LABORATORY ASSISTANT (BIOLOGY)
Job Description

Job Title: Laboratory Technician (Biology)

Relationships: The post holder is responsible to the Head of Biology and the Head of Science.

Fundamental Task: To facilitate the Teaching of Biology at all levels in the School.

The role of the Laboratory Technician for Biology is to ensure the areas of work listed in this job description are suitably covered in the Biology Department, working together with other Technicians in the Science Department as necessary. The post holder will work in Biology and he/she will ensure other technicians who assist in Biology are allocated work as appropriate by the post holder or as requested by the Head of Biology.

Items emboldened are chiefly the responsibility for Biology rather than those of other technicians; items in italics may more usually be carried out by other technicians and those in normal type need to be carried out by all technicians working in Science Department.

Responsibilities:

1. Read and follow all guidelines regarding Health and Safety and safe working practices within Biology laboratories as published by CLEAPSS or Cronor, as provided by the Heads of Department, Head of Science or Bursar.

2. Be familiar with and follow procedures as set out in the departmental handbooks.

3. Ensure, together with teaching staff, that laboratories are locked when teachers are not present and that students do not have unsupervised access to laboratories, prep rooms or science equipment.

4. Be familiar with fire and emergency procedures including the roles required of a technician within this.

5. Oversee the work of other Technicians within the Biology Department, allocating work as needed.

6. Prepare, set up and check the apparatus, materials and reagents for practical work. This includes lessons for each of Years 8 to 13 and within these GCSE, AS & A2 practical assessments or coursework. Liaise with the teacher(s) concerned at the earliest opportunity in the event of any difficulty.

7. Set up laboratory apparatus as requested by teachers for demonstration purposes and check that it functions properly, if possible 30 minutes before lesson commences.

8. Provide general assistant to the teaching staff in order to enable the smooth running of teaching within the department.

9. Make sure all glassware and equipment is clean and ready for use.

10. Wherever possible tidy up each laboratory after each practical, remove dirty glassware and any reagents that may be left over, and wash up glassware, etc.

11. Clean Biology and General Science laboratory whiteboards with solution once a week.
12. Check the Biology and General Science laboratories at least weekly for the standard laboratory apparatus.

13. Ensure laboratories, resource rooms and prep rooms are clean and tidy at the end of each day and each week. This includes the General Science laboratory. (See Appendix 1).

14. Check drainage of all sinks and leaks along the pipe work. Check that all the gas valves work correctly.

15. Issue requests to Maintenance and Domestic Services Department for any work needed in the Biology Department and the common areas of the AC Maths and Science Centre and its immediate vicinity.

16. Organise and store equipment, materials and apparatus as required in the Biology laboratories and in the Biology preparation room.

17. Organise and store equipment, materials and apparatus as required in the Junior Science/Sports Studies laboratory and in the associated store/preparation room.

18. Maintain and prepare sub-cultures of microbiological organisms. Use the autoclave to make microbiological equipment safe. Dispose of microbiological organisms safely.

19. Make laboratory solutions of specific concentrations for daily use or as required. Test the concentrations of solutions made as required.

20. Make equipment as agreed with the Head of Department.

21. Play an active role in developing practical, innovative and inspiring practical Science. A willingness to expand in the Science Department’s activities for Open Days and its involvement with other schools and universities would be appreciated and is an area of the post which could develop in future.

22. Receive additional training or instruction in the use of equipment or the role of a technician if deemed appropriate. (See point 44 below).

23. Ensure equipment is in good working order by servicing and cleaning at regular intervals. Service microscopes annually in the Biology Department. Organise for the servicing of equipment by external agencies as appropriate.

24. Conduct testing of electrical equipment (e.g. multimeters, ammeters, voltmeters, bulbs) once a term. Ensure batteries are full recharged.

25. Conduct electrical safety testing of all appliances within Science once a year.

26. Liaise with the Radiation Protection Supervisor (RPS) over the safe use of radioactive sources. (An appropriately experienced and qualified Technician may be appointed as the RPS).

27. Synchronise Science Department computers with the school network on a weekly basis.

28. Monitor Biology and General Science departmental expenditure against budget and keep the Head of Biology informed. Maintain spreadsheet of department expenditure. Complete / check any paperwork relating to departmental expenditure (invoices, notes etc). Liaise with the Bursary over budget matters in consultation with the Heads of Department.

