HARROW INTERNATIONAL SCHOOL
APPI · JAPAN

JOB DESCRIPTION

# LABORATORY TECHNICIAN

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| **Job Title:** | Laboratory Technician |
| **Line Manager:** | Head of Science |

## Purpose of Job

The role holder will be responsible for all matters relating to the technical running of the Science department. They will work closely with colleagues in the technician and teaching teams to ensure high standards are maintained in supporting the teaching of Science at Harrow Appi. There will be a high emphasis on safety, resourcing and effective delivery of practical equipment to enable effective teaching and learning.

## Duties and Responsibilities

**Overall responsibilities**

- Actively support the vision, ethos, culture and policies of the School
- Promote high standards in all aspects of school life, particularly in student progress
- Inspire and motivate students, teachers and other school employees
- Comply with the professional duties of the Harrow staff Code of Conduct
- Contribute to a school culture which is positive, purposeful and professional
- Engage positively in the school Appraisal process and performance management arrangements
- Are committed to safeguarding and to promoting the welfare of children and young people

**Preparation**

- Provide practical equipment and resources to teaching staff in a timely manner
- Give guidance and technical support to teachers and students on the practical aspects of the curriculum
- Help to design, develop and maintain specialist resources and/or long-term projects
- Contribute to the care of any plants and animals kept within the department
- Making up solutions.
- Assembling apparatus.
- Delivering equipment to rooms.
- Collecting, checking and returning equipment to stores.
- Trialling practical activities.
- Carrying out risk assessments for technician activities.
- Providing technical support to experienced and trainee teachers including health & safety
- guidance.
- Providing technical support to students / pupils including health & safety guidance.
- Assisting in practical classes.

**Health and Safety**

- Promote and observe a healthy & safe working environment
- Conduct risk assessments for practical activities and provide health and safety advice to technical staff, teachers and students

- Check that all equipment functions properly and is safe (within CLEAPSS guidelines) and liaise with relevant stakeholders
- Organise the storage of chemicals and equipment in appropriate secure conditions
- Arrange disposal of hazardous materials
- General laboratory cleaning (bench surfaces and fixed equipment).
- Cleaning laboratory sinks, emptying / supervising the emptying of sink traps.
- Carrying out health & safety checks on laboratories, prep rooms and stores.
- Carrying out safety checks, which may include electrical equipment, fume cupboards, first-aid kits, pressure vessels and the condition of Bunsen burner tubing, eye protection, glassware, and chemicals that deteriorate.

**Administration and Maintenance**

- Liaise with maintenance staff, facility department and outside providers to ensure labs are clean and equipment works
- Track departmental expenditure in accordance with the School's Policy
- Taking care of laboratory equipment and apparatus.
- Carrying out and arranging for maintenance and repair of resources.
- Constructing and modifying apparatus.
- Organising and storing chemicals and equipment.
- Stocktaking chemicals and/or equipment.
- Obtaining materials by local purchase.

**Other Responsibilities**

- Undertake other reasonable duties as requested by the Head of Science
- Keeping up to date with developments in practical science.
- Keeping up to date with health & safety requirements.

## Requirements

**Education, training, and qualifications**

- Bachelor's degree or equivalent in appropriate scientific subjects such as Chemistry, Biological or Physical Sciences; Chemistry is preferred

**Knowledge and experience**

- Two to three years' work experience in a school/hospital/laboratory/industry practical setting, preferably in a secondary education environment
- Knowledge of Chemistry, Biology and Physics
- Knowledge of lab safety and working with practical equipment
- Able to prepare chemicals for practical lessons
- Knowledge of Microsoft Office, relevant software and databases

**Personal qualities**

- Respect for all members of a school community, irrespective of position, gender, age and ethnic background
- Passionate about teaching and a strong commitment to holistic education
- A positive and solution-focused attitude to working life
- Responsible, collaborative, detail-minded, proactive and well organized

- Eager to learn and develop new skills, as required by the role
- Ability to be creative and artistic
- Demonstrate empathy, humility and genuinely care about children, taking the time to listen and motivate them

**Other**

- Proficiency in spoken and written English, Japanese ability an asset
- A non-criminal record issued by police authorities must be provided by the selected candidate
- Occasional travel may be required

Education is an ever-changing service and all staff are expected to participate constructively in school activities and to adopt a flexible approach to their work. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The post holder will be expected to comply with any reasonable request from the line manager to undertake work of a similar level that is not specified in this job description. This job description may be amended at any time following discussion between the line manager and member of staff, and will be reviewed annually during the appraisal process, and will be varied in the light of the business needs of the school.