

We invite applications for the position of **School Laboratory Technician** to assist our teaching staff in science laboratory activities, and to manage and maintain the science laboratories in good order. We require the successful candidate to:

- be a person of integrity with a positive and enthusiastic outlook
- have some years of relevant experience
- possess at least a Diploma in science-related or engineering-related courses and is expected to perform the following duties:

1. General duties e.g. maintain a safe and tidy laboratory environment and ensure chemicals are labelled properly in accordance to the Globally Harmonised System of Classification and Labelling of Chemicals (GHS).

2. Routine duties e.g. maintain laboratory equipment, apparatus, PPE, materials and specimens in good working condition, set up relevant apparatus for students' experiments and clean apparatus and bench tops in the laboratories.

3. Specialised duties e.g. contribute to the design, development and maintenance of specialist resources and extended essays, support teachers in ensuring the availability of suitable materials and equipment, helping to compile orders and liaising or negotiating with suppliers.

4. Duties during school holidays:

- (a) Inspect gas and water taps.
- (b) Treat bench tops such as painting of fittings and equipment.
- (c) Check the contents of cupboards and lockers.
- (d) Inspect and overhaul apparatus.
- (e) Overhaul chemical and biological stocks.

5. Other duties:

- (a) Prepare an inventory of stocks annually and submit to Head of Department/Subject Head for checking by the end of every semester.
- (b) Attend courses and read appropriate publications to upgrade skills relevant to the job and keep abreast with health and safety requirements and with developments in practical science.