



MERCHANT TAYLORS'  
School

<b>Job description</b>	
<b>The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment</b>	
<b>The School</b>	Merchant Taylors' School is a large Independent Boys' School, situated in 286 acres of parkland in Northwood, Middlesex. The School was founded in 1561, is owned by the Merchant Taylors' Educational Trust and moved to its present site in 1933. There are four distinct boys' day schools on campus. The Nursery, the Pre-Prep & the Prep cater for 370 boys, while the Senior School has over 960 pupils. The Senior School employs over 110 teachers and 160 Support staff across Merchant Taylors' School.
<b>Job title</b>	Biology Technician
<b>Function</b>	Support Staff
<b>Reports to</b>	Head of Biology
<b>Line management duties and responsibilities for</b>	N/A
<b>Summary of role</b>	To ensure the provision of timely and effective practical support, cleaning of glassware and administrative support to all Teachers in the Biology Department.
<b>Main duties and responsibilities</b>	<ul style="list-style-type: none"><li>• Supporting the Senior Technician with the day-to-day running of the Biology Prep room, with a particular focus on washing up.</li><li>• Clearing away of dissection specimens and cleaning of all associated equipment in accordance with CLEAPPS guidance.</li><li>• Setting up and organising lab equipment and materials for practical lessons.</li><li>• Washing of all glassware. In most instances glassware will need to be loaded into the glass washer, but some pieces of glassware will need to be handwashed.</li><li>• Clearing away, washing and storage of equipment etc. after a practical session and ensuring that laboratories and teaching rooms are safe, clean, and tidy.</li><li>• Wiping down benches and shelves where necessary and cleaning up spillages which may include mopping the floor.</li><li>• Cleaning and tidying of the Prep room including the floor and surfaces.</li><li>• Ensuring that laboratories and Prep rooms are kept locked when a member of staff is not present.</li></ul>

	<ul style="list-style-type: none"> <li>• Animal care required involving insects and snails and other small animals. Require regular feeding and cleaning of enclosures.</li> <li>• Preparation of practical trays and equipment for class practical investigations and class demonstrations.</li> <li>• Checking that the equipment is provided in the required quantities and that all the apparatus is in working order.</li> <li>• Ordering chemicals from suppliers, check deliveries and stock .</li> <li>• Ensuring that appropriate safety notices are displayed during practical work.</li> <li>• Supporting Senior Technician and Department for two Saturdays a year for Open mornings – October and May.</li> <li>• Administration of textbooks and folders at the start of the academic year. In addition to supporting the Head of Biology in tracking returns of textbooks and students that need to be billed.</li> <li>• Coordinating any large printing jobs, such as printing for exams.</li> <li>• Assisting with classroom and corridor displays, taking down old displays and putting up new material. Ensuring the borders and notice boards all look neat and tidy.</li> <li>• To provide technician support across other Science disciplines as and when agreed by your line manager.</li> </ul>
<b>Safeguarding responsibilities</b>	<p>It is the post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact and to adhere to and ensure compliance with the School's Safeguarding Policy Statement at all times. If in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to the Head Master</p>

## Person Specification

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	Essential	Desirable	Method of assessment
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Minimum Grade C in GCSE Science, Maths and English and or equivalent qualification.</li> </ul>	<ul style="list-style-type: none"> <li>NVQ Level 3 or A Level(s) in a science-based subject, ideally Biology.</li> </ul>	Production of the Applicant's certificates  Discussion at interview  Independent verification of qualifications
<b>Experience</b>	<ul style="list-style-type: none"> <li>Proven experience in a similar role, including laboratory work.</li> </ul>	<ul style="list-style-type: none"> <li>School laboratory experience, in a similar role would be beneficial.</li> <li>Experience ordering stock, handling invoices, and contacting suppliers.</li> </ul>	Contents of the Application form  Interview  Professional references
<b>Skills</b>	<ul style="list-style-type: none"> <li>Good use of information technology, specifically Word and Excel.</li> <li>Excellent organisational skills.</li> <li>Strong communication skills.</li> <li>Good team player.</li> <li>Ability to prioritise tasks</li> <li>Good numeracy and literacy skills are required.</li> </ul>	<ul style="list-style-type: none"> <li>An understanding of fundamental functions in Word and Excel.</li> <li>Experience using Microsoft Outlook.</li> </ul>	Contents of the Application form  Interview  Scenario based question  Professional references

<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge of laboratory techniques such as dissection and microscopy.</li> </ul>	<ul style="list-style-type: none"> <li>• Apply Biology GCSE knowledge to setting up of practical, required in schools up to GCSE.</li> <li>• Knowledge of handling chemicals and CLEAPSS.</li> <li>• Knowledge of organising and manipulating spreadsheets.</li> <li>• Knowledge of using Outlook and/or Excel for long-term planning of tasks.</li> </ul>	<p>Contents of the Application form, based on relevant experience</p> <p>Interview</p> <p>Scenario based question</p> <p>Production of Applicant's certificate</p> <p>Professional references</p>
<b>Personal competencies, qualities, attitude and behaviours</b>	<ul style="list-style-type: none"> <li>• Highly organised with the ability to multi-task.</li> <li>• Willingness to work as part of a team.</li> <li>• Hard working and self-motivated.</li> <li>• Reliable and punctual.</li> <li>• Strong communication skills.</li> <li>• Effective planning and organising.</li> <li>• A proactive attitude.</li> </ul>		<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>

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General Conditions	
<b>Start date</b>	3 <sup>rd</sup> September 2025
<b>Hours</b>	<p>23.5 hours per week</p> <p>Monday: 9.00am – 3.00pm</p> <p>Tuesday: 9.00am – 3.00pm</p> <p>Wednesday: 9.00am – 1.30pm</p> <p>Thursday: 9.00am – 3.00pm</p> <p>Friday: 9.00am – 3.00pm</p> <p>One-hour unpaid lunch break.</p> <p>Possibility for flexible timings to the above day, within the 23.5 hours per week.</p> <p>Term time only (35 weeks per year)</p>
<b>Salary</b>	<p>Salary range £28,295 - £32,740 per annum based on 37.5 hours per week (FTE).</p> <p>Actual pro-rata salary range £13,298 - £15,388 per annum based on 23.5 hours per week, term time only.</p> <p>The salary will be dependent on relevant skills, qualifications and experience.</p>
<b>Holiday</b>	Statutory holiday accrual paid within salary and taken during School holidays.
<b>Other benefits</b>	<p>15% employer contribution to a defined contribution pension scheme (Contributory)</p> <p>Life cover 4 x annual salary and income protection</p> <p>Access to a cash flexible benefit in lieu of pension contribution</p> <p>Access to a number of lifestyle benefits including Cycle to Work, ULEV cars, and retail discount vouchers via our benefit provider</p> <p>Staff fee remission on school fees (subject to admissions criteria)</p> <p>(all of the above subject to eligibility criteria)</p> <p>Use of School leisure facilities, including pool, gym and lake.</p> <p>Lunch provided free of charge when the School Catering Department is open</p> <p>Free parking on site, with access to electric vehicle charging (payable via app)</p> <p>Support for professional development and professional membership fees</p>
<b>Closing date for applications</b>	Tuesday 22 <sup>nd</sup> April 2025, 9am
<b>Interviews to be held</b>	Monday 28 <sup>th</sup> April 2025

*Merchant Taylors' School is an equal opportunities employer committed to safeguarding and promoting the welfare of children. As this role will bring you into contact with children you are expected to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).*