearing laboratory of materials and major apparatus after the completion of lessons.
- Ensuring apparatus is cleaned in an appropriate manner.
- Ensuring quotas of apparatus are maintained within the labelled cupboards of each laboratory.
- Liaising with domestic staff to ensure laboratories are cleaned in a safe manner.
- Liaising with maintenance and/or external contractors to maintain LPG gas supplies to laboratories
- Reporting faults in respect of defective mains electrical apparatus, water supply, LPG installation to the respective area supervisors and to the Head of the Biology Department.
- Periodic regular checking of laboratory fittings and equipment.
- Trialing of some new experiments.
- Ensuring correct hazard labelling of materials and equipment.
- Looking after the animals and plants in the biology rooms

Chemical Stock and Apparatus

- Ordering chemical stock and apparatus from suppliers after liaison with the Head of the Biology Department.
- Keeping a record of all assets, stock and materials ordered and completing and recording an annual stock audit.
- Labelling chemical stock with appropriate hazard warning symbols.
- Maintaining the chemical stock in accordance with the COSHH regulations.



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- Reporting faults in respect of faulty apparatus and other hazards to Head of the Biology Department.
- Arranging the servicing of some equipment.

Safety Matters

- Maintaining and inserting updates of relevant safety texts.
- Providing and maintaining any laboratory First Aid packs and eyewashes including tubing.
- Having a knowledge of the CLEAPPS document L196 "Risk Assessment" as applicable to the laboratory technician.
- Developing and maintaining knowledge of COSHH regulations pertinent to the Biology Department.
- Disposal of hazardous chemicals in accordance with guidelines and regulations.
- Reporting of any relevant Health & Safety matters including Near Miss occurrences to your Line Manager or the designated school Health & Safety Manager.
- Provision and maintenance of lab spill kits.
- Attend relevant training, particularly in respect to microbiology.

Other Matters

- Caring for the animals and plants within the department
- General overseeing of laboratory welfare.
- General administrative tasks for the Biology Department.
- Shopping for ad-hoc department materials (locally or via internet).
- Assisting the Head of Department with the auditing of budget and accounts.
- A willingness and ability to assist teachers within the classroom/laboratory during busy practical lessons, where appropriate.
- Assisting with field trips
- Gathering of specimens from school site
- Organising the ordering and distribution of student magazine subscriptions
- Maintaining subscriptions to relevant online teaching resources.

The successful candidate will also be required to operate in support of the adjacent Food & Nutrition Department as the support technician. This is minimal provision and is within the identified departmental hours. This would include ordering supplies for the weekly practical cooking program, arranging the kitchen and equipment for use and assisting in clearing away after practical sessions, as in the Biology Labs.

The School reserves the right to vary or amend the duties and responsibilities of the post holder at any time according to the needs of the school's business.



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Hours of Work

This post is part time, term time only. The normal hours of work are Monday to Friday 08.30hrs till 15.30hrs with a cumulative one hour's unpaid break each day in line with departmental commitments. Please note the May Day Bank Holiday is a working day for the School.

Beverages are provided free whilst on duty. Lunch is also provided during term-time.

Salary

The post is based on a pro-rata basis of £15,388 (FTE £24,000).

Safeguarding Policy Statement

West Buckland School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and adhere to our safeguarding policies and procedures. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). Safeguarding questions will be asked to all candidates during the interview process". West Buckland School is committed to equality of opportunity for all staff and applications are encouraged from individuals regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

In line with KCSIE guidance the school will conduct an internet search of short-listed candidates on Google and Social Media and limited to the information provided on the application form. Any information that is publicly available online and relevant to safeguarding or your suitability to work with children might be discussed at interview.

Data Protection

The school is registered under the Data Protection Act 1998. The information you supply when requesting a job pack will be held in electronic format for monitoring and evaluation purposes and in connection with any future contact. We keep applications from unsuccessful candidates for a period of six months from the closing date after which they will be destroyed. If you do not wish your application to be retained during this period, please indicate this in a covering letter with your application.

Feb 2023