

# ERSKINE STEWART'S MELVILLE SCHOOLS



## Job Description

### Biology Technician

#### Purpose of Job

The Biology Technician will be responsible for coordinating and organising the practical resources, including equipment and resources to support the teachers in the department.

#### Accountability

The Biology Technician reports to the Biology Head of Department.

#### Relationships

The Biology Technician works closely with both staff and students in an enthusiastic manner in such a way as to promote the positive ethos of the department with regard to the use of practical work to improve teaching and learning in Biology.

#### The Post:

#### Key Responsibilities:

#### Vision and Values

- Promotion of ESMS values of Kindness, Confidence, Resilience, Integrity, and Curiosity in all aspects of the role.
- Promotion of role modelling behaviours that align with the three school pillars of Ambition, Innovation, and Community.
- Fostering an environment that supports the development of these values among students and staff.

#### Working with Others

- Compliance with all ESMS policies and procedures
- Treating people fairly, with dignity and respect to maintain a positive school culture
- Ensure effective planning, delegation and support of responsibilities
- Developing a culture of high expectations for all and taking action when performance does not live up to these
- Taking responsibility for personal development, both personally and of team members.

#### Community

- Positive relationships with parents and the wider ESMS community
- Communicating clearly with parents and carers to engender a climate of mutual respect
- Working in collaboration with other independent schools to promote effective initiatives and share good practice.

## **Learning**

- Leading a culture of challenge and support to allow every student to be the best they can.

## **Safeguarding**

- Adhering to the principles and guidelines of “Getting It Right For Every Child” (GIRFEC) to ensure every child receives timely and appropriate support with their welfare as paramount.

## **Duties and Responsibilities**

- To be responsible for organising the use of practical resources and facilities
- To be responsible for preparing equipment and materials for lessons for demonstrations and class use, including worksheet and booklet preparation
- To clean glassware and other equipment
- To be responsible for the promotion and observance of a healthy and safe working environment by:
  - Actively leading and coordinating the assessment, monitoring and review of both health and safety procedures and information resources.
  - Keeping up to date with current procedures and practices through continuing professional development.
  - The provision of technical advice on H&S issues to teachers and technical support staff.
  - The safe treatment and disposal of used material, including hazardous substances and responding to potential hazards.
  - The healthy and safe storage and accessibility of equipment and materials.
- To check equipment and materials before and after use by a class for quantity and damage.
- To care for plants and animals used by the Biology department
- To be responsible for the management and control of practical resources including stock control, compiling orders and ensuring the availability of suitable materials and equipment and suggesting alternatives for suitability and economy.
- To undertake the lead role within the department on both routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment to the required standard.
- To help set up and maintain academic recording in spreadsheets and assist with multiple choice marking of tests.
- To support the Advanced Higher students with the requisition of resources for Advanced Higher Investigation experiments
- To duplicate, photocopy or place print orders for booklets and assessments or resources including collection of these as directed by departmental timelines to ensure the resources are prepared and ready in time for teaching
- To assist in the preparation of display materials, visual aids and pupils’ work and help maintain departmental boards
- To provide administrative support with departmental trips, as required and support the work of other department initiatives such as the Young STEM leader award
- To support IT provision with SQA and internal S3 – S6 examinations
- To support the other Science technicians, where feasible, in the event of absence, e.g. due to illness or CPD training
- To carry out any other duties at the discretion of the Head of Biology.

## Person Specification

	Essential Criteria	Desirable Criteria
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Previous Technician experience covering responsibilities detailed above, or suitable Biology diploma or degree</li> <li>• Demonstrable experience in similar roles including laboratory experience</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in an education environment</li> <li>• Previous Biology Technician experience</li> </ul>
<b>Skills/ Abilities/ Capabilities</b>	<ul style="list-style-type: none"> <li>• Understands and can demonstrate experience of safe working in a laboratory environment</li> <li>• Proficient in the full Microsoft Office package, specifically Word and Excel</li> <li>• Experience of building professional relationships with internal and external stakeholders</li> <li>• Excellent interpersonal and communication skills (orally and in writing), with an ability to handle sensitive and confidential information</li> <li>• Ability to use initiative, multi-task and prioritise own workload with good attention to detail</li> <li>• Strong planning and organisational skills with the ability to meet deadlines whilst working with conflicting demands</li> <li>• Independent, self-motivated and organised, with an ability to work as part of a team</li> </ul>	
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• High professional and personal standards</li> <li>• Workplace flexibility and a willingness to adapt to</li> </ul>	

	change with regards to how and when work is progressed  • Commitment to the ESMS values	
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### Personal Qualities

- Boundless energy and resilience to allow challenges to be viewed as opportunities
- Dealing with every situation calmly and professionally
- Strong commitment to seeing and bringing out the best in students
- A desire for fairness, dignity, and respect in every interaction
- Excellent self and time-management skills
- Active listening and authenticity
- The highest level of personal integrity
- Ability to deliver constructive feedback.

### REMUNERATIONS AND OTHER CONSIDERATIONS

As an equal opportunities employer, ESMS is committed to the equal treatment of all current and prospective employees and does not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership. We aspire to have a diverse and inclusive workplace and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply and join ESMS.

<b>The post</b>	This is a full time, temporary, term time only post available from 14 August 2025 (subject to satisfactory pre-employment checks) until 16 August 2026. The postholder will also be required to work 1 week during the summer holidays.
<b>Hours</b>	The hours of work will be full time, Monday-Friday 8.30am-4.30pm, with 45 minutes unpaid for lunch, totalling a paid working week of 36.25 hours.
<b>Salary</b>	As this is a term time only role plus one week over the summer holidays, the pro rata salary range is £23,162 – £25,056.
<b>Holiday</b>	Annual leave will be a paid allowance in the annual salary as this is a term time only contract. All holidays will be taken during the school holidays.
<b>Location</b>	The postholder will be based at The Mary Erskine School at Ravelston.
<b>Eligibility</b>	ESMS is unable to sponsor the employment of international workers in this role. International applicants will therefore be unable to apply for and secure a Skilled Worker visa. The successful candidate will only be able to take up this role if they can demonstrate an alternative right to work in the UK.
<b>Pension</b>	Candidates will be enrolled automatically into the School's Pension Scheme.

**The closing date for applications is 12pm on Monday, 16 June 2025. We anticipate interviews will be held later that week.**