



Job Description

Science Technician Job Description

At Verdala International School (VIS), we believe that each employee makes a significant contribution to our students' success and that contributions extend well beyond the assigned responsibilities. Therefore, the job description is designed to outline primary duties, qualifications, and job scope, but does not limit the employee or VIS to only the work identified. It is a basic expectation that each employee will offer his/her services wherever and whenever necessary to ensure the success of our students and school.

At VIS, we use safer recruitment practices and pre-employment background checks to maintain the highest standards of safeguarding and child safety. Staff are asked to sign a code of conduct on an annual basis and are expected to adhere to our standards and practices. We engage with our values of respect, integrity, dedication, and empathy through our professional work and relationships within our community.

Position profile

Job title: Science Technician

Responsible to: Head of Science / Principals

Working hours: 8:30 to 3:30 term time, including events as needed. Starting date is the same as returning teachers. Attend Tuesday Staff Meeting (3:30 - 5:00) when required

Purpose of the role

- Preparation, maintenance and storage of all apparatus, and materials.



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- Organize inventory of science materials for elementary, middle and high school
- Maintaining the chemical store and preparing materials for teaching staff in accordance with CLEAPSS guidelines.
- Ensuring Health & Safety procedures are adhered to and all necessary precautions are taken to avoid danger to staff and pupils at all times.
- Supporting teachers and students as needed.
- Engage and support in classroom activities.

Responsibilities of the role

The tasks required will be many and varied but are likely to include the following:

- Preparation, maintenance and storage of apparatus, equipment and all materials used in laboratories (including Elementary School resource area and classrooms)
- Care, cleaning and maintenance of all work areas and surfaces.
- Maintenance of safety in laboratories by taking all necessary precautions to avoid any danger to persons or property in accordance with Health & Safety policies.
- Compilation of inventory of equipment and materials, keeping records of stocks and breakages and organising repairs.
- Receive and check new stocks and ensure special care of chemicals and materials as appropriate.
- Preparation and checking of all materials and equipment before and after use in laboratory by pupils.
- Ensure safe disposal of chemical and biological waste.
- Care of plants and animals kept in the Science department and Elementary School if and when necessary.
- General support to teachers as required.
- Assisting staff and pupils with any queries or information as appropriate.
- Purchasing materials as needed.
- Keep up to date with current health and safety procedures and practices.
- Undertake professional development as needed such as Health and Safety, First Aid qualifications, and Google Suites.
- Oversee general tidiness and appearance of laboratories and display boards.
- Meet with ES Assistant Principals (monthly) to discuss ideas in upcoming science units

General responsibilities:



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- Establish and maintain effective relationships and communication with staff & pupils.
- Play a full part in the life of the school community, supporting its mission & ethos.
- Adhere to the school's policies.
- To engage actively in the staff review and development processes.
- Other such duties shall be required by the Principal in accordance with your responsibility.