



CAYMAN PREP & HIGH SCHOOL

(Owned and Operated by the United Church in Jamaica and the Cayman Islands)

Job Description Science Technician

Reporting to: Head of Science

Liaising with: Science Teachers

The Science technician has a critical support role within the Science faculty. He/she helps and supports the science faculty in the preparation and delivery of interactive and experimental lessons and learning opportunities. The technician must possess a sufficient background in chemistry, physics and biology to make up solutions of specific molarity, to safely and proficiently manage the chemical and radioactive stores and to liaise professionally with the science staff to proactively support the academic classes.

The duties and responsibilities of The Head of the Science Faculty include but are not restricted to the following:

Duties and Responsibilities:

1. In accordance to daily teacher requirements, prepare and set up apparatus for practical lessons.
2. Prepare and set up apparatus for external and internal practical exams.
3. Ensure that the labs and equipment are cleaned, maintained and kept orderly.
4. Assist in the preparation of the chemical, textbook and equipment orders each year.
5. Source and obtain local materials for lab use.
6. Keep a record of the contents of the chemical and radioactive stores and ensure that materials are stored properly.
7. Help stamp, distribute and collect science text books.
8. Ensure that the Science Health and Safety Policy and Handbook are up to date and in line with governmental requirements.
9. Attend Science meetings when required.
10. Respect and promote the Mission Statement, Philosophy and Objectives of the School.
11. Undertake other reasonable duties as may be required or designated from time to time by the Principal.

Safeguarding

In accordance with the school's commitment to follow and adhere to the School's Child Protection Policy and Procedures and all other relevant guidance and legislation in respect of safeguarding children, you are required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the school. All staff are required to maintain appropriate professional boundaries in relationships with children and with all members of the school community and outside agencies, and exercise sound professional judgment, which always focuses upon the best interests of the students and the school. You must understand and carry out your duties in accordance with the responsibilities of being in a position of trust and dispatch your duty of care appropriately at all times. You will always be expected to present a consistently positive image of the school and uphold public trust and confidence.

This Job Description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future.

Post holder Name: _____ Date: _____

Post Holder Signature: _____

High School Principal: _____ Date: _____