

Role Profile

Role	Science Laboratory Technician	School	Oryx International School
Line Management	NA	Reporting To	Head of Science
Internal and External Interactions	Principals, School Staff, Students, Orbital Education, Parents	Hours	40 hours per week

Role Purpose

As the Background

Educating nearly 2,000 students, Oryx International School delivers the best of British education exclusively to the children of employees of Qatar Airways and its approved subsidiaries. Owned by Qatar Airways and managed by Orbital Education, the school provides the highest standard of facilities and the best British International education in a safe, caring and welcoming environment. The school's Mission is to deliver an engaging, value-rich, broad and balanced 'British International Education Programme' to the children of the employees of Qatar Airways through highly qualified and experienced UK curriculum teachers. The vision of the school is to ensure that students leave Oryx International School equipped, confident, and ready to face the challenges that their next stage of life will bring. Students in their time studying at the school, will have developed effective behaviours that will enable them to thrive and succeed as global citizens of the 21st century, thanks to our school Values and unique approach to education. For more information, www.oryxschool.qa

Role & Purpose

To undertake, duties in support of the work of the teaching staff in the science department.

i) Key Accountabilities – All Roles

Essential Duties & Responsibilities

- a.) The preparation of materials and equipment for science lessons.
- b.) Maintaining science laboratories and preparation rooms and their equipment, and services in good order.
- c.) General duties in support of the teachers in the Science Department.
- d.) The precise duties would be determined by the Executive Principal consistent with the main areas of responsibility set out above. Some examples of the kind of duties which may be required are set out below.

A) Preparation of science materials and equipment. For example:

- Carry out risk assessments for technical activities
- Disposing of waste materials
- Collecting apparatus and chemicals from storage.
- Preparing necessary solutions.
- Checking individual components in and out for class use;
- Arranging for apparatus including worksheets, books and audio-visual aids to be available, in rooms, for lessons.
- Preparing experiments, setting up apparatus and equipment for demonstrations and practical lessons as requested by teaching staff.
- Preparation of chemicals and solutions
- Liaising with staff over use of equipment and stock.
- Advice staff of any problems, including safety aspects.
- Assisting with collection and cataloguing of sundry worksheets, books, audio-visual aids and materials.
- Returning apparatus, etc. and chemicals to storage as soon as practicable.
- Repairing damages or arranging for this to be done.
- Constructing apparatus and equipment.
- Purchase of sundries from local supermarkets

B) Routine maintenance of science laboratories and preparation rooms, their equipment and services:

- Maintaining laboratory clean and tidy in conjunction with the teacher in charge of the room;
- Cleaning the sinks, chemicals on bench tops, spillages of chemicals on floor;
- Storing materials tidily.
- Keeping equipment clean.
- Looking after animals, insects and plants kept by the department.
- Cleaning of goggles
- Cleaning of safety screens, fume cupboards and other items.
- Carrying out safety checks on equipment, e.g. Bunsen tubing etc. Science Technician

C) Maintaining the stocks of science chemicals and equipment, for example:

- Taking stock of chemicals, consumables, stationery, books and breakable items.
- Advise Senior Technician/Head of Subject on stock replacement needs.
- Ordering of the above
- Checking deliveries

D) Administration

- To complete documentation and maintain computerised/manual records associated with technical services
- To issue materials as required, including those ordered by pupils
- To input data relating to pupil performance
- To maintain a supplier's database
- To review the inventories of resources Health and Safety requirements
- To be responsible to the Head of Technology for health and safety matters and to carry out Risk and COSHH assessments as required by the Head of Operations
- Manual handling/lifting
- To participate in training courses (both internal and external) and attend faculty meetings as required.

ii) General Activities and Requirements

The post holder is expected to actively contribute towards the school and involve themselves in the life of the school at all levels. The post holder is also expected to carry out any other duties as reasonably requested or required by the Executive Principal to ensure the effective running of the school.

iii) Person Specifications

- Proven experience in a similar role.
- Experience in working with chemicals and scientific equipment
- Good understanding of health and safety procedures
- Good numeracy literacy and ICT skills
- IGCSE or equivalent grade 3 in at least one science subject

Competencies:

- Self-motivated
- Sense of humour
- An understanding of a school environment
- Able to work as part of a team
- Ability to work under pressure and to strict deadlines
- Good attention to detail

- Outgoing, enthusiastic and Committed Excellent communication and interpersonal skills

**The school will arrange for suitable courses and training.*

iv) Line Manager's signature

Signature: _____

Date: _____

Job Description Acceptance Acknowledgement

I have received a copy of this job description that pertaining to my position.

Position: _____

Date: _____

I have reviewed this job description, understood my duties and my role, and accept that this may change based on the school's operational needs. Any questions about additional duties should be discussed with my line manager or HR.

Employee signature: _____
(Sign over printed name)

Date: _____