



# Job Description

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## Science Lab Technician

At Verdala International School (VIS), we believe that each employee makes a significant contribution to our success and that contributions should not be limited by 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 their services wherever and whenever necessary to ensure the success of our school.

At VIS, we use safer recruitment practice 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 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.

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## Purpose of Role

The purpose of the role is to manage the preparation, maintenance, and storage of all apparatus and materials, including organizing the inventory of science materials for elementary, middle, and high school. This also involves maintaining the chemical store and preparing materials for teaching staff in accordance with CLEAPSS guidelines. A critical part of the role is ensuring Health & Safety procedures are adhered to, and all necessary precautions are taken to avoid danger to staff and pupils at all times. Finally, the role includes supporting teachers and students as needed, and engaging and supporting in classroom activities.

**Reports to:** Head of Science & Section Principal

**Member of:** Administration (Faculty)

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## Duties & Responsibilities

### Main Duties & Responsibilities

- Prepare, maintain, and store apparatus, equipment and materials used in all laboratories and science resource areas across the school.
- Ensure the care, cleaning and maintenance of all laboratory work areas and surfaces.



- Maintain a safe laboratory environment by taking all necessary precautions to protect people and property, in accordance with VIS Health & Safety policies.
- Compile and maintain inventories of equipment and materials, including records of stock levels, breakages and repairs.
- Receive, check, and store new stock, ensuring appropriate handling and special care of chemicals and hazardous materials.
- Prepare, check, and clear away all materials and equipment before and after laboratory use by students.
- Ensure the safe and compliant disposal of chemical and biological waste.
- Care for plants and animals kept within the Science Department and, when required, across the wider school.
- Provide general classroom and practical support to teachers during lessons as required.
- Liaise with the Head of Department, to organise orders needed for materials.
- Keep up to date with current health and safety procedures and best practices through participating in mandatory courses assigned by the school.
- Undertake relevant professional development, including Health & Safety, First Aid, and Google Workspace training.
- To engage actively in the staff review and development processes.
- Oversee the general tidiness, organisation and presentation of laboratories and display boards.

### **Contribution to School Community**

- Contribute to key school events, community activities and marketing initiatives as required.
- Fulfil supervisory duties and uphold all safeguarding responsibilities in accordance with VIS Child Protection Policies and Maltese legal requirements.
- Perform other duties as assigned by the Head of School or Section Principal.

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### **Qualifications & Experience**

- Bachelor of Science (or equivalent) **or** any other suitable qualification.
- Experience working in a lab setting and/or educational setting.
- Experience working collaboratively as part of a team.
- Fluency in English (speaking, reading and writing).