

<b>LOCATION</b>	The British International School Abu Dhabi	
<b>JOB TITLE</b>	<b>Science Laboratory Technician</b>	
<b>JOB PURPOSE</b>	The Science Laboratory Technician will be responsible for ensuring the smooth running of the Science Lab in line with class requirements	
<b>REPORTING TO</b>	Head of Science Department	
<b>DIRECT REPORTS</b>	N/A	
<b>OTHER KEY RELATIONSHIPS</b>	Teachers and Students,	
<b>KEY RESULT AREA</b>	<b>MEASURES OF PERFORMANCE</b>	
<p><b>Primary Duties and Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Maintaining a system for the weekly ordering of equipment, chemicals and resources by teachers. Liaising with teachers over the use of equipment and other items of stock.</li> <li>• Ensuring that equipment, chemicals and resources are available in laboratories, in advance of lessons and removed promptly when no longer required.</li> <li>• Establishing and maintaining a system for the regular inspection and maintenance of laboratories and the annual servicing of same in order to ensure they are : <ul style="list-style-type: none"> <li>➤ Adequately stocked with clean, tidily stored general equipment and chemicals as required for full class practical work.</li> <li>➤ Organised so as to promote speedy identification and location of equipment by staff.</li> <li>➤ Safe environments through the provision of adequate levels of safety equipment.</li> </ul> </li> <li>• Undertaking regular risk analysis and advising the Head of Science of any concerns. Additionally assisting the Head of Science in the completion of the annual safety inspection of the department.</li> <li>• Maintaining stock levels and advising the Head of Science of stock replacement needs. Assisting in the ordering of equipment and updating of the departmental asset register as necessary.</li> <li>• Having oversight of the departmental ICT facilities and equipment and providing support for staff. Liaison with the ICT Co-ordinator re maintenance and troubleshooting.</li> <li>• Attending departmental meetings in order to inform and discuss issues relating to technical support in the department. This includes items on safety, training and resources.</li> </ul>	<p>Performance Management Performance Development Plan</p>	
<p><b>Daily Operations</b></p> <p>Preparation of specific lesson materials for designated areas of the department, to include, as appropriate:</p>	<p>Performance Management</p>	

<ul style="list-style-type: none"> <li>• Collecting apparatus and chemicals from storage unless already stored in the laboratory.</li> <li>• Preparing necessary solutions.</li> <li>• Checking individual components on despatch and return of equipment.</li> <li>• Arranging for AV aids / computers to be available, in room, for lessons.</li> <li>• Preparing experiments, setting up apparatus and equipment for demonstration and practical lessons as requested by teaching staff.</li> <li>• Liaising with staff over the use of equipment and stock.</li> <li>• Advising staff of any problem, including safety aspects.</li> <li>• Returning apparatus etc., and chemicals to storage as soon as practicable.</li> <li>• Washing and drying excessively soiled glassware</li> <li>• Looking after plants kept by the department</li> <li>• Constructing simple apparatus</li> </ul>	
<p><b>General Maintenance Routine</b></p> <p>Laboratory maintenance including:</p> <ul style="list-style-type: none"> <li>• Cleaning chemicals off bench tops, spillages of chemicals (in conjunction with the teacher) spillages of chemicals on the floor etc.</li> <li>• Tidy storage of materials and equipment.</li> <li>• Keeping apparatus clean, free of dust.</li> <li>• Cleaning of goggles on a half termly basis.</li> <li>• Checking of plug-ends and external wiring of electrical equipment.</li> <li>• Cleaning of safety screens.</li> <li>• Taking stock of chemicals, consumables and breakable items.</li> <li>• Checking arrival of equipment from suppliers.</li> <li>• Organising for repair of faulty equipment.</li> <li>• Carrying out minor equipment repairs as needed (these to be limited to repairs within the competence of the technician concerned).</li> </ul>	<p>Performance Management</p>
<p><b>Other</b></p> <ul style="list-style-type: none"> <li>• All staff are required to manage effective personal development as part of the Company's commitment to invest in staff as the key resource in the organisation.</li> <li>• All Staff must ensure that they meet their statutory responsibilities with regard to Health and Safety, Equal Opportunities and other relevant legislation, and should conform to the professional and ethical requirements.</li> <li>• Any other appropriate duties as allocated by the School</li> </ul>	<ul style="list-style-type: none"> <li>• Valued member of the team and organisation</li> </ul>

Principal. <ul style="list-style-type: none"> <li>To promote and adhere to the Company Vision and Values: Quality; Commitment; Attitude; Responsibility; Enthusiasm (“Q” CARE)</li> </ul>	
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## PERSON SPECIFICATIONS

Qualifications/Training	
• A first degree or equivalent in a science subject	Essential
Experience / Knowledge	
• Basic knowledge of MS Office and Internet	Essential
• Ability to demonstrate self-confidence and personal drive	Essential
• Able to prioritise tasks and use time effectively	Essential
• Proficiency in English (written and oral)	Essential
• Ability to work on own initiative	Essential
• Experience in education or learning environment	Desirable
• Good level of IT competency and knowledgeable using Microsoft Office (including Outlook, Word, Excel and PowerPoint)	Essential
• Knowledge of science equipment troubleshooting	Essential
Personal Attributes	
• High levels of personal integrity	Essential
• Excellent organisational and time-management skills	Essential
• Attention to detail	Essential
• Ability to work under pressure and remain calm	Essential
• Willingness to take on multiple tasks	Essential
• Proactive and able to prompt others to ensure deadlines are achieved	Essential
• Self-motivated and enthusiastic	Essential
• Ability to work independently	Essential
• Continually strive for improvement	Essential
• Adaptability	Essential

### OTHER CONDITIONS

Holding current Enhanced Criminal Records Bureau Disclosure or equivalent for countries lived in outside of the UK.

Compliance with visa requirements for working in UAE.