

## JOB FAMILY – Administration and Operations

Job Name	Laboratory Technician II
Job Code	TLS01/09
Job Summary	This role assists managing the laboratory. Assists teachers in preparation and setting up the practical lessons for Science subjects.
Main Accountabilities	<p>The Science lab technician aims to provide a safe environment for students to learn and teachers to teach Science through experimental work. They ensure the provision of technical support to ensure the smooth functioning of equipment and materials. They are qualified in general lab management and aim to improve Science provision by continuously applying new skills and technologies.</p> <p>Maintain Health &amp; Safety standard in the laboratory</p> <ul style="list-style-type: none"> <li>• Support LTI, if any, in setting up major health &amp; safety rules in the laboratory</li> <li>• Carry out First Aid role</li> <li>• Manage the disposal of chemicals properly</li> <li>• Provide risk assessment guidance for lessons</li> </ul> <p>Keep purchase orders</p> <ul style="list-style-type: none"> <li>• Purchase and keep stores of apparatus, equipments and other inventory e.g. textbooks in laboratories</li> <li>• Oversee tenders requisition</li> <li>• Order and track equipments</li> <li>• Liaise with lab assistants for ongoing purchase of day to day materials</li> <li>• Carry out annual stocktaking</li> </ul> <p>In class support</p> <ul style="list-style-type: none"> <li>• Help student during lessons</li> <li>• Demonstrate experiments to students</li> <li>• Help in development of practical resources for Key Stage students</li> <li>• Support primary teachers in Science related activities</li> <li>• Interact with children &amp; teachers</li> <li>• Prepare practice, etc. Under guidance of supervisor lab tech</li> <li>• Working closely with teaching team</li> </ul> <p>ICT</p> <ul style="list-style-type: none"> <li>• Act as technology expert as tech III to support teachers</li> <li>- ICT competence e.g. data logging</li> <li>- Setup networks</li> <li>- Compile spreadsheet records</li> <li>- Set up whiteboard, etc</li> </ul> <p>Supervise LT III</p> <ul style="list-style-type: none"> <li>• Supervise technician IIIs in leveraging/delivery apparatus</li> <li>• Prepare complex reagents and supervise Tech IIIs in preparing sample resources</li> <li>• Supervise: PRD (Professional Reflection &amp; Development) for other levels</li> <li>• Provide in house training of Lab Tech IIIs</li> <li>• Delegate appropriate tasks to lab tech III and lab attendant</li> </ul>

	<p>Coordinate</p> <ul style="list-style-type: none"> <li>• II as per III with critical role to support HOD</li> <li>• Liaise with Head of subjects</li> </ul>
Typical reporting relationship	Subject Teachers/Head of Secondary > Principal
Minimum typical education	<ul style="list-style-type: none"> <li>• Have a Diploma in Laboratory Technology from polytechnic/polytechnic university, the Hong Kong Institute of Vocational Education or technical college/technical institute, or equivalent; and</li> <li>• Have Grade E/Level 2 or above in Chinese Language and English Language (Syllabus B) in the Hong Kong Certificate of Education (HKCEE), or equivalent</li> <li>• Lab Tech certificate or equivalents(including health &amp; safety)</li> <li>• First-Aid Certificate</li> </ul>
Minimum typical experience	3 years of laboratory technician III
Core Professional/Technical Competencies required	<p>Abilities</p> <ul style="list-style-type: none"> <li>• Have subject specialty and Science knowledge: to have a competent level of understanding of processes involved in practical work.</li> <li>• Managerial skills: Ensure smooth running or practical activities</li> </ul>
Core Soft/Transferable Competencies required	<ul style="list-style-type: none"> <li>• Initiative, organizing &amp; planning etc</li> <li>• Higher level communication skills</li> <li>• Anticipating needs</li> <li>• Interest in science</li> <li>• Time management</li> <li>• Leading initiative in a science area</li> <li>• Delegation</li> <li>• Some collaboration &amp; managing as part of a team</li> <li>• Creativity</li> <li>• Problem solving</li> </ul>
Development/Training to support role competencies	<p>Development activities</p> <p>To be negotiated as part of the PRD (Professional Reflection &amp; Development) process</p> <p>Relevant courses</p> <p>To be negotiated as part of the PRD plan</p>
<p>Note: This position follows a 5-day work week schedule across the year, including school holiday periods, with the entitlement of annual leave.</p>	

**Confidential**