



ST. JOSEPH'S INSTITUTION INTERNATIONAL

JOB DESCRIPTION

Appointment	:	Lab Technician (Chemistry)
Department	:	High School Admin
Reporting to	:	Head of Science/Kathy Lange/ Lab Technician Supervisor
Job Overview	:	Assist in coordinating the use of practical resources and facilities and provide assistance in the General Science laboratories.

DUTIES & RESPONSIBILITIES:

1. Under the (overall) control of the Lab Technician Supervisor to coordinate the use of practical resources and facilities and provide assistance and advice in meeting the practical needs of the science curriculum, including liaising with teaching staff and support staff outside the department.
 - Preparation of resources, assembling apparatus.
 - Organisation and maintenance of the Science preparatory room.
 - Organising and maintenance of the school laboratories.
 - Obtaining materials by local purchase.
 - Giving technical advice to teachers, technicians and pupils / students.
 - Carrying out risk assessments for technician activities.
 - Assisting in practical classes & carrying out demonstrations.
 - Preparing the budget for Middle School and Physics after consultation with the respective HoD, HoF and Science Technician Team Leader
2. To work closely with the Lab Technician Supervisor and Senior Lab Technician to ensure the maintenance of a healthy & safe working environment in the Science classrooms and preparatory room through:
 - Actively contributing to the assessment, monitoring and review of both health & safety procedures and information resources;
 - Keeping up to date with current procedures and practices through continuing professional development;
 - The provision of technical advice and support on health & safety issues to teaching and trainee technical staff;
 - The safe treatment & disposal of used materials including hazardous substances and responding to actual or potential hazards;
 - The healthy & safe storage and accessibility of equipment and materials.

- Keeping up-to-date with health & safety requirements and with developments in practical science. (Attending courses & reading publications.)
 - Giving health & safety advice to technical staff, teachers and students.
 - Disposal of waste materials.
 - Checking fume cupboards, pressure vessels and first-aid kits; carrying out electrical and other safety checks, etc.
 - Organising, storing and checking the condition of chemicals and equipment.
3. To assist the Lab Technician Supervisor and Senior Lab Technician with the day-to-day organisation and development of trainee staff to ensure that essential performance standards are achieved.
- Organising and supervising Trainee technicians when required.
4. To contribute to the design, development and maintenance of specialist resources and/or long-term projects.
- Constructing & modifying apparatus.
 - Setting up and caring for plant and animal collections.
 - Preparing standard solutions, purifying chemicals, treating waste.
5. To aid the other technicians in ordering and resource management to ensure the availability of suitable materials and equipment. This includes helping to compile orders and liaising or negotiating with suppliers and finance departments. This will include sourcing, costing and suggesting economic alternatives to maintain stock levels. Keeping up-to-date stock records.
- Checking stock, ordering.
 - Keeping stock records.
 - Maintaining resources.
6. Any other duties as required by the Head of Science, Head of Departments and Lab Technician Supervisor.
7. Working hours are 8:00am to 5:00pm.
(hours will always be 9 hours per day but the timings could change with agreement of HoF and Lab Technician Supervisor)

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to his classification. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

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