29. Recommend equipment purchases and purchase equipment as authorised by the Head of Biology within budgetary limits.

30. Maintain the Biology equipment lists.
31. Maintain an appropriate stock of apparatus, reagents and other consumables in the Biology Department and order replacements as appropriate.

32. In addition, maintain an updated list of departmental chemicals in Biology and arrange for disposal of unwanted, hazardous or expired chemicals.

33. Purchase supplies of perishable items for experiments as required. Dispose of experiment waste products following CLEAPSS guidelines.

34. Maintain Biology stationery stocks in each laboratory and in the preparation room, and order as necessary.

35. Order and distribute periodicals for students and staff as agreed by the Head of Biology.

36. Maintain / renew departmental subscriptions to professional bodies.

37. Sell or issue calculators to students.

38. Issue text books and exercise books and maintain records. Check the return of textbooks annually or at other appropriate times of the year, including compiling a book charge sheet for parents to be passed to the Bursary. Order exercise books as needed. Order textbooks in consultation with the Heads of Department.

39. Photocopy and file worksheets, exam papers and revision packs as requested by the Head of Biology or other teachers.

40. Assist Heads of Department with Externally Moderated Practical Assessments (EMPA) and examination coursework administration as needed.

41. Be familiar with the use of the audiovisual, computer and electronic equipment in the departments and be able to set them up for use with a class.

42. Set up and use IT equipment where appropriate, including data-loggers, for use in teaching. Have a good level of IT literacy to assist with internet communication and searching, producing lists, worksheets, etc.

43. Set up displays and equipment for school Open days and displays as needed on departmental display boards throughout the course of the academic year.

44. Attend relevant study days and courses as appropriate.

45. Share technical expertise with other members of the Science Department.

46. Assist in the Chemistry/Physics department in the absence of the Technician, time and need permitting. Such assistance will only be with the agreement of your Head of Department and in liaison with the other Head of Department/Head of Science. Essential work in your department must remain your key priority.

**Note:** The post-holder may be reasonably required to perform duties other than those given in the job description for the post, the particular duties and responsibilities attached to the post may vary from time to time without changing the character of the duties or the level of responsibility involved.
## LABORATORY ASSISTANT (BIOLOGY)
### Person Specification

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<thead>
<tr>
<th>Qualifications</th>
<th>Essential</th>
<th>Desirable</th>
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<tbody>
<tr>
<td>Educated to ‘A’ level standard or equivalent with relevant experience</td>
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<td>Degree in Biology or related subject</td>
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<td>Suitable ICT qualification</td>
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<td>First aid qualification or willingness to train for this.</td>
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<tr>
<th>Experience</th>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td>Experience in use, handling, storage and basic maintenance of general laboratory apparatus e.g. Bunsen burners, lab balances.</td>
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<td>Recognised Health &amp; Safety at work qualification.</td>
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<tr>
<td>Experience in use, handling, storage and basic maintenance of specialist biology equipment e.g. microscopes, colorimeters, quadrates’ etc.</td>
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<td>Experience and qualification in microbiological techniques e.g. preparing media, making pure cultures, aseptic techniques.</td>
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<td>Experience and expertise in supporting and being a team member in a school or other multi disciplinary environment</td>
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<td>Experience of setting up data-loggers</td>
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<tr>
<th>Knowledge And Understanding</th>
<th>Essential</th>
<th>Desirable</th>
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<td>Equal Opportunities, Health and Safety and Child Protection</td>
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<tr>
<td>Knowledge of common laboratory hazards including storage, use and disposal of hazardous chemicals and microbiological material.</td>
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<td>Knowledge of basic administration procedures e.g. placing orders/requisitions for goods and services, filing and stock control</td>
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<tr>
<th>Skills</th>
<th>Essential</th>
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<td>ICT skills, including MS Word and Excel</td>
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<td>Accuracy and attention to detail</td>
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<td>Excellent organisational skills and ability to meet deadlines</td>
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<td>Able to communicate clearly, confidently and sensitively with staff, parents and pupils.</td>
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<td>Able to multitask and willing to tackle a broad range of tasks</td>
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| Personal Attributes                  | Flexible and proactive in approach
|                                   | Willingness to handle living and dead
|                                   | biological specimens e.g. insect larvae,
|                                   | worms, hearts and lungs.
|                                   | Sympathy with the School’s Christian
|                                   | ethos
|                                   | Enthusiastic and with a good sense of
|                                   | humour! |
LABORATORY ASSISTANT (BIOLOGY)
Terms and Conditions

Salary
The salary will be paid at Point 16 to 19 of the Monkton Combe Support Staff Salary Scale, £20,767.71 to £22,690.65 per annum (FTE) for 43.4 weeks per year. Actual salary; £15,599.75 to £17,044.17 per annum.

