



THE KING'S SCHOOL
CHESTER

Biology Technician (Part Time – Term time only) September 2025 start

Applicant information



Discovering the world



Igniting *curiosity*



Seizing *opportunity*



Becoming *exceptional*

EVERY OPPORTUNITY. ENDLESS POSSIBILITIES.

About us

King's is an academically selective, co-educational independent school originally founded in 1541. Almost 500 years later, King's is a thriving, and forward-thinking school of 1150 pupils considered to be one of the very best of its kind in the country.

Further information about the school can be found on our website: www.kingschester.co.uk

THE ROLE AND OPPORTUNITY

We have an exciting opportunity for an experienced Biology Technician to join our exceptional biology department on a permanent, term time only basis working two days per week.

Starting in September 2025, the successful applicant will play a pivotal role providing the Biology teaching staff with technical support by setting up and maintaining apparatus and materials for scientific demonstrations and practical teaching.

RESPONSIBILITIES

Facilitating and supporting practical work and teaching

- Preparing all practical experiments and activities to support science lessons
- Providing technical assistance and health and safety advice for the safe provision of experiments to five teachers, students and trainee teachers to four laboratories
- Organising systems and procedures for ordering, delivery and clearing of practical's
- Safe delivery and secure storage of hazardous materials to laboratories for a safe working environment
- Organisation and scheduling of resources, to avoid clashes of lessons and equipment
- Advising academic staff within the school on the most suitable equipment and experiments and on practical work within lessons
- Making up accurate and precise chemical solutions
- Prepare biological cultures
- Use organisational skills to prioritise workload and complete tasks to deadlines
- Using scientific, technical and analytical skills and knowledge to investigate problems, draw conclusions, solve problems and make recommendations for improvements
- Trialing experiments and apparatus to improve results and adapting new or one-off experiments
- Assisting with demonstrations
- Collecting, checking, fault-finding and returning apparatus and other resources to store
- Use initiative to work without direct supervision and respond to unexpected problems
- Using accurate and precise methodology and techniques for practical examination preparation



Health and Safety

- Assessing risks in accordance with CLEAPSS (Local education authority science advisory service) and COSHH (Control of Substances Hazardous to Health)
- Careful movement and maneuvering of heavily laden trolleys through corridors at busy times
- Communicating health and safety issues and safety decisions to teaching staff, both science and non-science and pupils
- Manage, monitor and review procedures
- Providing advice and support on health and safety issues
- Dealing with hazardous chemicals and advising staff on chemical hazard
- Ensuring that all chemicals are labelled, with hazards where appropriate
- Managing the safe disposal and secure storage of used materials, new chemicals/substances and hazardous substances in accordance with legal and school requirements
- Chemical spillage containment
- Provision of PPE to staff for student use
- Molecular biology management in relation to the risk of transferal of genetically modified material (recombinant DNA and transformed bacteria) from controlled laboratory conditions to the local environment
- Microbiological management in relation to preparation and sterilization of equipment, preparation of microbial cultures, inoculation of the media, incubation of cultures, sterilization and safe disposal of all cultures
- Electrical safety checks



Administrative Support

- Budgetary checking and record collation
- Resource management – textbooks and equipment
- Stocktaking of all equipment, chemicals and consumables
- Health and Safety and Risk Assessment management
- Timetable co-ordination in relation to practical provision
- Centralizing (where appropriate) administrative procedures
- Updating and maintaining practical sheets
- Record keeping, inventories and legal records
- Issuing text books using the library 'Eclipse' system
- Checking and repairing textbooks
- Assisting with the arrangements for photocopying when necessary
- Updating AV material, DVD's etc.

Purchasing and stocktaking operations

- Stocktaking, ordering, checking deliveries and invoices
- Liaise with suppliers representatives
- Sourcing materials and supplier negotiations for best price

- To cost new apparatus and equipment and suggest alternatives if expensive
- Maintaining departmental accounts and budgets
- Obtaining materials by local purchases

Maintenance of equipment

- Inspecting, cleaning and calibrating equipment and apparatus
- Repairing or arranging the external repair of equipment
- Constructing and modifying equipment
- Maintenance of all specialized molecular biology equipment to include micropipettes, electrophoresis tanks, microfuges and vortex machinery
- Maintenance and organisation of laboratories and preparation rooms
- Microscope maintenance

Other duties

- Time management
- Assistance with the upkeep of the department's animals and plants
- Conservatory/Greenhouse care, maintenance and cultivation of plant material
- Support in relation to rooming and cover staff
- Effective communication and dialogue with other technicians and teaching staff about practical lessons and shared practices
- Liaising with professional bodies, CLEAPSS, Association of Science in Education (ASE)
- Communicating with other departments for maintenance purpose
- Provisions and equipment for science clubs for both senior and junior pupils
- Management of Enrichment opportunities for Young Biologist
- Organisation of equipment and activities for external 'Taster' days and Open days
- Managing subject specific poster boards
- Safeguarding responsibilities and attendance at the required training
- Attending Biology departmental meetings
- Attend start of term meetings
- Supervision of pupils during biology department trips
- Emergency First Aid
- Training instructions to less experienced Technician



Requirements

- Have some experience of working in a school or relevant scientific environment with experience in the use, handling, storage and basic maintenance of specialist biology equipment.
- Good organisation and communication skills are essential

SALARY AND BENEFITS



You will work **15 hours** per week to include **Fridays 8am to 4pm** plus another day of your choice , **Term time only** (approx.36 weeks per year).

