



JOB DESCRIPTION

1. Job Information

Job Title:	Science Laboratory Technician
Responsible for and Work Location(s):	Harrow International School Hong Kong
Department:	Science
Section:	-
Grade:	-
Start Date	Aug 2026
Reporting to:	Director of Science
Dotted Line to:	
Line Managing:	N/A
Relationships	1. School community including academic and non-academic staff 2. AISL Harrow Group 3. Parents and Pupils 4. The wider community in Hong Kong and South East Asia 5. Vendors (including trip providers, external speakers, service providers etc.)

2. Job Purpose

Responsible for all matters relating to the technical running of the Science department. To Work closely with colleagues in the technician and teaching teams to ensure high standards are maintained within the Science department, with a particular focus on safety, resourcing and effective delivery of practical equipment to enable effective teaching and learning.

3. Responsibilities and Competencies

Responsibilities

- Providing requested practical equipment and timely technical support to teaching staff during lessons (and ECAs and enrichment sessions) in line with requisitions submitted
- Trialling and developing experiments including practical sheets/technician notes in order to offer advice and guidance to teaching staff
- Carrying out regular routine maintenance of laboratory equipment, stock control and general administration tasks
- Managing equipment and stationery supplies, place orders and manage their deliver, ensuring sufficient supply is maintained
- Working closely with the Director of Science to produce a thorough budget for upcoming academic years
- Contributing to the care of the plants and animals within the department
- Working with Facilities Management to ensure high standards of maintenance of the Science department areas
- Conducting regular check for all safety facilities. Keeping up to date with all health and safety procedures and policies and ensuring all labs reach EDB's lab safety guideline and CLEAPSS standard

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- Ensuring the laboratories and preparation rooms are fully stocked and have a high level of orderliness and cleanliness
- Implementing safeguarding procedures at the School
- Undertaking duties as the Head of School or a delegated representative may reasonably request.

Education is ever-changing and all staff are expected to participate constructively in school activities and to adopt a flexible approach to their work. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The post holder will be expected to comply with any reasonable request from the line manager to undertake work of a similar level that is not specified in this job description. This job description will be reviewed regularly and may be varied in light of the business needs of the school.

4. Required Qualifications and Experience

Education	• A recognised Degree / Diploma / Higher Diploma in Science or Technology • Certificate for Laboratory Technicians or a willingness to obtain one would be preferred
Qualifications	• Prior training in safeguarding or child protection is desirable • Already have in place the right to work in Hong Kong
Knowledge	• Strong practical skills in school laboratory operation • Proficiency in Microsoft Office applications (Excel, Outlook, Teams, PowerPoint) • Excellent written and spoken communication skills in English
Experience	• Two or more years of relevant work experience, preferably in an educational setting, although the right candidate with less experience or newly qualified graduate will be considered • Strong experience in taking care of animals is an advantage
Personal Qualities	• High levels of personal and professional integrity • Ability to exercise discretion and confidentiality • Personal warmth to gain the confidence of pupils, staff and parents • Positive rapport with pupils • High standards of personal presence and presentation and attention to detail • High levels of personal presentation, integrity and communication skills
Attitudes	• A team player and a reflective and flexible approach • Organised, energetic, positive and able to self-direct • Positive, enthusiastic and energetic approach to life • Ability to think creatively and imaginatively • Committed to the Harrow Hong Kong's ethos • High expectations for pupil attainment, personal development and conduct • Committed to professional development and show a willingness to undertake appropriate training as required • A positive 'can do' approach in all aspects of the role