

Bancroft's

Independent Co-educational Day School 7-18



Role Profile
Biology Technician



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THE ROLE

To provide a full technician's support service to all Biology students and staff, and to oversee the purchase, organisation and storage of all materials used within the department in order to support the efficient running of the department and provide a high standard learning experience. This role reports to the Head of Science and the Head of Biology

RESPONSIBILITIES AND ACCOUNTABILITIES

The General Duties of a Science Technician are:

- The preparation of basic practical materials including the construction of simple 'general science' apparatus where necessary for class experiments and teacher demonstrations.
- The setting out, clearing away, washing up and returning to the appropriate storage location of materials and equipment required for class experiments and teacher demonstrations.
- The general upkeep, cleanliness and tidiness of working surfaces in all areas of the science department.
- The upkeep of equipment and stores, including routine maintenance, repair and servicing apparatus (PAT testing is carried out by contractors in Summer break).
- To maintain stocks of consumables and other items of apparatus; ordering as necessary having gained approval from the Head of Department;
- To check laboratory apparatus against an inventory, ensuring items are correctly located and ready for use;
- Keeping up to date with health and safety requirements and with developments in practical science.
- Carrying out risk assessments for technician activities, referring to the Science department safety policy (and Cleapss guidance as appropriate)
- To conduct the following routine departmental administration:
 - Update the inventory of equipment;
 - Receive, label, cover (if necessary) and number new text books;
 - Maintain records of issues and returns;
- To check the state of repair of departmental text books at the end of the academic year, reporting any deficiencies to the Head of Department;

Specific responsibilities of the Biology Technician include:

- The preparation of more complex practical materials and apparatus for required practical work in GCSE and A level;
- Working with the teachers in the department to test out new experiments and check they work;
- Assisting the teacher in intensive practical sessions by helping pupils to set up practical work correctly;
- Organising, storing and checking the condition of chemicals in the Biology prep rooms.
- Maintenance of the Greenhouse
- Maintenance of stocks of apparatus and other consumables in Biology;
- Maintenance of practical sheets;

- Ensuring apparatus is prepared for periodic portable appliance tests.
- Assisting the Head of Science with preparation for Open days, Science fairs and other outreach events as needed

Additional Work Elements:

This job description is not an exhaustive list of all responsibilities or duties but reflects the major core of the role. The organisation reserves the right to alter the content of this job description after consultation to reflect changes to the job or services provided, without altering the general character or level of responsibility.

Bancroft's School is committed to providing the best possible care and education to its pupils and to safeguarding and promoting the welfare of children and young people. The School expects all staff, contractors, Governors and volunteers to share this commitment. You are expected to demonstrate a commitment to improving and developing the organisation's processes and facilities and to carry out such duties that may be reasonably required by the Head



EXPERIENCE AND SKILLS

Essential Criteria:

- Good communication and team skills
- Good level of scientific knowledge and training
- Cooperative, team worker
- Reliable and Honest
- IT literate
- Safeguarding

Desirable Criteria:

- Experience in laboratory work and risk assessment
- Creative
- Enthusiastic
- Practical



Bancroft's is a forward looking, modern school; a centre of excellence for the twenty-first century.

THE DEPARTMENT

The Biology Department is a well-established, lively and successful department, which consists of five full time teachers and a full time Biology technician. Biology is taught throughout the senior school. In years 7 and 8, Biology is taught as part of the Combined Science course. In these years pupils are taught by one teacher covering all 3 sciences. GCSE teaching begins at the start of year 9, at which point each science is taught by a subject specialist. The school currently follows the AQA specification, and the vast majority of pupils complete the Triple Science course. Biology is a popular option at A level, with about 35 students taking it up each year; we follow the AQA specification.

