



Job Description

Position: Science Laboratory Technician (Responsibility for Biology)

Accountable to: Head of Science Faculty and Senior Laboratory Technician

Your Professional Duties: To assist the Senior Laboratory Technician with the day to day work of organising and arranging the school laboratories for practical work, mainly in Biology lessons. Develop the ethos of the School whilst seeking to cultivate the holistic JIS Learner Profile which includes:

Communication

Leadership

Thinking

Integration

Engagement

Resilience

General Statements of Responsibilities:

- Liaising with teaching staff to plan practical activities.
- Putting out, setting up and tidying away equipment.
- Preparing solutions.
- Assisting in preparation of practical exams.
- Assisting students with practical activities.
- Cleaning, repairing and maintaining apparatus.
- Being aware of Health and Safety issues in the laboratories and preparation rooms.
- Record keeping of equipment and resources.
- Laboratory and preparation room organisation and maintenance.
- Obtaining, making or purchasing specific items for the Science Faculty.
- Other tasks as specified from time to time by the Line Manager.

Other Duties:

- The technician will be based in the Biology Department but may also undertake work in the rest of the Science Faculty.
- To help in the School Shop during the July/August school holidays as assigned by the Head of HR.



PERSON SPECIFICATION FOR OPERATIONS AND ADMINISTRATION STAFF

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Diploma and above in related field 	<ul style="list-style-type: none"> • Other professional qualifications
Knowledge and Experience	<ul style="list-style-type: none"> • Prior work experience in similar post • Proficient ICT user • Excellent administrative skills • Good attention to detail • Proficient in English 	<ul style="list-style-type: none"> • Other work experience within an office/admin environment • Competence in Chinese and Malay languages • Understanding of safeguarding and child protection policies and practices • Valid driving licence
Professional Skills	<ul style="list-style-type: none"> • Well organised and work within deadlines • Good interpersonal and communication skills • Form and maintain excellent effective relationships with all in school • Ability to work independently and a good team player 	<ul style="list-style-type: none"> • Experience of delivering presentations/ability to speak to groups
Personal Qualities	<ul style="list-style-type: none"> • Ability to use initiative • Caring, positive, honest and open • Respect and awareness for confidentiality • Ambitious and willing to learn • Self-motivated and energetic • Dedicated and hard working • Citizen or Permanent Resident of Brunei Darussalam 	<ul style="list-style-type: none"> • Ability to maintain a professional manner under pressure • Proactive in self-development

