

The British School - Muscat

Senior School

The Vision of the British School – Muscat is to offer the highest quality British education to children of all abilities and nationalities. It values cultural diversity and provides a caring, innovative and stimulating environment, realizing the full potential and celebrating the success of every student. The School's curriculum will also develop the child as a whole person, provide them with learning to learn skills and will prepare them to lead a successful life in an inter-cultural world. This School encourages the active involvement of parents and the wider community in the learning process.

Job Description **Science technician**

Job purpose: **To support the Head of Science in the efficient management of the Science Labs and resources.**

Accountable to: Head of Science

Accountable for: The efficient management of resources.

1. To prepare all class practicals for teachers lessons. This would entail:
 - Checking the equipment lists from teachers which should be in by Thursday morning
 - Checking with the teachers any lesson circled in red immediately
 - Checking for any purchases that may be needed in advance
 - Having all the equipment ready for a lesson in advance
 - Making up any chemicals or solutions that may be necessary
 - Liaising with the teacher where equipment should be put in the lab
 - Assisting the teacher with demonstrations and practicals when required
2. Clearing away all equipment after lessons.
3. Being involved with the best system for ordering equipment and suggesting improvements to the system.
4. Safety – in tandem with the Head of Science, making sure that all safety precautions are followed. Making sure that the Health and Safety regulations are followed carefully and that the site licence is maintained each year. Keeping abreast of current safety guidelines in the UK through organisations such as ASE and CLEAPS. Making recommendations to the Head of Science when relevant.
5. Sorting out the prep room and labs as far as where equipment should go – making sure everything is labelled.
6. Making and keeping an up to date inventory on the computer, listing when changes are made or equipment added.

7. Recommending when equipment may need to be replaced or purchased. Keeping an up to date list of equipment that may be required for the next school year.
8. Check out local order equipment for purchasing.
9. Checking of equipment on a regular basis for things that may need servicing e.g. Bunsen's, microscopes, connecting leads, power packs, gas taps, water taps etc.
10. Preparation of all stock chemical solutions. Labels to be printed with name and formula clearly.
11. To keep the laboratories in a good, safe condition. This would include:
 - Cleaning down all work surfaces after lessons if necessary
 - Cleaning out all the sinks and checking for blockages
 - Making sure equipment is in the correct place
 - Checking gas taps for blockages and leakages
 - Checking gas bottles on a regular basis
12. Feeding and watering any plants or animals that we may keep.
13. Keeping up to date with all the schemes of work and equipment listing given to them by teachers and making sure that teachers have given schemes to them. Make sure they have a clear filing system for all of them. Making recommendations on problems or improvements that could be made.
14. The issuing, listing and collection of text books from pupils. Maintaining the numbering and stamping of books.
15. To help oversee the general security of the labs during working hours.
16. Management of the petty cash for items that are needed throughout the year. Purchasing of such items from the appropriate suppliers when necessary and obtaining money from the Bursar when required.
17. The making of equipment for specific practicals that may require a certain amount of ingenuity and skill.
18. Keeping videos in order and finding the place on the tapes for a lesson ordered.

OTHER RESPONSIBILITIES IN THE SCHOOL

- Photocopying for the department.
- Any other duties mutually agreed with the Head of Science as deemed appropriate
- Train and manage another technician if employed.