

The Portsmouth Grammar School

Job Description: Biology Technician

Accountable to: Head of Biology
Hours of work: 08:30 – 16:30 Term time only (equivalent to 40 weeks a year).

The Biology Department comprises five laboratories, two prep rooms and a greenhouse. Two technicians support 3 full time and 4 part-time teachers. Biology teaching at The Portsmouth Grammar School has a distinct practical emphasis, and a modern and relevant approach. Following the introduction of a new GCSE specification in September 2006, and the launch of the new A level Specification in September 2008, one particular focus has been the provision of a range of creative and interesting new practical opportunities.

Over the past two years, the Biology Department has seen significant refurbishment, which has provided state-of-the-art laboratories and a fully refurbished Upper Prep Room. This development has allowed for replacement of much of the apparatus associated with these laboratories and the provision of significant amounts of storage, it has also allowed the Department to expand its use of digital media in the classroom.

The Biology Technician will:

- Work under the direction of a Head of Department and the Senior Biology Technician
- Co-ordinate the use of practical resources and facilities and provides assistance and advice in the practical needs of the science curriculum, principally, but not exclusively, in the area of one science
- Assist in the preparation and delivery of demonstrations and pupils' experiments
- Give technical health and safety advice to teachers and other technicians
- Have a thorough knowledge of relevant legislation, policies and procedures which have an impact on the role
- Have the skills to work autonomously in planning workload in the short term (up to one month)
- Undergo appropriate CPD to develop professional, technical and supervisory skills and identify appropriate CPD for personnel they supervise
- It may be an advantage to have a qualification equivalent to NVQ Level 3 in a relevant technical subject or similar experience in a school

How to Apply

1. **Application Form:** The school's application form must be completed. Curriculum Vitae may also be enclosed to expand upon points within the form.
2. **Letter of Application:** A brief letter of application giving reasons for applying and highlighting particular strengths you consider relevant would be welcome.
3. **Completed Applications:** These can be emailed to bursar@pgs.org.uk or posted to: Mr D J Kent, Bursar, The Portsmouth Grammar School, High Street, Portsmouth, Hampshire, PO1 2LN.
4. **Timescale for Applications:**
 - The closing date for applications is Friday 21st November 2008.
 - Short-listed candidates will be asked to attend an interview on Monday 1st December 2008.