



MERCHANT TAYLORS'
School

Job description	
The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment	
The School	Merchant Taylors' School is a large Independent Boys' School, situated in 286 acres of parkland in Northwood, Middlesex. The School was founded in 1561, is owned by the Merchant Taylors' Educational Trust and moved to its present site in 1933. There are four distinct boys' day schools on campus. The Nursery, the Pre-Prep & the Prep cater for 340 boys, while the Senior School has some 930 pupils. The School employs over 140 teachers and 160 Support staff across Merchant Taylors' School.
Job title	Biology Technician
Function	Support Staff
Reports to	Head of Biology
Line management duties and responsibilities for	N/A
Summary of role	To ensure the provision of timely and effective practical support, cleaning of glassware and administrative support to all Teachers in the Biology Department.
Main duties and responsibilities	<p>Knowledge and experience of the Biology Technician role is not required. You will be supported with developing an understanding of handling chemicals safely and how to support with preparing and clearing away practical equipment. Initially the role will include the following and there will be opportunity to develop.</p> <ol style="list-style-type: none">1. Supporting the Senior Technician with the smooth day-to-day running of the Biology Prep room, with a particular focus on washing up and some administration.2. The clearing away, cleaning and storage of equipment etc. after a practical session and ensuring that laboratories and teaching rooms are safe, clean, and tidy.3. Cleaning of all glassware. In most instances glassware will need to be loaded into the glass washer, but some pieces of glassware will need to be handwashed.4. The clearing away of dissection specimens and cleaning of all associated equipment.5. Cleaners are provided by the Domestic Bursar but generally they cope with floor and surfaces that do not carry equipment or books. Technicians should be prepared to wipe down benches and shelves where necessary.

	<ol style="list-style-type: none"> 6. Ensuring that laboratories and Prep rooms are kept locked when a member of staff is not present. 7. Animal husbandry required involving insects/snails/bearded dragon etc. Require regular feeding and cleaning of enclosures. 8. Preparation of practical trays and equipment for class practical investigations and class demonstrations. Checking that the equipment is provided in the required quantities and that all the apparatus is in working order. 9. Making certain that appropriate safety notices are displayed during practical work. 10. Supporting Senior Technician and Department for two Saturdays a year for Open mornings. 11. Administration of textbooks and folders at the start of the academic year. In addition to supporting the Head of Biology in tracking returns of textbooks and students that need to be billed. 12. Coordinating any large printing jobs, such as printing for exams. 13. Assisting with classroom and corridor displays, taking down old displays and putting up new material.
Safeguarding responsibilities	<p>It is the post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact and 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 s/he must report any concerns to the Head Master</p>

Person Specification

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	Essential	Desirable	Method of assessment
Qualifications	<ul style="list-style-type: none">Pass in GCSE English and Maths, or equivalent qualification. Good numeracy and literacy skills are required.	<p>NVQ Level 3 or A Level(s) in a science-based subject, ideally Biology.</p>	<p>Production of the Applicant's certificates</p> <p>Discussion at interview</p> <p>Independent verification of qualifications</p>
Experience	<ul style="list-style-type: none">Use of information technology, specifically Word and Excel.	<ul style="list-style-type: none">School laboratory experience would be beneficial.Experience ordering stock, handling invoices, and contacting suppliers.	<p>Contents of the Application form</p> <p>Interview</p> <p>Professional references</p>
Skills	<ul style="list-style-type: none">Good organisational skills.Strong communication skills.	<ul style="list-style-type: none">An understanding of fundamental functions in Word and Excel.Experience using Microsoft Outlook.	<p>Contents of the Application form</p> <p>Interview</p> <p>Professional references</p>
Knowledge	<ul style="list-style-type: none">An interest in Biology	<ul style="list-style-type: none">Knowledge of handling chemicals and CLEAPSS.Knowledge of organising and manipulating spreadsheets.Knowledge of using Outlook and/or Excel for long-term planning of tasks.	<p>Contents of the Application form</p> <p>Interview</p> <p>Professional references</p>

Personal competencies, qualities, attitude and behaviours	<ul style="list-style-type: none">• Willingness to work as part of a team.• Hard working and self-motivated.• Reliable and punctual.• Strong communication skills.• Effective planning and organising.• A proactive attitude.		Contents of the application form Interview Professional references
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General Conditions

Start date	March/April 2024
Hours	<p>23.5 hours per week</p> <p>Monday: 9.00am – 3.00pm Tuesday: 9.00am – 3.00pm Wednesday: 9.00am – 1.30pm Thursday: 9.00am – 3.00pm Friday: 9.00am – 3.00pm</p> <p>One-hour unpaid lunch break.</p> <p>Possibility for flexible timings to the above day, within the 23.5 hours per week. Term time only (35 weeks per year)</p>
Salary	£12,970 - £15,014 per annum (Dependent on experience, qualifications, and skills)
Holiday	Statutory holiday accrual paid within salary and taken during School holidays.
Other benefits	<p>15% employer contribution to a defined benefit pension scheme (Contributory) Life cover and income protection. Access to a flexible benefits platform. (all of the above subject to eligibility criteria)</p> <p>Use of School leisure facilities. Lunch provided free of charge when the School Catering Department is open Free parking on site.</p>
Closing date for applications	Monday 12 th February 2024, 9am
Interviews to be held	Thursday 15 th February 2024

Merchant Taylors' School is an equal opportunities employer committed to safeguarding and promoting the welfare of children. As this role will bring you into contact with children you are expected to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974. 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).