



EPSOM
COLLEGE

Biology Technician



Welcome to Epsom

Thank you for your interest in our school. I am into my second year here and can tell you – both as a parent and Head – that Epsom is a very special place. We're fortunate to have beautiful grounds, wide-open spaces and excellent facilities.

Our academic results are strong, and we're proud of our sport, co-curricular programme and pastoral care. What strikes me most, however, is the warmth of our community, the genuine enthusiasm of our pupils, and the dedication of staff who truly care about every child in their charge.

INDIVIDUAL ATTENTION

Epsom College has a clear mission: to help young people to lead fulfilling lives and make meaningful contributions to the world.

We're pleased that our pupils consistently achieve strong academic results – 91% securing A*-B at A-level – and they follow diverse paths to top universities, pioneering startups, creative ventures, and entrepreneurial pursuits. Yet academic excellence is just the foundation.

I hope our pupils will leave with memories, friendships, ideas and imagination that will serve them for life.

I want them to discover talents they didn't know they had and to develop the confidence to tackle whatever challenges await them. I encourage them to take appropriate risks, to ask thoughtful questions, and to pursue their passions with determination.

NATIONAL RECOGNITION

We're grateful for recent recognition: The Sunday Times named us the UK's most-improved school in 2024, School Sport magazine ranked us as the leading co-ed school in South East England, and Tatler describes Epsom as a school that "constantly burnishes" its reputation.

But we continue to evolve. And our future success depends on the quality of the staff we bring into our community. I hope you come and meet us and leave as excited about Epsom's future as I am.

Mark Lascelles,
Head, Epsom College

The Biology Department

The Biology Department is seeking to appoint an enthusiastic Technician to join a strong and thriving team.

Epsom College is a co-educational day and boarding school with approximately 1170 pupils aged 11-18. Founded in 1855 as the Royal Medical Benevolent Foundation, a strong science tradition is maintained and is expressed today in the popularity of Biology as an A level subject with a significant and growing proportion of leavers going on to study medicine or related disciplines.

Each of the three science disciplines, Physics, Chemistry and Biology, run independently of each other in separate buildings with their own technical staff. Within the Biology Department, there are seven teachers supported by a Senior Technician, Technician and Technician Assistant. The Biology Department strives to excite intellectual curiosity through a variety of enrichment activities; examples of recent trips include to the Royal College of Surgeons, Ireland and also to the Royal Marsden Centre for Molecular Pathology. Every two years a conservation expedition takes place, in conjunction with Operation Wallacea. Pupils are encouraged to enter the Biology Challenge in Year 10 and the Biology Olympiad and Intermediate Olympiad in the Sixth Form and each year all biology pupils take part in the Epsom College Science Appreciation week in which a variety of visiting speakers, activities and practicals take place.

The technical support staff are responsible for the preparation of class practicals, core practicals, maintenance of equipment, consumables and the general servicing of laboratories. The Biology technician is immediately responsible to the Senior Biology Technician and Head of Department and ultimately to the COO/Bursar.





Role and Responsibilities

The successful applicant for this post will be expected to:

- To assist the Senior Biology technician in coordinating the use, and development of, practical resources and facilities, including the provision of guidance and support in meeting the practical requirements of the science curriculum;
- To assist the Senior technician where required in the routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment to the required standard;
- To work with the Senior technician where required in coordinating the assessment, monitoring and review of Practical Risk Assessments, including technician activities;
- To assist the Senior technician in the appropriate storage and accessibility of equipment and materials in line with health and safety regulations including safe treatment and disposal of used materials, including hazardous substances and responding to actual or potential hazards;
- To work within the technical team to support the department, including: assisting in practical classes, carrying out demonstrations, preparing resources,

assembling and distributing apparatus and other resources. Giving technical advice to teachers, technicians and pupils and engaging with the departmental online systems for ordering practical classes;

- Assisting the senior technician in issuing of textbooks, keeping records and processing charges where necessary;
- To be part of the three team rota that ensures the good health and welfare of the department fish and small animals and care and watering of departmental plants;
- To keep up-to-date with current procedures and practices through continuing professional development;
- To assist with the preparation and support of College open days and Science outreach days where required;
- To carry out duties and responsibilities in line with safeguarding protocols;
- Adhere to, and promote, all College policies and procedures.

The College reserves the right to vary or amend the duties and responsibilities of the post holder at any time according to the needs of the College's business.

