

Science Laboratory Technician

Harrow International School Hong Kong is the first international boarding and day school in Hong Kong. It is the third school in the Harrow family of schools in the Asia region and provides a British education from Early Years to Year 13 in custom-built facilities in a stunning location in Hong Kong. The School combines elements of educational philosophy, practice and traditions from Harrow School in London with the international mindedness of a diverse pupil body in Hong Kong. Having opened in September 2012, the School roll is currently 1500 and the school achieves the best results in Hong Kong at A-level and GCSE. We were delighted to have featured as one of the top 100 Schools in the World, top 10 Schools in Asia and one of the leading schools in Hong Kong according to the 2020 Spear's Index. Harrow Hong Kong is, however, about much more than academic results and our pupils excel in music, drama, sport and art as well as service and charity work and our pupils go on to some of the top universities across the world.

Job Title: **Science Laboratory Technician**

Job Purpose: Responsible for all matters relating to the technical running of the Science department. To Work closely with colleagues in the technician and teaching teams to ensure high standards are maintained within the Science department, with a particular focus on safety, resourcing and effective delivery of practical equipment to enable effective teaching and learning.

Start Date: August 2022 or as soon as possible

Tenure: Full time, permanent

Reporting Line: Director of Science

Job Description

- Providing requested practical equipment and timely technical support to teaching staff during lessons (and ECAs and enrichment sessions) in line with requisitions submitted
- Trialing and developing experiments including practical sheets/technician notes in order to offer advice and guidance to teaching staff
- Carrying out regular routine maintenance of laboratory equipment, stock control and general administration tasks
- Managing equipment and stationery supplies, place orders and manage their delivery, ensuring sufficient supply is maintained
- Working closely with the Director of Science to produce a thorough budget for upcoming academic years
- Contributing to the care of the plants and animals within the department
- Working with Facilities Management to ensure high standards of maintenance of the Science department areas
- Conducting regular checks for all safety facilities. Keeping up to date with all health and safety procedures and policies and ensuring all labs reach EDB's lab safety guideline and CLEAPSS standard
- Ensuring the laboratories and preparation rooms are fully stocked and have a high level of orderliness and cleanliness
- Implementing safeguarding procedures at the School
- Undertaking duties as the Head of School or her delegated representative may reasonably request.

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 by 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.

Harrow Hong Kong is fundamentally committed to safeguarding the children in our care and their welfare is our top priority.

All adults in the School community are expected to follow its Child Protection procedures and are required to undertake safeguarding checks.

Harrow Hong Kong reserves the right to recruit at any stage during the selection process.

Person Specification

The successful candidate will be likely to fit the following profile:

Qualifications:

- A recognised Degree / Diploma / Higher Diploma in Science or Technology
- Certificate for Laboratory Technicians or a willingness to obtain one would be preferred

Skills:

- Proficiency in spoken and written English and Chinese

Experience:

- Two or more years of relevant work experience, preferably in an educational setting, although the right candidate with less experience or newly qualified graduate will be considered
- Strong practical skills in school laboratory operation
- Strong experience in taking care of animals is an advantage

Knowledge:

- Computer literate

Personal Qualities:

- Good team spirit, strong initiative, multi-tasking and able to meet tight deadline
- Responsible, detail-minded, proactive and initiative
- Handle confidential information in a professional manner

Attitudes:

- Self-motivated, with good sense of responsibility
- Proactive and a positive 'can do' approach in all aspects of the role
- Collaborative approach to team working, both internally and with external vendors
- Flexible, diligent, positive and enthusiastic
- Eagerness and willingness to learn and develop new skills, as required by the role
- High levels of personal presentation, integrity and communication skill

All applicants should have in place the right to work in Hong Kong