



**THE WALLACE HIGH SCHOOL
BIOLOGY TECHNICIAN**

JOB DESCRIPTION

CONTRACT:	Permanent contract
HOURS OF WORK:	35 hours per week, term time (38 weeks) 8.30am – 4.30pm, Monday to Friday (7 hours per day)
SALARY:	NJC SCP 12 to SCP 17 (£22,183 - £24,491) pro rata

GENERAL INFORMATION

The Wallace High School is a co-educational, voluntary grammar school founded in 1880. The annual intake of pupils into Year 8 is 170 and there are over 300 students in the Sixth Form. Wallace students achieve very high standards in external examinations and avail of a range of co-curricular and extra-curricular opportunities facilitated by the staff of the school with the vast majority progressing to university. Our staff work as a team; our aim is each to make a difference in the lives of our young people. We offer three Sciences at GCSE and A 'level- Biology, Chemistry and Physics. The 3 Departments work independently, each have their own Head of Department, but colleagues support and help one another, and our students, as required, across Departments.

Job Purpose:

To assist all teaching staff in providing pupils with a relevant and effective learning experience and ensure high levels of achievement in the subject area.

Person Specification:

- Excellent organisational skills
- Ability to work effectively in a team and alone
- An interest in the subject
- Interest in and willingness to work with young people
- A flexible and person-centred approach
- A willingness to continue to learn and develop based on the needs of the school.

Main Duties:

1. Preparation of resources for all classes including the setting up, testing, demonstrating and dismantling of suitable resources as per agreed schemes of work.
2. Collect, clean and store equipment and materials in designated storage areas.
3. Ensure items are maintained in a state of 'ready for use and noting what needs to be ordered/replaced /repaired, reporting any unsafe equipment to Head of Department.
4. Dispose of used materials in a safe and approved manner.
5. Ensure that mandatory and/or statutory checks of materials and equipment are carried out by qualified personnel.
6. Ensure no unauthorised person has unsupervised access to equipment and materials when not in use.
7. Advise on health and safety issues in relation to the use of equipment.
8. Administrative tasks associated with the area of work.
9. Maintenance of an inventory/records of departmental resources.
10. Assistance in the ordering/purchasing, receiving, checking, storing and distribution of resources.
11. The management of any preparation areas or rooms.
12. Technicians are required to be part of the annual performance review scheme for support staff. Three objectives should be set, documented with the support of the subject Head of Department. A planning and review meeting should take place – one in September, one in June annually – to ensure successful progression along the pay scale. The Senior Teacher, who is the Technician Line Manager, will organise, in consultation with the Head of Department, a minimum of two professional development sessions annually for each Technician.
13. Term time contracts will include the days that teaching staff are working in school, i.e. Baker Days and Staff Development Days. The Head of Department will allocate work for Technicians on these days and/or agree for the time to be used for the completion of professional development modules.
14. Technicians will be expected to work in classrooms once the equipment has been set up, to support the work of the teachers and the learning of the students.
15. An annual inventory of resources is to be kept and updated in June of each year. The Technician will be responsible for the regular update of any Risk Assessment specific to the work of the subject and advise the Head of Department accordingly.

16. Technicians will routinely support one another, cover for one another during absence (as deemed suitable and safe by the Senior Teacher Line Manager) and actively support the induction of new Technicians.
17. Those on full time 35 hour Technician contracts will work 8.30am – 4.30pm with a 15 minute morning break and a one hour lunch break. From February half term to the period of Study Leave (normally mid-May), the time from 4.00pm – 4.30pm will be spent supporting the cover of 'Study Support' in the Sixth Form Centre. With the agreement of the appropriate Head of Department, the Senior Teacher who is the Technician Line Manager, may allocate student supervision duties after school, similar to 'study support', throughout the year, from 4.00pm – 4.30pm.
18. Any other duties as required.

RECRUITMENT CRITERIA:

Essential:

- Minimum GCSE A*-C in Mathematics and English Language or level 2 equivalent
- GCSE Grade A*-C in GCSE Science or other level 2 equivalent
- Good ICT skills.

The Board of Governors reserves the right to enhance the essential criteria for the purposes of shortlisting as necessary.

APPLICATIONS

It is preferred that application forms are emailed in Word format to recruit@wallacehigh.net. An acknowledgement will be sent by return of email. Applicants should ensure that they indicate clearly on their application form how they meet the criteria.

The closing date for receipt of application forms is **12.00 noon on Wednesday, 23 March 2022.**