

Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed.

Position Title	Science Laboratory Technician	Reference: 240325
Function/Department	Secondary School	Location: Hong Kong
Manager Title	Team Leader (Science)/ Secondary School Principal	
Position Type	Fixed Term	
Position Status	Full time	

Position Objective

To ensure the smooth running of the laboratories and stock rooms to support teaching and learning in the classroom. A Science Laboratory Technician's job offers challenge and initiative and carries some responsibility. The Stamford Science Laboratory Technician will be chiefly responsible for the laboratories in the Secondary School Science facility. This will involve preparing apparatus and related teaching equipment and materials for lessons, clearing up after lessons, managing and maintaining good order in the prep rooms, overseeing equipment and maintaining stock levels of disposable materials.

Responsibilities

The job holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhered to and ensure compliance with the relevant Cognita Safeguarding; Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School's Designated Safeguarding Lead or to the Head or indeed to the Cognita Regional Safeguarding Manager so that a referral can be made accordingly to the relevant third party services.

Lesson Requirements (what is needed to ensure class lessons run smoothly)

The Science Laboratory Technician will:

- Schedule the availability of, prepare and provide apparatus, equipment, chemicals, and other teaching materials as requested by the Science Teachers in the Department. These may include chemicals, preparing chemical solutions, biological material, equipment, models, and disposable material such as stationery.
- Collect and clear away equipment and chemicals, and other teaching material once it is finished with, including safely disposing of waste and washing-up apparatus and sterilizing safety goggles.
- Check for faulty and damaged equipment after each lesson, report to the Science Teacher and or Team Leader (as appropriate), and repair or replace the equipment, if possible.

Technological and Resource Management (making sure all resources and space are organized)

The Science Laboratory Technician will:

- Operate an up to date, efficient, remotely accessible, online system of monitoring the storage of chemicals, equipment and materials used in the laboratories.
 - Monitor breakages of equipment and ensure that active inventory levels are maintained.
 - Assist in updating records of inventory levels and locations of backup equipment, such that end of year ordering is efficient.
 - Assist in annual, final, stock check of all chemicals, disposable materials, glassware and other apparatus, so that new materials may be ordered.
- Adhere to CIS/IBO specifications and requirements
- Keep storage areas clean and well organized
- Clean all equipment including special equipment and glassware needing special care or treatment.
- Ensure the safe storage, care and handling of chemicals, safe disposal of residues and wastes, including micro-organisms.
- Unpack and check orders within one week of delivery. Inform HoD if any equipment is faulty or materials are missing, and follow up as directed.
- Review equipment needs within the department and advise on purchase of new and replacement of equipment.
- Order materials as requested
- Prepare solutions of chemicals to specific concentrations.

Safety and Risk Assessing (ensuring that we all are aware of safety issues)

- Have a complete Materials Safety Data Sheets (MSDS) reference for all chemicals in the prep room
- Ensure written Science Laboratory Technician specific Risk Assessments are in place for all equipment, apparatus and materials (as necessary) prior to their use, and writing and preparing the risk assessments as necessary.
- Provide MSDS every time a chemical is used in class
- Comply with all Health and Safety standards and regulations issued by Stamford and external agencies including NEA, CIS, IBO, and WASC
- Distribute, organize, and maintain the lab safety contracts and tests for students and teachers.

Technical Support (assisting others to plan for use and use equipment)

- Assist teachers, as requested, to facilitate student learning with respect to specific outcomes
- Advise staff and visiting teachers about resources and equipment available.
- Advise teachers of laboratory activities that may support targeted learning outcomes.
- Assist teachers, as requested, to facilitate and supervise student learning outside of class time with respect to IA or EE experiments.

Professional Responsibilities

- To obtain professional development as required, in order to keep abreast of new demands necessitated by changes in the curriculum and its delivery.

Preparation of practical materials for classes:

- The system in place shall allow the laboratory technician ample time to prepare the materials required for a class. If special consumable purchases need to be made, teachers should allow a week, or arrange purchases themselves.
- Teachers can expect labs to be prepared on time if two days' notice is given. Labs will be cleaned from classrooms on the day that they are noted as completed.
- It is not the lab technician's responsibility to plan lab activities for classes. Lab activities should be planned as an integral part of a unit and designed to achieve specific learning outcomes.

Position Requirements

- Able to work with students and staff in secondary school grade 6 - 12.
- Up-to-date with the latest trends, technologies, and techniques in your specific skill base.
- Ability to solve problems creatively and efficiently.
- Able to assist students as needed
- Demonstrates the Stamford Values – Integrity, Courage, Ingenuity and Compassion

Qualifications

- Diploma in Science or related field
- At least 1 to 2 years of relevant experience
- Ability to work with children within the age ranges of Grade 6 - Grade 12
- New graduates are welcome to apply

Contacts

- Other Stamford Teaching and Non-Teaching Staff
- Parents and Students
- PTA

Working Conditions

- School Environment
- Working hours 7 am to 4 pm, Monday to Friday
- Paid school holidays (please refer to school calendar on school's website)

Terms of Employment

- Medical Benefits: Medical insurance provided where applicable
- Probation Period: 3 months from date of commencement

- Referee request: Required
- Background Check: Required

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Safeguarding

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