



JOB DESCRIPTION SCIENCE TECHNICIAN (BIOLOGY)

THE SCHOOL

RMS is a leading independent girls' day/boarding School with 940+ pupils aged 2 to 18 and over 300 teaching and support staff, situated on a 300-acre parkland site near Rickmansworth in Hertfordshire. Potential candidates are strongly encouraged to visit the school website www.rmsforgirls.com for more information about our thriving school, with its excellent value added results and inclusive community spirit that encourages both girls and staff to share a commitment to continued personal, professional and academic development.

THE ROLE

The Science department consists of 10 laboratories with 10 members of teaching staff and 3 full-time technicians. The position involves working alongside the existing Science technicians to provide laboratory support for the teaching of lower school, AQA GCSE and A level science subjects. Teamwork is an essential part of the role and while the successful candidate will be based in one department, it is expected that over time they will be able to assist in other science departments to gain further skills and help provide a flexible service. Some experience of Physics, Biology or Chemistry laboratory techniques would be an advantage as would specific experience in Biology, although this is not essential. Keeping the laboratories, prep room and storage areas clean, tidy and well organised is also a key element of the role. Full training will be provided.

The Science Technician (Biology) will be required to organise, direct and provide assistance in practical biology and to assist with chemistry and physics practical work, if required.

Core responsibilities

- Following health and safety procedures within the relevant guidance and keeping up to date e.g. through CLEAPSS and COSHH advice
- Preparing, setting up and clearing away apparatus and chemicals
- Preparing experiments and demonstrations for both lessons and co-curricular activities
- Washing up glassware and cleaning apparatus
- Servicing the laboratories and other practical areas in the departments, maintaining class sets of equipment kept in each laboratory
- Stock keeping and ordering to prevent shortfalls
- Helping and advising staff with their apparatus needs
- Updating inventories and maintaining records e.g. technicians worksheets
- Liaising with other members of the technician team and reporting to the team leader, to keep services running smoothly and helping the other technicians, as appropriate, with their workload
- Taking part in the current appraisal or equivalent arrangements
- Attending appropriate training courses, departmental meetings and inset days
- To liaise with the Head of Biology on all aspects of technical support, Health and Safety, administration and future development within the Science Department
- To support teaching staff and students with co-curricular activities and taster sessions
- Other appropriate tasks as requested by the Head of Biology e.g. trialling new practical procedures
- Caring for plant and animal collections
- Helping in the management of the department allotment
- Using software packages, such as MS Excel, to input data for the department

PERSON PROFILE

All staff are expected to conduct themselves in line with the School's values of **Inclusivity, Courage, Ambition, Kindness, Perseverance** and **Integrity**. The holder of this post will have to demonstrate flexibility and enthusiasm and enjoy working within a team with all members of the School community.

PERSON SPECIFICATION

Essential

The successful holder of this post will need to demonstrate that they have the following experience/attributes:

- Excellent communication skills
- Must be a team player
- Have strong organisational skills, the ability to plan, anticipate problems and manage time efficiently
- Ability to self-evaluate learning needs and actively seek learning opportunities
- Ability to work independently and collaboratively to ensure the delivery of agreed workload
- Be adaptable in a fast-paced environment
- A basic understanding of IT
- Accuracy, patience and good attention to detail
- An approachable and friendly demeanour

Desirable

- Previous experience of working in a laboratory preferred
- Science qualifications, including Biology, to at least A level preferred
- Good awareness of Health and Safety and good laboratory practice
- Experience of working in a school, or educational environment would be advantageous

TERMS OF EMPLOYMENT

The terms of employment include:

- A permanent contract working 37.5 hours per week, Monday to Friday during term-time, plus 2 weeks to be worked during the weekends/holiday periods, as agreed with the Head of Biology.
- RMS Support Salary point S12 (£21,756 per annum) to S22 (£26,389 per annum) depending upon experience and qualifications.
- Support Staff Pension Scheme.
- Free lunches when the School's catering facilities are open.
- Free car parking.
- Use of the gym when open.
- School fee discount – subject to terms and conditions of the policy.
- Access to an Employee Assistance Programme.

DISCLOSURE AND BARRING SERVICE

The School is a "Registered Body" under the provisions of the Police Act 1997 because employment at the School involves access to children under the age of 18. This post will require an Enhanced Disclosure and Barring check from the Disclosure and Barring Service (DBS) before an offer of employment can be confirmed.

SAFEGUARDING CHILDREN

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact, will be to adhere to and ensure compliance with the School's Safeguarding Policy Statement at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School they must report any concerns to the Head.

In addition to the candidate's ability to perform the duties of the post, the interview will explore issues relating to safeguarding and promoting the welfare of children, including;

- Motivation to work with young people
- Ability to form and maintain relationships and personal boundaries with young people
- Emotional resilience in working with the challenges that young people present
- Approach to the use of authority and maintaining discipline

REVISION OF JOB DESCRIPTION

According to the development and requirements of the School, Job Specifications will need to be reviewed and updated periodically, after consultation with the Job Holder.