



# MAGDALEN COLLEGE SCHOOL

INDEPENDENT DAY SCHOOL  
BOYS 7-18 & SIXTH FORM GIRLS

## Information Pack

### Full-time Biology Technician

To start As soon as possible

Closing Date: Midday,  
Wednesday April 17

Interview Date: Wednesday  
April 24





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## Introduction from the Master, Helen Pike

Magdalen College School is a remarkable place. We are now well into our sixth century, and our former pupils include scholars, war heroes, musicians, Olympians, two Nobel Prize laureates, a Hollywood film director, and a saint. Our success in public examinations, in securing places at top universities, and in an astonishing array of extra-curricular



pursuits ensures that we continue this proud tradition. We do so by nurturing the individual potential of each of our pupils, and above all we believe that learning is as fun as it is fulfilling.

William of Waynflete founded Magdalen College School in 1480: schoolmaster, bishop of Winchester and Lord Chancellor of England. Being of humble origins, Waynflete was determined that others of ability should be given the opportunity to learn, to serve and to prosper as he did. And so MCS offers a transformative education in our global university city, the community to which we contribute.

We attract and retain the best staff and MCS is a stimulating, welcoming and thriving environment in which both to learn and to work.

A lot happens at MCS. The various sections of our website ([www.mcsoxford.org](http://www.mcsoxford.org)) including the recent [News](#) will give you an impression of our school.

Thank you for your interest.

*H. C. Pike*



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### The School

Magdalen College School, founded in 1480 by William of Waynflete, is one of the country's leading independent day schools. It is situated in an enviable location at the heart of Oxford beside the River Cherwell. Shaped by its Christian Collegiate foundation and links with the university city of which it is part, it aims to inspire in all its pupils a desire to learn, flourish and to serve.

The school will celebrate its 550th anniversary in 2030. The current generation of MCS staff and pupils wish to ensure that we shape a School that is able to flourish for at least another half millennium, and hopefully many more beyond. There are around 980 pupils, boys 7-18 and Sixth Form Girls, and 200 staff who learn and work on the school's central Oxford site.

### The Role

The school is seeking to appoint a full-time Biology Technician to provide essential support to the School's Biology department.

There are two full time Biology technicians in the department. The duties of the role will include, but not be restricted to:

- Preparing and setting out apparatus, working with teachers as necessary. Developing practical work in conjunction with teachers to best support pupil learning.
- Clearing up after practical work; washing up and returning materials (including chemicals) and equipment to stores.
- Ordering or local purchase of equipment, consumables and any related administration. Processing and maintaining records of purchases and invoices and assisting the Head of Department in managing the department budget.
- Liaising with other technicians and departments to assist the provision of Science at MCS.
- Following safe working practices, and maintaining and sharing an awareness of Health & Safety requirements for self, colleagues and pupils. Checking and updating risk assessments for practical work in the department in collaboration with teaching staff.



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- Assisting with the preparation of materials, demonstrations and exhibits for lessons, as well as Open Days and other similar occasions.
- Performing minor repairs and maintenance to apparatus, with training supplied as appropriate.
- Contributing to the development of the department through suggestions for new equipment or other projects of benefit.
- The orderly storage of materials and apparatus and teaching materials held by the department and maintaining an up-to-date knowledge of stock.
- Overseeing and maintaining safe, tidy and clean standards throughout the department.
- Looking after the living resources in the department; plants, fish tanks and the Biology pond and garden, including over holiday periods in collaboration with the other Biology technician
- Photocopying and collation of printed resources as requested by the Head of Department and as time allows.
- Performing of such other tasks as the Head of the Biology or other Biology teachers may reasonably request, to ensure the smooth running of the department.

### The Candidate

The successful candidate will ideally have demonstrable experience in a similar role. Accuracy and thorough attention to detail, as well as first-rate organisational skills are paramount. An interest in Science is absolutely essential, along with a strong understanding of the requirements of a laboratory, particularly within a school environment. The School will actively support professional development activities appropriate to the role, such as external courses on Health and Safety or to develop technical skills. Training and mentoring will also be provided within the department.

The ideal candidate will have a good standard of general education and a high level of written and oral communication. We are looking for a team player with initiative; a positive, cheerful attitude and a willingness to become involved in the life of the school.





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### Application Process

Candidates should submit the “MCS Application Form for Teaching and Support Staff” form which can be found on the Job Vacancy link of the website ([www.mcsoxford.org](http://www.mcsoxford.org)). To access [Click here](#). To apply for the position please send the following two documents to the HR Administrator, Miss Yelena Molcanova ([recruitment@mcsoxford.org](mailto:recruitment@mcsoxford.org)).

1. “MCS Application Form for Teaching and Support Staff” form
2. CV (Curriculum Vitae)

All documentation should be sent no later than **Wednesday 17 April 2024**, at midday. The school's preferred method of communication is by email and it will not be necessary to send a hard copy of the documents by post.

**References may be taken up in advance. If you do not wish references to be called for at this stage, please make that clear on the reference section of the application form.**

We anticipate holding interviews on Wednesday 24 April 2024. We will be in contact with shortlisted candidates by telephone. Please be aware that all shortlisted candidates will be requested to complete a “Self-Disclosure” form before attending their interview.

### Equal Opportunities

Magdalen College School recognises and is committed to ensuring applicants and employees from all sections of the community are treated equally regardless of race, gender, disability, age, sexual orientation, religion or belief, gender reassignment, marital and civil partnership status, or pregnancy and maternity. We welcome applications from all sections of the community.



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## Safeguarding Policy

Magdalen College School is committed to the safeguarding of pupils, and any offer of employment will be subject to an enhanced DBS disclosure, the receipt of satisfactory references, the school's pre-employment medical questionnaire, plus sight of relevant original ID documentation and degree certificate(s).



This role will be in regulated activity and will require a children's barred list check as well as an enhanced DBS check. The enhanced DBS check is due to this role being exempt from the Rehabilitation of Offenders Act 1974.

## Remuneration and other benefits

The salary will be £25,598 per annum.

Non-teaching staff are automatically enrolled in the school's contributory Group Pension Scheme. This is a defined contribution pension scheme into which the employee contributes 5% of gross salary and the employer contributes 10%.

The school has a fully equipped gym which is available for staff use, and staff may also enjoy access to the University of Oxford's Rosenblatt Swimming Pool. Tennis courts are available, and there is a comprehensive programme of staff sports clubs, including football, climbing, yoga, pilates, and badminton.

Staff also have the opportunity to join choirs and music groups, and to get involved in drama productions. Staff socials, guest nights and Master's Drinks are regular features of each term.

School fee remission is available for permanent staff sons and Sixth Form daughters who pass the entrance tests for the school, and is currently 50% pro rata subject to a minimum FTE of 50%. In



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addition, 20% fee remission pro rata is available for MCS staff who have daughters attending Headington Rye, subject to a minimum of 50% FTE.

There is a wide range of benefits on offer to staff, including a free lunch during term time and school holidays for all year-round staff, free private health insurance, free mortgage advice, as well as free entry into Oxford Botanical Gardens. Head to [mcsoxford.org/vacancies](https://mcsoxford.org/vacancies) to find out more.

### Additional Information

Please note that MCS is an inner-city school, with very limited parking. Staff are encouraged to use public transport wherever possible for their journey to work.

If you have any questions or require additional information, please contact the HR office: 01865 253401.