The department is well equipped with four teaching laboratories, two project rooms and a prep room. All the laboratories are networked, with dual screen desktop PC's and smart boards. They are well equipped with all the usual biology laboratory equipment. There is easy access to printers, class sets of laptops and Logger Pro Dataloggers. ICT is used extensively to deliver the curriculum. Pupils are expected to use the well-developed VLE to supplement their resources, complete homework etc. There is also a greenhouse with environmental control and monitoring, which provides excellent facilities for plant based investigative work and for maintaining stock plants for use in class experimental work.

Results at GCSE and A level are good. At GCSE there has been an average of 90% grades 9 - 7 over the last two years and at A level the 3 year average for A* has been 39% and A* - B has been 87%. Last year we achieved an Oxbridge Biochemist and an Oxbridge Medic, in addition to a number studying science and medicine elsewhere.

Teaching at GCSE is in broadly mixed ability groups of about 21. All groups have 3 periods of Biology per week, usually arranged as one double and one single period. As far as possible teachers will remain with their groups for years 10 and 11. At A level, group sizes are typically between 10 and 12. Groups are shared between two teachers; each teacher having a double period and two single periods, giving the group 8 periods per week.

There is a strong interest in extra-mural activities. Many pupils sit the Biology Olympiad and Biology Challenge competitions. The school achieved two Gold medals in last year's Biology Olympiad. We regularly put on a presentation in the School Zone of the Cambridge Science Fair and we are looking to develop investigative work outside of class through EPQ and the Crest Award Scheme.

The school backs onto Epping Forest and there is plenty of scope for using this resource within the biology curriculum. There is a five-day residential field course in Norfolk for the sixth form Biologists at the end of the summer term. This is organised and run by the Biology department staff.

BANCROFT'S SCHOOL

Bancroft's School was founded by the Drapers' Company in 1737 on the Mile End Road as a day-school for local boys from a diverse range of backgrounds; the School has come a long way geographically and institutionally since then but remains committed to pupils from a wide range of backgrounds and has a long tradition of excellence.

We are now a co-educational independent day school for around 1200 pupils from 7 to 18 and an unashamedly aspirational school, devoted to scholarship and intellectual inquiry. We aim to provide an atmosphere in which each child can flourish and we believe that children succeed when they take full advantage of the huge range of different opportunities we provide – whether immersed in academic research, being out on the sports fields, taking part in charitable activities, acting on the stage, playing music and attending some of our numerous clubs and societies, our pupils challenge themselves and learn by taking part wholeheartedly in school life.

We have the highest expectations for every child in the School and we support, encourage and nurture each individual; we want our pupils to enjoy life to the full, make enduring friendships and grow up in a friendly, safe but challenging environment.

At Bancroft's we continually strive to ensure that all our pupils leave here with the confidence, self-awareness and knowledge to thrive in the world beyond, as well as taking with them an awareness of others and an abiding curiosity about the world.

Bancroft's has a selective 5 or 6 form entry at 11+, with just under half the pupils coming from the Preparatory School. The school uses its own entrance exam and admits boys and girls in equal proportions. There is a further small entry at 16+, and most pupils stay into the Sixth Form. Public examination results are very strong and place Bancroft's among the top co-educational schools in the country.

In 2019, following sustained application and hard work by our pupils, together with support from teachers, we saw 32.6% of all A Levels taken graded at A* with 85.2% graded A*, A or B. Results in Art, Spanish, Electronics, History and Mathematics were all particularly pleasing.

GCSEs were also a reflection of the hard work and dedication of our pupils and their teachers. Again Bancroftians rose to the challenge of restructured and more demanding examinations. This year we saw almost 65% of all examinations being awarded either an 8 or 9 (equivalent to an A*); with 99.1% of exams achieving grades 9-5.



REMUNERATION

The successful applicant will receive an attractive salary package according to experience and expertise. Benefits include private medical insurance, pension, and concessionary fees for children attending the school (dependent upon academic assessment).

HOW TO APPLY

An application form is available to download from the School website, <http://www.bancrofts.org/about-us/employment-opportunities>

Bancroft's School is committed to safeguarding and promoting the welfare of children and applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.