

Norwich School

Biology Technician



Job Description

Job Title: Biology Technician
Line Manager: Head of Biology
Contract: Part time, fixed term from 1st September 2025 to 12th December 2025

Job Summary:

To assist in the provision of technical support and laboratory management within the Biology Department.

Key Responsibilities:

- Assist with preparation of resources for practical lessons that meet both the health & safety standards and the requirements of the classes involved.
- Provide general assistance in the safe storage, transit and accessibility of resources, including helping to ensure that stock levels are maintained and future requirements are identified.
- Ensure a healthy, safe and productive work environment is maintained.

Core Activities:

- Preparation of resources for practical work including making up solutions, preparing materials and assembling apparatus.
- Obtaining materials by local purchase.
- Delivery of practical work to laboratories.
- Collection of, checking, and returning resources to stores.
- Maintaining resources.
- General cleaning of laboratory bench surfaces, fixed equipment and sinks.
- Clearing away after practical work, including appropriate disposal of materials.
- Cleaning used equipment.
- Assisting with routine maintenance/safety checks on laboratory equipment.
- Assisting with stock control.
- Keeping up-to-date with health and safety requirements, attending departmental meetings and training courses where required.

Other:

- Participate in training and other learning activities as required; and in the Probation and Professional Development Review process.
- Undertaking other similar duties and activities that fall within the band and role; and any other duties as may be reasonably required by the Head of Biology, the Bursar or the Head.

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PERSON SPECIFICATION

	Essential	Desirable
Education and Qualifications		
Previous laboratory experience	X	
Attained 'A' level Biology or equivalent qualification		X
Maths and English (GCSE or equivalent)	X	
Previous experience of working within a school environment		X
Basic skills and competencies		
Excellent time management, organisational and administration skills	X	
Be capable of working unsupervised	X	
Enjoy using own initiative	X	
Personal Qualities		
Understand and comply with Child Protection procedures	X	
Have excellent inter-personal skills	X	
Be efficient and reliable	X	
Enjoy working with children and being part of a team	X	
Flexible and can adapt to meet the needs of the department, as required	X	
Support the aims and ethos of Norwich School	X	

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Salary and Benefits

Salary and Working Pattern:

This is a fixed term post, and the salary is £11,635 per annum (£25,783 per annum, full time equivalent). The Biology Technician is expected to work 22.5 hours per week, covering term time only, plus INSET days. Working pattern will be agreed with the Line Manager. Some flexibility in working hours and pattern is required to meet the changing needs of the school.

Pension

Subject to meeting the qualifying conditions, support staff are eligible for the Aegon pension scheme. The school will contribute 8% if the staff contributes a minimum of 4% of their salary into the scheme. Please note that this is a defined-contribution pension scheme.

Healthcare

Staff may benefit from the school's private healthcare plans. To join, a full-time member of staff has to contribute £100 per annum. The spouse and dependent children may also join the scheme at the prevailing corporate rate.

Lunch

Staff may enjoy a complimentary lunch in the school's Refectory during term-time.

Salary Sacrifice Schemes

Norwich School offers the Cycle to Work scheme.

NOTE: Please note that Norwich School is located in the centre of Norwich with very limited parking. The successful candidate may apply for a parking space but success will be dependent on availability and on meeting the school's criteria for awarding parking spaces. However, the school is well served by public transport systems. Bus stops are located just outside the Cathedral gates and there are frequent services for the various Park 'n' Ride car parks as well as for other parts of the city and county. The Norwich mainline train station is only 5-10 minutes' walk from the school.