



HARROW
BEIJING

Leadership for a better world

JOB DESCRIPTION

I. Job Information

Job Title:	Science Technician
Department:	Science
Duration of Appointment:	1 year fixed term (renewable)
Line Manager's Job Title:	Head of Science

II. Job Specification

Main purpose of job: To provide practical support and the administration involved to enable the safe and effective teaching and learning Science at Harrow International School Beijing.		
Provide key results to be achieved by this position and a breakdown of the main duties and responsibilities, as well as the percentage of time they occupy:		
Key areas of accountabilities	Main duties & responsibilities to support achieving accountabilities	% of time
1. To offer practical support for the Science department	<p>Organising technical support to the science department including: assisting in practical classes and demonstrations, preparing resources, assembling apparatus and clearing away promptly after each lesson. Responsible shared with the other technician(s) for weekly purchase of all local items needed.</p> <p>Giving technical advice to teachers, technicians and pupils / students. Carrying out risk assessments for practical activities. Ensuring cover work is passed on to the appropriate cover teacher with any resources needed.</p> <p>Maintaining an orderly working environment in the prep rooms and labs.</p>	80%



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<p>2. To promote and observe a healthy & safe working environment for the technical support service.</p>	<p>To keep up to date with health & safety requirements and developments in practical science by ensuring that relevant literature is available and attending relevant courses.</p> <p>To give health & safety advice to technical staff, teachers and students. Disposal of hazardous waste materials. Organising the storage of hazardous materials in appropriate secure conditions. Monitoring and review of both health & safety procedures and information resources</p> <p>To check fume cupboards, pressure vessels and first-aid kits; carrying out electrical and other safety checks, etc.</p> <p>Organising, storing and checking the condition of chemicals and equipment. Repair/replace equipment as needed.</p> <p>Attending department meetings.</p>	<p>5%</p>
<p>3. To take a role in the design, development and maintenance of specialist resources and/or long-term projects and offer professional guidance, assistance and support to pupils & teachers on the practical aspects of the curriculum.</p>	<p>Designing, constructing and modifying apparatus.</p> <p>Setting up and caring for plant and animal collections.</p> <p>Preparing standard solutions, etc, purifying chemicals, treating waste.</p>	<p>4%</p>
<p>4. To undertake the role within the science department on both routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment to the required standard.</p>	<p>Ensuring the department's resources are maintained to the required standards.</p> <p>Liaising with cleaning staff, facility department and outside providers where needed to ensure labs are clean and equipment works</p>	<p>4%</p>
<p>5. To be responsible for setting up and monitoring systems used in the management and control of practical resources</p>	<p>To maintain stock control, compiling orders, liaising or negotiating with suppliers and maintaining appropriate records</p> <p>Monitoring, controlling and keeping financial records of the departmental expenditure in accordance with the school's policy.</p> <p>Ensuring the availability of suitable materials and equipment and suggesting alternatives for suitability and economy.</p>	<p>7%</p>



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Resources managed – line management and financial resources:	Line management: N/A
	Financial resources managed: N/A
Key working Relations and network	Internal: - Teachers
	External: - Pupils - Local Service providers
Key performance indicators for this position (KPIs): - Successful running of practical provision in Science - Safe and clean environment of department - Well kept record of financial and material assets and expenditure - Effective communication with key members of department	

III. Person specifications

1. Core Values to be demonstrated by the job holder:

Harrow Key Value	Underpinning statements
Leadership for a better world	Contributing Positively to Community
	Applying Knowledge with Compassion
	Solving Problems Collaboratively
	Solving Problems through Communication
	Making Just Choices
	Facing Challenges with Determination

2. Functional Competencies to be demonstrated by the job holder:

For a non-manager's role:

	Name of Competence
Competence 1	Managing self and resources
Competence 2	Delivering results
Competence 3	Customer focus
Competence 4	Problem solving
Competence 5	Team work
Competence 6	Communicating
Competence 7	Learning and development

3. Specific specialised knowledge, professional skills, qualifications or experience required for this job:

<u>Minimum Academic Degree required</u>
- Bachelor degree in appropriate scientific subjects (Chemistry/Physical Sciences)



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Professional skill and knowledge required

Mandatory

- Knowledge of Chemistry and Physics, Safety in a lab, working with practical equipment and able to prepare chemicals for practical
- Well organised and proactive

Desired but not mandatory

- Ability to be creative and artistic

Experience

Mandatory

- Worked in a practical setting of a school/hospital/laboratory/industry

Desired but not mandatory

- Worked in a secondary education environment

Language

	Confidence	Intermediate	Operational	Extensive
Chinese	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
English	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

IT Skills

Mandatory

- Microsoft Office and knowledge of relevant softwares.
- Database

3. Other job-related or local special factors not mentioned above:

3.1 Non – criminal record issued by police authorities must be provided by the selected candidate.

3.2 Harrow Beijing is committed to safeguarding and promoting the welfare of children and young people and expects all staff and those connected to the school to share this commitment.

3.3 Travel frequency

No travel required Occasional travel required Frequent travel required