

The Skinners' School

ROLE PROFILE: BIOLOGY LABORATORY TECHNICIAN

Role Purpose: Reporting to the Head of Biology, and liaising with teaching staff in the Science Department, the Biology Laboratory Technician has specific responsibility for managing curriculum requirements and practicals for Biology lessons across three key stages.

Role Dimensions: There are 1,120 pupils in the school, with 11 Science teachers operating in 10 laboratories, supported by three technicians. The Biology department consists of four teachers and approximately 80 Biology lessons are taught each week.

FTE: 37 hours per week, term time only (plus Inset)

Salary: Skinners' School Support Staff scale Band 6 (£20,585 FTE)

Line Manager: Head of Biology

Section A – Role Requirements.

Organisation:

- Setting up / organising the systems and procedures for ordering, delivery and clearing of practicals.
- Helping to organise teachers' lessons.
- Arranging availability of laboratories for practical work.
- Avoiding clashes of lessons and equipment.
- Organising safe / secure storage of materials, including hazardous ones.
- Meeting staff requests for assistance, written on the weekly sheet, as far as possible 48 hours in advance.
- Carrying out maintenance checks and arranging for repairs as necessary to ensure all equipment is safe and ready to use in lessons.
- Stock taking of equipment and ordering, liaising with HoD on departmental budget.

Teaching /Coaching:

- Assisting with demonstrations on how to use equipment where necessary.
- Providing technical support to students and teachers (experienced and trainees).

Health & Safety:

- Knowing where to find information (depth of scientific knowledge).
- Recognising potential dangers.
- Handling dangerous substances.
- Arranging annual check of autoclave.
- Performing health & safety checks and ensuring equipment and laboratories are clean and tidy (including sinks, drawers and cupboards) in order to maintain a safe and stimulating learning environment for students.
- Ability to give health and safety advice to ensure correct procedures are adhered to at all times.

Innovation:

- Trialling experiments for developing A level practical work.

Section B – The key decision making areas in the role

- Setting up practicals: timetable for experiments, equipment required
- Ordering supplies, ensuring continuity of service to classroom lessons
- Maintenance of equipment/supplies: ensuring fit for purpose and safe to use

Section C - Relationship Management – main contacts – external/ internal customer contacts and purpose

INTERNAL:

- Liaise with other science technicians to discuss work priorities and problems occurring.
- Head of Biology – to discuss technical problems and share information.
- Teaching staff - to discuss practicals and demonstrate when necessary.

EXTERNAL:

- Suppliers – to order supplies, invoice enquiries.
- Contractors – to book maintenance work.
- Other Technicians at schools in the area – to generate best practice, share information / assistance.

Section D – Working conditions - environment and physical effort or strain

- Science labs over two floors (no lift).
- Limited space: an imperative to be organised and tidy.
- COSHH regulations to be followed.
- To be able to distribute trays / trollies of equipment for practicals to all science laboratories.

Section E - Role related knowledge, skills and experience

- Good level of general education including science subject(s) at least to NVQ 2 or equivalent together with good numeracy and literacy skills.
- Willingness to learn about Health and Safety procedures especially as they relate to work in the laboratory. First Aid certificate would be useful.
- Willingness to learn about appropriate use of laboratory equipment and ability to communicate and demonstrate this knowledge effectively to staff and students.
- Willingness to learn about policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality.
- IT literacy.

Section F - Relevant Competencies

Personal

- flexible
- ability to work under pressure
- respect for others
- active listener
- use initiative
- work without supervision
- positive, team approach
- practical

Interpersonal

- adaptable
- diplomatic
- reliable
- calm
- stress tolerant
- collaborative
- team player

Organisational

- organised
- able to prioritise
- inform
- communicate

Section G - Induction/Training required to become effective in the role

- Microscope maintenance training.
- First Aid Training in the Workplace.
- Training for Science Technicians Supporting Practical Biology.

Section H – Operationally effective: How would effectiveness in role be demonstrated?

- Resources managed effectively – little waste.
- Teachers able to conduct lessons confident that technician support is in place as and when necessary.
- Teachers/students able to operate in safe environment – mishaps minimised.

