

## JOB FAMILY – Teaching and Learning Support

Job Name	Science Laboratory Assistant
Job Code	
Job Summary	Support the smooth running of the Science department, students and the whole school as required
Main Accountabilities	<p>Assist technician with daily preparation work:</p> <ul style="list-style-type: none"> <li>• General laboratory cleaning</li> <li>• Obtaining materials by local purchase</li> <li>• Assembling apparatus</li> <li>• Delivering equipment to rooms</li> <li>• Cleaning lab equipment after it has been used by students</li> <li>• Collecting, checking and returning equipment to stores</li> <li>• Maintaining of laboratory equipment and apparatus</li> <li>• Photocopying</li> <li>• Laminating, collating and binding of science resources</li> </ul> <p>Maintain the laboratory properly:</p> <ul style="list-style-type: none"> <li>• Carrying out and arranging for maintenance and repair of equipment</li> <li>• Ensuring lab and store rooms are organized and well maintained.</li> <li>• Constructing and modifying apparatus</li> <li>• Checking laboratory services and equipment</li> <li>• Caring of plants</li> </ul> <p>Maintain health &amp; safety standard in the laboratory:</p> <ul style="list-style-type: none"> <li>• Follow major health &amp; safety rules in the laboratory</li> <li>• Understand occupational health &amp; safety requirements</li> </ul> <p>Perform any other duties as and when assigned by teachers and technicians</p>
Typical reporting relationship	Laboratory Technician I > Head of Science
Minimum typical education	Secondary Form 6, or equivalent
Minimum typical experience	Some experience of working in a laboratory would be an asset
Core Professional/Technical Competencies required	<p>Abilities</p> <ul style="list-style-type: none"> <li>• Proficiency in MS Word, Excel and Other Microsoft Applications</li> <li>• Initiative</li> <li>• Team work</li> <li>• Personable to student</li> <li>• Fluent in oral/written English and Cantonese</li> <li>• Problem solving</li> <li>• Excellent communication skills</li> <li>• Excellent organisational skills</li> </ul>
Core Soft/Transferable Competencies required	<ul style="list-style-type: none"> <li>• Collaboration</li> <li>• Communication</li> </ul>



	<ul style="list-style-type: none"><li>• Result Orientation</li><li>• Planning and Organising Work</li><li>• Customer Service</li></ul>
Development/Training to support role competencies	Development activities To be negotiated as part of the PRD (Professional Reflection & Development) process  Relevant courses To be negotiated as part of the PRD plan
Note: This position follows a 5-day work week schedule across the year, including school holiday periods, with the entitlement of annual leave.	

**Confidential**