

JOB DESCRIPTION

TECHNICIAN – SCIENCE

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;
- 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 practicals 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.