



**ASSISTANT BIOLOGY TECHNICIAN (PART-TIME)**  
**CLOSING DATE FOR APPLICATIONS: 19<sup>th</sup> June 2019.**

**A message from the Warden**

Thank you for expressing an interest in working at St. Edward's – a co-educational boarding and day school set in the heart of Oxford.

The joy of St Edward's is that we are not a school with a single focus. The deliberate emphasis on a broad range of academic abilities creates a community that fizzles with varied interests and enthusiasms. Our educational ethos is built on respect for the whole person, in and out of the classroom, with our strong sense of community creating an exceptionally cheerful and uplifting environment for both pupils and staff.

This is a very exciting time for us – we are embarking on an ambitious building programme as the school continues to grow. You can find out more about us on our website <https://www.stedwardsoxford.org/>.

**About the School**

Founded in 1863, St Edward's is an independent, co-educational boarding school for pupils aged 13 to 18 (year 9 to year 13); there are presently approximately 700 pupils, of whom 85% are boarders. Our boy/girl split is 60:40 and overseas pupils make up 15% of our community. There are 13 boarding Houses, most of which house around 60 pupils from all year groups. Academic work is unquestionably the most important part of any education but at St Edward's, there is so much more to school life with numerous other activities including sports, music, theatre, dance and more on offer to all pupils. Beyond school, pupils and staff enjoy being part of the wider community of Oxford. It is an exciting combination.

**About the Biology Department**

The School's Science Department consists of 7 Biology, 7 Physics and 6 Chemistry teachers who teach in 16 laboratories (6 of which are in the Biology Department). These teachers are supported in the running of their departments by 6 technicians.

**About the role**

The role of Assistant Biology Technician is a varied part-time position during term-time, to support the full time Biology Technician and therefore the wider Biology Department. Technical expertise is preferred but not essential, as the full-time Biology Technician is primarily responsible for providing teaching staff with the equipment required. A large part of the Assistant Biology Technician role will involve clearing away after practical sessions, cleaning equipment and storing it appropriately for use next time.

**Main responsibilities**

- Clearing away and washing up apparatus used in practical work (a dishwasher is available but hand washing will be required for more delicate equipment)
- Disposal of used materials after practical's (including dissection materials)
- Tidying up laboratories, as required
- Planting and watering of plants
- Administrative tasks (such as photocopying)

- Photocopier maintenance: keeping paper topped up, toner ordered as necessary, fixing minor blockages where possible or, if necessary, solving issues via liaison with a contracted engineer
- Ensuring that apparatus is maintained and in good working condition. Carrying out minor repairs, where possible, otherwise liaising with the correct person to resolve the situation.
- Storing equipment, apparatus and materials in accordance with Health and Safety Standards
- Issuing textbooks and journals to pupils, including the associated administration
- Carrying out checks as required, to comply with Health and Safety Standards
- Collecting items from around the School, typically the Catering, Reception and Chemistry Departments
- Liaising with the other Science Technicians to share good practice and attending regular Technicians' meetings
- Helping to prepare experiments, when requested
- Support may occasionally be required in other science departments or for science-wide projects.

The role comes into occasional contact with live animals (typically insects, e.g. locusts, cockroaches, maggots, stick insects). There are no vertebrates at present, although that may not always be the case. A large range of animals for dissection arrives at the School already dead/preserved.

The list above is not exhaustive and the post holder should expect to carry out other tasks as required, to ensure the efficient running of the Department.

#### **Start date**

We would like the successful candidate to start work on 2<sup>nd</sup> September 2019.

#### **Hours and weeks of work**

This is a part-time position, working 25 hours per week during St Edward's School term-times (approximately 33 weeks per year).

Our preferred arrangement would be to allocate the 25 hours over 3 full days of work per week. For example, Monday and Wednesday 7.30am to 4.30pm and Friday 7.30am to 4.45pm. These hours include a 45-minute unpaid lunch break each day. Flexibility in the above suggested working hours (or days of the week) is possible with prior agreement from the Head of Biology.

#### **Salary**

The salary payable will be £9,538 per annum (pro rata of £19,578 per annum). Salaries are reviewed annually on 1st September.

#### **Holiday**

Paid holiday entitlement is 5 weeks per annum, pro rata to the hours worked. All holiday should be taken outside term time. When Bank Holidays fall during term time, they are regarded as normal working days, for which a day in lieu will be given. The School's holiday year runs from 1 September to 31 August.

