

Job Description Dunecrest American School

Science Technician Job Description

School: Dunecrest American School, Dubai

Position: **Science Technician**, Middle/High School (Grades 6-12) **Start Date:** August 15, 2022

School Overview

Dunecrest American School in Dubai offers a holistic and challenging American educational program founded on the values of academic excellence, creativity, independence, international mindedness, wellness, innovation and service. With experienced leadership, dedicated and caring educators and state-of-the-art facilities, Dunecrest inspires students to pursue their passions and become lifelong learners. The school opened its doors in September 2018 to 200 students and now has over 500 students in its fourth year of operation. The school's enrollment in September 2022 is expected to be approximately 750 students. In its first three years of operation, Dunecrest has been awarded accreditation from the Middle States Association of Colleges and Schools, and graduated its first class with graduates earning IB Diplomas and/or US High School degrees. Dunecrest is owned and operated by Esol Education, which operates exceptional American schools around the world in locations including Abu Dhabi, Hong Kong, Bahrain, Cairo, Nicosia and Lebanon.

The Science Department

The Science department will grow from the present 5 teachers to 6 teachers for September 2022. There are 4 fully equipped Science laboratories and two dry labs (teaching rooms). The whole of the top floor in the main teaching block is dedicated to science teaching.

Science teachers are supported by the Science Technician who mainly operates from two preparation rooms which are situated between laboratories.

Position Overview:

Dunecrest American School seeks to appoint a Science Technician (Lab Tech) for the Middle/High School division, reporting directly to the Curriculum Leader for Science. The Science Technician will be an important member of the Science department team and the school Health & Safety Committee.

As a collaborative and welcoming team player, the Science Technician will make meaningful contributions toward building a strong sense of community and positive culture within the school.

Key Generic Responsibilities:

Activities	Frequency
Preparation of resources, preparing apparatus.	Daily
Obtaining materials during school hours by local purchase.	Weekly
Giving technical advice to teachers and pupils.	As required
Carrying out risk assessments for teaching facilities and activities.	Frequently
Assisting in practical classes.	As required
Giving health and safety advice to teachers and students and representing the Science department on the school Health & Safety Committee.	As required
Disposal of waste materials.	As required
Checking fume cupboards, first-aid kits; carrying out electrical and other safety checks.	As required
Organising, storing and checking the condition of chemicals and equipment.	Monthly
Constructing and modifying apparatus.	As required
Setting up and caring for plant collections.	Daily
Preparing standard solutions, purifying chemicals, treating waste.	As required
Checking stock.	As required
Keeping stock records.	Annually
Maintaining resources.	As required
Collecting, checking and returning equipment to stores.	Daily
General laboratory cleaning of bench surfaces and equipment.	Weekly
General cleaning and repair of equipment.	Monthly

In addition, the Science Technician is also responsible for the following:

- Ensuring and promoting the maintenance of a healthy and safe working environment.
- Ensuring the availability of suitable materials and equipment, helping to compile orders, and liaising or negotiating with suppliers and finance department. This will include sourcing, costing, and suggesting economic alternatives to maintain stock levels. Keeping up-to-date records of stock.

- Ensuring that both routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment are carried out to the required standard.
- Developing familiarity and awareness of all school policies and procedures listed in the Staff Handbook.

Qualifications

The ideal candidate will have the following qualifications and experience:

- A suitable laboratory technician qualification, or degree in the Sciences (preferred)
- Two years' experience in a laboratory environment (preferably a school)
 - The ability to work collaboratively with a large and talented team of teachers
 - The ability to use and adapt to new technologies
 - Be comfortable dealing with students
 - Good communication skills
 - Extremely well organized
 - The flexibility to learn and adapt to new cultures and situations.

Application Procedure:

Applications should be received by June 30th, 2021. The following application materials are required:

- Expression of interest (a letter that focuses on the specific responsibilities in the job description).
- A current CV with photograph and the contact details of 2 professional referees (at least one from your current employer). Open references will not be accepted.

Please send documents to:

Lamya Kamal
Email: .lkamal@dunecrest.ae

JS June 2, 2021