



JOB DESCRIPTION

Position: Assistant Science Technician

Department: Academic Department (Science faculty)

Report to: Science faculty Leader

Main Responsibilities:

Must be able to safely prepare Science practical equipment for experiments

- Prepare materials and equipment required for Science lessons, usually Biology, with assistance from the Head Science Technician.
- To support all teachers of Science by the effective management of resources. Lessons need to be prepared, transported and set out for use. Lesson equipment also needs to be collected, transported and cleaned after use.
- Cutting down large scale materials into smaller sizes for easier storage and usage.
- Cutting out materials for specific project work.
- Maintaining well organised & stocked prep rooms.
- Maintain safe and clean working environment in the laboratories.
- Assist the Head Science Technician with monitoring consumables, tools, equipment and machinery for easy usage and safe operation (e.g. stock taking and of equipment and chemicals)
- Assist with simple repairs when able to do so.
- Inspect Science laboratories regularly to identify maintenance needs and any hazards and report these to the Head Science Technician or using the schools policies and procedures.
- Monitor and supervise CAD/CAM equipment areas and facilitate usage for students.
- Monitoring stock levels for re-ordering and liaise with Purchasing department regarding all orders.
- Label and store equipment safely.
- Help to ensure photocopying and examination papers are prepared and ready for teachers with a view to being a green school and effectively liaising with our reprographics officer.
- Work with the Secondary Faculty Leader, Head Science Technician and teaching staff to develop the curriculum so that materials and resources for students who have EAL, LS and G&T needs are in place in every aspect of the curriculum. Education must be inclusive, accessible and challenging for all.
- Update Firefly weekly to communicate the learning in the faculty to parents and guardians.
- Support the development of the Gifted and Talented provision at the Secondary school.
- Take an active role in the enrichment opportunities for students in the Faculty.
- Contribute to the Student Support Team and the development plans of the School
- Other reasonable requests by the Supervisor

Minimum educational qualification:

- Bachelor's Degree in a Science subject, ideally Biology and/or any related experience in Scientific fields- Engineering/ Manufacturing



Required skills and abilities:

- Hands on experience of working in a Science laboratory
- Knowledge of good Health & Safety practices
- The ability to communicate verbally and in writing in English and Thai

Person specification

To be an effective Secondary Assistant Science Technician, the candidate is expected to have, or demonstrate the capacity to develop, skills and attributes in the following key areas deemed necessary for the position:

- Building team commitment with colleagues and students
- Able and willing to take positive actions to improve the quality of students' learning
- Excellent communication skills when working with colleagues, parents and students
- Be able to engage with and motivate students
- A high level of English language skills
- An education or interest in Science and Biology
- Proactive and positive thinking with the ability to self-manage and prioritise tasks
- Ability to research learning opportunities for students beyond the school such as competitions and events linked to the Science Faculty
- A willingness to learn about the school curriculum and ways to ensure it is inclusive and challenging for all

Line management responsibilities

The Assistant Science Technician is line managed by the Head Science Technician and Faculty Leader of Science

- Creating and communicating a balanced timetable and work flow routine for effective completion of responsibilities
- Ensuring regular communication between the Faculty and Assistant Science Technician
- Managing, monitoring and developing staff in the faculty
- Supporting and overseeing teaching and learning within Science
- Guidance about targeted intervention for students
- Guidance about targeted extension for Highly Able students
- Attendance, when necessary, at staff meetings

SOCIAL, ETHICAL, LEGAL AND HUMAN ISSUES

- Support learners with special educational needs in achieving positive behaviours, good wellbeing and academic progress
- Support highly able learners with extra curricular opportunities and achieving positive behaviours, good wellbeing and academic progress
- Communicate research and establishes policies to promote effective assessment

REPRESENTING THE FACULTY WITHIN THE COMMUNITY

- Support publicising developments in the Science Faculty through the Weekly Round Up, Constant and True and other publications
- Support celebrating students achievement in the Science Faculty through certificates, communication with home and display materials



BANGKOK PREP

Bangkok International Preparatory & Secondary School

Est. 2003

The duties and responsibilities of this post may vary from time to time according to the changing demands of the school. This job description may be reviewed at the reasonable discretion of the Head of Secondary and in consultation with the post holder. The performance of the Secondary Assistant Science Technician in this key responsibility is formatively reviewed over the year as part of the school's Appraisal process.

Minimum no. of years of teaching experiences: N/A. See above

Gender, Age and Personal requirements: None. We are an equal opportunities employer

Essential Competencies:

- Display high levels of *initiative, intuition, common sense and creativity*
- Demonstrate an aptitude to work alone without supervision and a facility to make decisions without prompting
- Must have technical competency: Able to use the internet, Gmail and Google Drive effectively.
- Enthusiasm and motivation to keep a well organised, tidy and visually exciting Faculty
- Willingness to get involved, be adaptable, flexible, open to new ideas and skilled at multitasking
- Takes pride in completing tasks effectively and enjoys working in a creative, high pace environment
- Displays high levels of skill and technique and preparing materials - such as cutting paper, producing displays and models
- Strong command of both Thai and English
- Ability to work well with a wide range of people from a variety of international backgrounds, cultures and age groups
- Able to follow School Policies on Child Protection, Safeguarding and Code of Conduct