Hours of Work
36 hours per week Monday to Saturday. The position will require a flexible time commitment. Paid 43.4 weeks per year inclusive of holidays.

Lunch
Lunch will be available and may be taken at School while catering facilities are functional (normally during School terms and a few days either side) if working hours coincide with School lunchtimes.

Pension
You may apply for entry into membership of the School’s Money Purchase Pension Scheme (current contributions: - employer 13.5% employee 3% minimum) after completing three months’ service.

Holiday
33 days including bank holidays (pro rata for part time/part year). When a bank holiday occurs during term time this will be considered as a normal working day and the normal rules regarding holiday will apply.

Sick Pay
Membership of the School’s Administrative and Supervisory Staff Sickness Scheme.

Notice
Three month’s notice. This position will be subject to a probation period of six months and during that time there will be a notice period of one month.

Retirement
The normal retirement age for this employment is 65. However, the mechanics for compulsorily retiring employees have now been abolished so employees are required to provide notice in line with their contractual obligations, above, when they wish to retire.

Medical
All employees are subject to a medical report and to undergo a medical examination, if required.

Security
Monkton Combe School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post including checks with past employers and Criminal Records Bureau.
Monkton takes safeguarding very seriously. To this end, all appointments are made subject to satisfactory DBS clearance. The interview will include questions about safeguarding children. Monkton’s Child Protection (Safeguarding) Policy includes the following information:

The framework provided is an ordered, purposeful, happy and caring community. Pupils are encouraged to develop moral discernment. High standards of behaviour are expected and young people are asked to treat others with courtesy and respect. The School sets out to create a secure basis for living in community and to achieve a balance between thoughtfulness towards others and freedom for the individual to develop his or her own personality. Good pastoral care is central to the life of the School, through the Principal/Heads, Houseparents, Tutors, the Chaplain, the Medical Centre Sister and other members of staff.

**Specific Objectives**

1. To foster pupils’ educational development through all areas of the curriculum so that their self-esteem is raised, enabling them to acquire skills, attitudes and coping strategies which will help them to make reasoned decisions based upon sound judgement and valid information.
2. To provide a variety of opportunities for discussion with their peers and teachers in which the ground rules of confidentiality, tolerance and trust are observed.
3. To teach problem-solving techniques, assertiveness skills and respect for themselves and for other people. To encourage them to be responsible members of the school community, who will develop into caring adults with regard to their families and to society.
4. To maintain links with parents and representatives of outside agencies.
5. To view seriously any instances of bullying and to deal with them effectively.
6. To ensure that all members of the school staff understand Child Protection procedures and are alert to signs of potential or actual abuse in the categories of physical injury, neglect, emotional or sexual abuse.
7. To have in place effective reporting and action procedures, as required by the Children Act 1989 (Pupil > Member of Staff > Designated Teacher > Principal/Head > School Medical Officer (where appropriate) > Social Services). These are set out in more detail in the policy ‘Child Abuse/Protection’ in this section of the Staff Handbook.

The full Child Protection document can be found through URL:


If you are unable to access the internet, please request a hard copy.
LABORATORY ASSISTANT (BIOLOGY)
Equal Opportunities

The Equal Opportunities Policy Statement and Policy Statement on Harassment at Work are designed to implement the commitment of the School to Equal Opportunities. It is the responsibility of every employee to ensure his or her own conduct conforms to the expected standards and reflects these Policy Statements.

The aim of the Policies is to encourage harmony and mutual respect between individuals in order to promote good working practices with a view to maximising performance.

If these Policies are not implemented, then valuable talent and potential are wasted. Moreover, when unfair discrimination, harassment, bullying or victimisation take place they bring about a climate of fear, insecurity and poor work performance. As well as being unlawful, this affects morale. The School aims to comply with all relevant UK and European legislation.

Monkton Combe School has been registered as a school with a religious character by the DfES. As such the School is able to advertise for and appoint teaching staff who have specific Evangelical Christian faith that is central to the ethos and tradition of the School. In specific circumstances this authority enables positive discrimination in favour of Evangelical Christians.