Person Specification

Essential

- Have a science degree or higher qualification and/or technical experience.
- Knowledge of Health & Safety legislation as it relates to the work of a school.
- Knowledge of COSHH regulations in relation to the safe handling and storage of chemicals.
- Able to prepare practicals in accordance with course syllabus and safety procedures.
- Able to lift and move objects in line with Manual Handling guidelines.
- Up to date with laboratory health and safety procedures.
- Have competent IT and administrative skills.
- Strong organisational skills and the ability to multi-task in fulfilling requests from several staff, often to tight deadlines.
- Able to stay calm under pressure and able to cope with the rigours of a busy laboratory preparation room.
- Competent and comfortable to care for and feed small animals.
- Be professional and discreet.
- Reliable and flexible, with a can-do approach to all duties and responsibilities in a professional and helpful manner.
- Effective communication skills in order to communicate across the department.
- Be a team player.
- Enjoys working within a school environment.
- Display an ability to perform well and remain professional whilst under pressure, be tactful and discreet, whilst mindful of observing Safeguarding and professional standards.
- Demonstrate a strong commitment to personal continuous professional development.
- Have a commitment and understanding of safeguarding protocols within school setting
- Display a smart and professional appearance, representing the College in a positive manner

Desirable

- Experience of working with student aged 11-18
- Experience working within a laboratory or school prep room environment





Terms and Conditions

- **Salary:** £28,717 per annum
- **Hours:** During Term Time (34 weeks) – 44.75 hours per week 8:00am – 5:00pm Monday, Wednesday & Friday, 8:00am – 4:00pm Tuesday & Thursday, 3.5 hours every other Saturday. During Holidays (4 weeks) – 20 hours per week. Including Inset days. Some flexibility of hours will be required in order to meet the needs of the pupils timetable, department examination, timetable and school events.
- **Holidays:** Entitlement will be 28 days per annum, inclusive of bank holidays. This entitlement rises by one day per year up to a maximum of 33 days per annum inclusive of bank holidays. Statutory holiday entitlement to be taken during College's holiday published dates. The above salary includes an allowance for holiday.
- **Pension:** The College operates the Epsom College Automatic Enrolment Scheme. The Scheme is administered by The Pensions Trust and eligibility is based on statutory criteria. If eligible, the Employee will be required to contribute a minimum of 5% of basic salary and the College will contribute 4% in compliance with current legislation.
- **Benefits:**
 - Private health care
 - School fee discount
 - Life Assurance
 - Meals and refreshments free of charge during working hours
 - Free use of fitness suite at certain times
 - Free car parking on site

Method of Application

Candidates to complete an application form which can be downloaded via our website www.epsomcollege.org.uk. To comply with safeguarding procedures when working in a school, CVs will not be accepted. Applicants should refer to the Recruitment, Selection and Disclosure policy on the College website.

Applications will be assessed in order of receipt and interviews, and appointment may occur at any stage after applications are received. Please apply as soon as possible.

If you have any questions about the role, please contact the HR team on hr.recruitment@epsomcollege.org.uk

- Closing date for applications: **9th October 2026**

Safeguarding and Equal Opportunities

SAFEGUARDING

Epsom College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are “spent” unless they are “protected” under the DBS filtering rules) in order to assess their suitability to work with children.

In compliance with statutory safer recruitment regulations, the post will be offered subject to receipt of satisfactory written references, pre-placement medical assessment, proof of appropriate qualifications, a check of online search engines and websites of publicly available information that does not identify the candidate as potentially unsuitable to work within a school setting, a satisfactory Enhanced Disclosure from the Disclosure and Barring Service and overseas police check if appropriate, as well as confirmation that the successful candidate is able to work in the UK.

Prior to interview, an online search of internet

search engines, websites and other publicly available and publicly accessible platforms to ascertain applicant's suitability to work within a school environment will be undertaken on applicants that have been shortlisted. Please note whilst the Enhanced DBS check will be paid by the College if an overseas police check is required it will be at the cost of the successful applicant.

EQUAL OPPORTUNITIES EMPLOYER

Epsom College is an equal opportunities employer that believes in equal opportunities for all, celebrates, and welcomes diversity.

Employment decisions throughout the school are made without regard to any status protected by law. If you require any reasonable adjustments at any stage of the application process, please feel free to contact our HR department or detail any adjustments on the application form.