#### **Pension**

The role is eligible for membership of the School's pension scheme for support staff.

#### **Probationary period**

The appointment is subject to a probationary period of three months.

### Sickness Benefit

After one year's service has been completed, annual entitlement to sickness benefit will be six weeks at full salary plus a further six weeks at half salary. During the first year of employment, sickness benefit will be payable at full salary for four weeks.

### Miscellaneous non-contractual benefits

- Free lunches are available during times when the School's kitchens are in operation.
- Following successful completion of their probationary period, staff may use The Nuffield Health Fitness & Wellbeing Gym (which is situated on the School site) although this is not a contractual entitlement.
- Car parking is available on-site.

### About the Candidate

Person Specification Characteristics	
Biological experience and understanding (A-Level or equivalent, or beyond)	Desirable
Experience of working in a scientific environment, or previous Technician experience	Desirable
A good command of the English language	Essential
Basic computer skills, to include reading and replying to emails, Google searches etc	Essential
Excellent timekeeping	Essential
An ability to prioritise and manage changing workloads and situations and to work flexibly to meet the demands of the position	Essential
An ability to work well as part of a team and to show initiative when working independently	Essential
Excellent interpersonal skills and the ability to communicate effectively and appropriately with all members of the School community	Essential
Occasional heavy lifting (approx. 10kg) will be needed e.g. to move a large container of distilled water. Training will be provided as necessary and a trolley is available to facilitate the actual transport but loading on/off the trolley will be required	Essential
An enthusiastic, positive and good humoured nature, with an overriding willingness to be helpful	Essential
Must be non-squeamish as the role comes in contact with live animals and is required to tidy away dissected animal parts on occasion	Essential
A genuine interest in, and empathy with, children	Essential
Good self-motivation and independent initiative	Essential
A commitment to providing the best possible service for teaching staff and thus the best possible experience for the pupils	Essential
Commitment to the protection of children and young people	Essential
Willingness to work within the School's Safeguarding guidance for staff and follow relevant organisational procedures	Essential

### Confidentiality and Data Protection

In the course of their employment, staff may have access to confidential information relating to pupils and their families and are required to exercise due consideration in the way they use such information. Staff should not act in any way which might be prejudicial to the School's interest. Information which may be included in the category covers both the general business of the School and information regarding specific individuals. A strict code of confidentiality must be adhered to at all times. The School is registered under the General Data Protection Regulation (GDPR). Staff must not at any time use data held by the school for personal use or disclose such data to a third person/party.

### **Child Protection at St Edward's**

St Edward's is committed to safeguarding and promoting the welfare of children and young people and we aim to create and maintain a safe environment for our pupils, where they feel respected and supported. We expect all staff to share this commitment and to become familiar with our policies and procedures for child protection and security. It is a requirement of the Children Act and Care Standards Regulations that all employees of the School must receive enhanced clearance from the DBS.

### **Health and Safety**

The School is obliged, so far as is reasonably practicable to provide safe and healthy conditions and safe systems of work for all employees which prevent risk to health, safety and welfare. You are required by health and safety legislation to take reasonable care for your own health and safety and for the health and safety of others. Employees must not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare in pursuance of any of the statutory provisions.

### **About the Selection Process**

Those candidates whose applications we are pursuing will be contacted shortly after the closing date and invited to interview. At this stage we will take up references unless the candidate explicitly asks us not to contact a referee at this stage.

If we receive a large number of high-quality applications, then we may conduct preliminary telephone interviews in advance of a formal interview at the School. The formal interview will seek to assess how well the candidate meets the requirements of the post, and will include an assessment of the candidate's suitability to work with children. A second interview may be required. Candidates will be asked to bring with them to interview any certificates relating to relevant qualifications mentioned on the application form and identity and proof of address documents. Any discrepancies or anomalies in the application form will be taken up at interview.

If you would like further information about this post, please contact the Head of Biology, Rick Storey, by email: [storeyr@stedwardsoxford.org](mailto:storeyr@stedwardsoxford.org)

Application forms can be found on the School website: [www.stedwardsoxford.org](http://www.stedwardsoxford.org). Completed forms should be emailed to [recruitment@stedwardsoxford.org](mailto:recruitment@stedwardsoxford.org) or posted to Recruitment, St Edward's School, Woodstock Road, Oxford OX2 7NN.

Closing date for applications is 19<sup>th</sup> June 2019.

Interviews will be held week beginning 24<sup>th</sup> June 2019.