



Job Description: Science Technician

Responsible to: Head of Science Faculty

Purpose: To provide technical and administrative support, assist with managing the laboratory resources and equipment for the Science Faculty

Responsibilities	Performance Indicators
<ul style="list-style-type: none"> Administration 	<ul style="list-style-type: none"> Assist with co-ordination of finance collection for the Science Faculty Carry out other duties as directed by technician managers as required day to day (e.g. help with organizing new equipment purchases or resources.) Carry out tasks requiring duplicating/photocopying and laminating for teachers Assist with textbook issuing, return and recording Internal exams – assist with bagging and labelling
<ul style="list-style-type: none"> Laboratory 	<ul style="list-style-type: none"> Make pieces of equipment and carry out minor repairs Assist with maintaining a satisfactory storage system Care for living specimens (eg plants) Prepare equipment for practical tests and examinations Assist TICs with equipment and equipment replacement during practical sessions and examinations (eg internal assessments) Assist with preparation of equipment, materials and solutions required for demonstrations and practical class work Clean equipment and glassware which requires extra cleaning or special treatment Keep technician areas clean where, for safety and security reasons, cleaners are not allowed Mark equipment for identification purposes Assist with issue and return of practical equipment to teachers each period Man the 'window' where students gather/return equipment for their teachers each period

The above statements are intended to describe the general nature of the job described and other duties may be requested where reasonable.

Key Skills and Attributes:

- Demonstrates logical, clear, concise written and verbal communication skills
- Projects the professional image demanded of the position
- Delivers a service that meets, and often exceeds, staff expectations
- Possesses a 'can do' attitude, and a sense of urgency, to ensure responsibilities are executed within specified timeframes
- Is approachable and responsive to clients' needs

- Ability to react immediately to tight deadlines or changing priorities
- Ability to remain calm, and in control, under pressure
- Exercises empathy, diplomacy and tolerance when dealing with others

Technical Competencies:

- Demonstrates a thorough knowledge of the school and its operations
- Demonstrates a detailed understanding of systems used within the area
- Is proficient in the use of office equipment utilised in the position
- Timely, logical and ordered file management
- Demonstrates strong computer literacy and PC application skills including Word, Excel, Outlook, OneNote, and KAMAR.