

JOB FAMILY – Teaching and Learning Support

Job Name	Science Laboratory Attendant
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"> • General laboratory cleaning • Obtaining materials by local purchase • Assembling apparatus • Delivering equipment to rooms • Cleaning lab equipment after it has been used by students • Collecting, checking and returning equipment to stores • Maintaining of laboratory equipment and apparatus • Photocopying • Laminating, collating and binding of science resources <p>Maintain the laboratory properly:</p> <ul style="list-style-type: none"> • Carrying out and arranging for maintenance and repair of equipment • Ensuring lab and store rooms are organized and well maintained. • Constructing and modifying apparatus • Checking laboratory services and equipment • Caring of plants <p>Maintain health & safety standard in the laboratory:</p> <ul style="list-style-type: none"> • Follow major health & safety rules in the laboratory • Understand occupational health & safety requirements <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"> • Proficiency in MS Word, Excel and Other Microsoft Applications • Initiative • Team work • Personable to student • Fluent in oral/written English and Cantonese • Problem solving • Excellent communication skills • Excellent organisational skills
Core Soft/Transferable Competencies required	<ul style="list-style-type: none"> • Collaboration • Communication



	<ul style="list-style-type: none">• Result Orientation• Planning and Organising Work• Customer Service
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.	

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