- A full time equivalent salary of **£26,190 per annum** (actual salary **£8,494 per annum**)
- *pay award pending September 2025*
- Free staff lunch on the days you work, during term time
- Teachers' Pension Scheme (TPS) or Scottish Widows Group Personal Pension Plan (depending on your role)
 - Personalised industry expert pension advice
 - 3 x death in service Benefit
- Fee remission, where applicable
- Free use of the school gym
- Free use of the swimming pool
- A suite of termly staff celebrations and wellbeing initiatives
- Topical health and wellbeing advice
- Employee assistance programmes to support you personally and professionally
- Discounted group private health with BUPA
- Optical support
- A comprehensive further study programme
- Access to a cycle to work scheme
- Access to a salary sacrifice electric car scheme
- Invites to parenting webinars on key topics
- Free access to school productions, speakers and events
- Free onsite car parking

THE PROCESS

Candidates for this post should apply via the TES website by **9am Tuesday 13th May 2025** or send completed application forms to recruitment@kingschester.co.uk

A curriculum vitae will **not** be accepted in place of the completed application form.

Interviews will be held Week commencing 19th May 2025

*Please note that there is a new **staff induction on 29th August 2025***

The HR Coordinator, Amie Beaumont, is available to discuss the role informally with prospective candidates and can be contacted via alb@kingschester.co.uk or 01244 689 496

This job description does not define in detail all responsibilities and the responsibilities and activities in the job description may be varied to meet the changing demands of the school at the direction of the hiring manager.

The role is deemed to be in regulated activity with a moderate level of contact with children on a day to day basis.

We take pride in our outstanding reputation, and we know this is built largely on the excellent commitment and wide-ranging abilities of our staff. We are committed to promoting a diverse and inclusive workforce and we strongly encourage candidates from all different backgrounds to apply.

IMPORTANT - The King's School is committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. All offers of employment are required to undertake screening relevant to the post, including checks with past employers and the Enhanced DBS check. In line with our commitments to safeguarding, the King's School uses preferred agencies and is unable to work with any agencies where Terms of Business have not been agreed by both parties prior to an engagement.



Our Child Protection and Safeguarding policy can be found on our School Website.



RECRUITMENT GUIDANCE NOTES

TERMS OF APPOINTMENT

Under the Department of Education's Keeping Children Safe in Education (KCSIE) Regulations we have a legal duty to undertake the following safer recruitment checks. Therefore, any appointment will be subject to the following:

EMPLOYMENT CHECKS

- **Application Form:** All candidates must complete our application form to be considered for a job. You must list your employment history from the date you left full-time education and give details of any employment gaps. Note: CVs alone are not accepted.
- **References:** To assess candidates' suitability, we shall request at least two references, one of which should be your current or most recent employer. Please ensure you provide all details requested for each referee on the application form.
- **Right to work in the UK:** If you are invited to attend an interview you will be asked to bring three forms of identification with you to confirm your right to work in the UK (this will be used to apply for your DBS if successful). Examples of acceptable forms of ID are detailed in your invite to interview email.
- **Evidence of qualifications:** If you are invited to attend an interview you will be asked to bring evidence of the qualifications listed on your application form.
- **Medical Fitness:** If successfully appointed, you will be asked to complete a medical questionnaire and signed declaration of medical fitness to work. The School reserves the right to require you to undergo a medical examination if it deems this necessary which would normally involve seeking your consent for a referral to occupational health.
- **DBS Disclosure and other checks:** If you have ever been convicted of a criminal offence, bound over or cautioned, you must read carefully the section of the application form headed criminal convictions. The appointment is subject to a satisfactory Enhanced Disclosure & Barring Service (DBS) Certificate.

If you have spent time abroad for 3 months or more in the last 5 years you will be required to obtain an overseas check from that country. It is the candidate's responsibility to obtain this, however, the school will support the successful candidate through this process.

In addition we will check for any prohibitions, sanctions and restrictions that might prevent candidates from working with children or young people, or taking part in certain activities or working in specific positions.

- **Online Searches:** As per the KCSIE regulations September 2022 update, an online search for all candidates shortlisted for interview must be conducted.