



## **Science Technician in Secondary School (part-time/46%) (Ref. Code 2023-041)**

### **Responsibilities include:**

- Prepare equipment, materials and solutions required for demonstration and class practical work
- Set up, operate and run checks on general equipment in the department
- Operate an efficient system of stacking, storing, transporting, distributing and return of other equipment, materials, and resources used in the laboratory
- In cooperation with the full time science technician, and the Head of the Science Department, arrange the ordering of resources to meet the department's needs
- Obtain/collect materials including specimens for dissection and experiments
- Make simple pieces of equipment and carry out simple repairs
- Arrange for repairs and maintenance
- Maintain a satisfactory storage system in line with school safety policies
- Conduct periodic inventory checks of science equipment, books, paper resources
- Clean equipment and glassware
- Assist with security of science laboratories and equipment
- Use Gmail and Google Docs to organize equipment request orders and inventory, and communicate with science teachers as necessary.

### **Qualifications:**

- The ability to relate well and work cooperatively with members of the Science Department.
- The ability to problem solve and work under time constraints.
- The ability to learn new ideas, show initiative and demonstrate good numeracy skills.
- Some experience as a Science Assistant/Technician in schools is an advantage. Existing experience in biological/chemical laboratory work would be an advantage, but is not a mandatory requirement if there is an interest in learning in this regard.

### **Terms of Employment:**

- Starting date is 1 August 2023
- The position is initially limited until 31 July 2025 with an option for a permanent position thereafter
- The position is a part-time position, i.e. 15 hours/week

Interested applicants should send a letter of interest with a current CV indicating the above-mentioned position including reference code to [HR@ishamburg.org](mailto:HR@ishamburg.org).