It is vital that every employee understands his or her responsibilities. Equal Opportunities are taken very seriously by the School and wilful failure to apply the Policies or evidence of discrimination, harassment, bullying or victimisation will result in disciplinary action which may include dismissal.

The Equal Opportunities Policy Statement

1. The School values the individual contribution of people irrespective of sex, age, marital status, disability, sexual orientation, gender reassignment, race, colour, religion, ethnic or national origin.

2. All employees should be treated with dignity and respect. The School will use its best endeavours to provide a working environment free from unlawful discrimination, harassment or victimisation on the grounds of sex, age, marital status, disability, sexual orientation, gender reassignment, race, colour, religion, ethnic or national origin.

3. The School recognises its legal obligations, including those under the Race Relations Act, Sex Discrimination Act, The Equal Pay Act, the Disability Discrimination Act and the Part-time Workers legislation.

4. Notwithstanding the School's designation as a School with a religious character by the DfES, the School undertakes to review periodically its selection criteria and procedures to maintain a system where individuals are selected, promoted and treated on the basis of their merits and abilities.

5. The School will not tolerate acts which breach this Policy and all instances of such behaviour or alleged behaviour will be taken seriously, fully investigated and possibly subject to disciplinary procedures. The School further seeks to give all employees equal opportunity and encouragement to progress within the School.

6. If an existing employee becomes disabled the School will make every effort to retain him or her within the workforce whenever reasonable and practicable.
7. Whenever reasonably practicable to do so, the School will install in existing premises facilities for people with disabilities. Whenever the School invests capital in new or refurbished premises, every practicable effort will be made to provide for the needs of staff and pupils with disabilities.

8. The School undertakes to distribute and publicise this Policy Statement to all employees and elsewhere as from time to time appropriate.

9. Any employee who believes that he or she may have been subjected to treatment which breaches this Policy may raise the matter through the grievance procedure.

Policy statement on harassment at work

1. The School believes that the dignity of every person must be respected. Harassment of colleagues or pupils is unacceptable and will be regarded as gross misconduct. The highest standards of conduct are required of everyone regardless of seniority.

2. The School recognises that harassment may take many forms. It may be directed towards persons of either sex. It may relate to a person’s ethnic origin, religion, age, sex, sexual orientation, physical or mental attributes or some other personal characteristic.

3. Harassment may involve action or inaction, behaviour, exclusion, comment or physical contact that the recipient finds objectionable or offensive. It may result in the recipient feeling threatened, humiliated, intimidated, patronised, demoralised or less confident in their ability. Condoning such conduct may be harassment in itself. The test of harassment is, at least in part, subjective.

4. Examples of unacceptable conduct include:
   - verbal abuse, or insulting behaviour
   - sexist or racist jokes, jokes about an individual’s sexual orientation or jokes about an individual’s physical or mental attributes
   - the display or circulation of sexually suggestive or racially abusive material
   - bullying, coercive or threatening behaviour
   - the ridicule or exclusion of an individual for cultural or religious differences, on the grounds of sex or sexual orientation or on the grounds of disability
   - unsolicited or unwelcome sexual advances, including touching, staring or commenting
   - comments of a sexual nature about a person’s appearance or dress.

5. Harassment, and particularly sexual, racial or disability harassment, will be regarded as gross misconduct for disciplinary purposes. Accordingly, employees guilty of harassment run a serious risk of summary dismissal.

6. Equally, an allegation of harassment must not be made lightly. If it is found that an allegation of harassment has been made without foundation and maliciously, then this will also be regarded as gross misconduct for disciplinary purposes.

7. All complaints of harassment should be made to the appropriate manager unless the complaint is regarding this person, in which case the complaint should be to that person’s superior.
APPENDIX 1

Cleaning of AC Maths and Science including laboratories

In summary

- School cleaners clean the floors in the teaching area of each laboratory
- Clean the Resources Room
- Empty normal waste bins
- Clean the areas outside of the laboratories (hallways, stairwell, windows, toilets etc).

The Technician is responsible for:

- General cleaning of the laboratories other than the floor
- Clearing up of chemical spills
- Clearing and cleaning work surfaces and desks
- Cleaning of windowsills in laboratories
- Cleaning of all aspects of the Preparation Room