

JOB DESCRIPTION

TECHNICIAN – SCIENCE

In accordance with clause 3.1(l) of the current Collective Agreement, nomenclatures importing the male gender include also the female gender.

Duties and responsibilities include:

Resources

- coordinating with Head of Department / Teachers-in-charge / Senior Technical Officers / Technical Officers to compile lists of equipment complete with specifications in view of purchasing new equipment or spare parts;
- liaising with Teachers / STOs / TOs so as to compile lists of equipment and consumables which may be required for effective lessons and students' experiments;
- liaising with Teachers / STOs / TOs on lists of equipment, spare parts and consumables in view of purchasing;
- liaising with Teachers / STOs / TOs in preparing and setting up Science equipment for practical work, both for demonstrations as well as for students' individual and/or group work. This includes providing Science equipment for outdoor school activities;
- assisting in the set-up and upkeep of Science laboratories and keeping all laboratory equipment in good working order;
- purchasing and/or assist in the purchasing of equipment, spare parts and consumables;
- dismantling equipment including glassware, cleaning it and returning it to storage or preparation rooms after laboratory sessions;
- conducting regular cleaning and servicing where possible of laboratory equipment using procedures in service manuals;
- conducting repairs and/or calibration where possible of laboratory equipment using procedures in service manuals;

- coordinating the servicing / repairing and/or calibration of equipment by outside school service providers and/or suppliers;
- preparing reagents and solutions when needed in accordance with standard norms of molar concentrations;
- preparing labels for chemicals in accordance with established standards of Science nomenclature. This should include as well correct labelling for handling and storage of chemicals;
- supporting Teachers and students in Science related school projects;
- ensuring that resources and equipment are in good running order and available when needed;
- ensuring that all the Information Technology (IT) resources in all Science laboratories are in good running order and available for use by Teachers and students at all times;
- assisting the Teacher in setting up and using Information Technology (IT) /audiovisual teaching aids in the Science laboratories;

Health & Safety

- ensuring that the Health and Safety standards as provided for in the Occupational Health & Safety Act are in place and applied in all Science laboratories and preparation rooms at all times;
- liaising with all Education Officers responsible for Science subjects and Health & Safety;
- ensuring that the waste separation policy as defined by the school is implemented in all Science laboratories at all times;
- ensuring the safe handling and storage of chemicals in the Science laboratories and preparation rooms;
- liaising with Health and Safety Teachers vis-à-vis Health and Safety issues in the Science laboratories and preparation rooms;
- ensuring the availability of the Personal Protective Equipment (PPE) for use in the Science laboratories and preparation rooms;

Record Keeping

- compiling a computerized up-to-date inventory system for all Science equipment;

- liaising with Teachers / STOs / TOs on the available stocks of materials and undertake inventory checks in order to ensure proper stocks of consumables in line with reorder thresholds;
- liaising with STOs / TOs so as keeping relevant records of expenditures vis-à-vis materials and supplies;
- ensuring the systematic up-to-date record keeping of expenditure vis-à-vis materials and supplies;
- maintaining a schedule of laboratory activities involving the intervention of the laboratory technicians;

Infrastructure

- reporting to the authorised School Management Team member / STOs / TOs any infrastructural faults in the labs for remedial action;
- checking the function-ability of the water, electrical and gas supply systems in the Science laboratories and preparation rooms at all times;
- assisting in the set up and up-keeping of Science laboratories and preparation rooms;

In the lab Assistance

- being present as required during Science lessons in the laboratories;
- preparing equipment including glassware and resources as required by the teacher;
- liaising with the SMT / Science Teachers / STOs / TOs so as to ensure the smooth running of all Science laboratories and resources in the school;
- coordinating with the SMT regarding the upkeep and cleaning of the Science laboratories and preparation rooms;
- liaising with the STOs / TOs so as to keep a booking system for the use of laboratories and preparation rooms;

Others

- attending for meetings, training, seminars and staff development sessions as may be deemed necessary both locally and abroad;

- performing other duties as may be deemed appropriate by the Education Directorates;
- performing any other duties according to the exigencies of the Public Service as directed by the Principal Permanent Secretary.