



St. Joseph's Institution International School Malaysia

JOB DESCRIPTION

Job Title:	Science Lab Technician
Reporting To:	Head of Science and Bursar
Location	Central Administration

Responsibilities

- Full spectrum of organizing and managing the preparations of the science labs for the respective teaching and learning of science which include but not limited to:-
- Preparing science equipment/apparatus and resources before lessons - from test tubes to state-of-the-art microscopes including collecting off-campus field materials
- Maintaining and repairing simple equipment and laboratory apparatus;
- Ensuring that equipment is properly cleaned and that chemicals, solutions and other resources are appropriately stored; organize periodic maintenance as and when required
- Supporting the work of teachers in classes and laboratory sessions and giving technical support to staff and students;
- Managing the stock control of chemicals, solutions and equipment/apparatus; assist in labelling, storage and stocktaking and ordering of chemicals and consumables; ensuring that all health and safety procedures are understood and followed correctly; conduct safety audits for the laboratories.
- Coordinating work in the laboratory to ensure efficient use of costly equipment/apparatus
- Maintain a clean and organized science prep areas and labs
- To ensure the maintenance of healthy and safe working environment
- Actively contributing to the assessment, monitoring and review of both health & safety procedures and information resources;
- To ensure that both routine and non-routine checking, cleaning, maintenance, calibration, testing and repair of equipment are carried out to the required standard
- Sourcing resources, materials used for science experiments. Ensuring that the procurement process is followed
- To test and ensure that equipment is in good working order for the lessons
- Make sure that the laboratories are tidy at the end of each day
- Assist the department with sourcing materials and consumables and quotations as required by the Head of Science
- In addition, any other reasonable duties as requested by the Company or School (covering, Head of School, Bursar and/or anyone acting within their authority).

Requirements

- Qualifications in Science Laboratory or Bio Science or related discipline an advantage
- Preferably with working experience in similar capacity in an international school
- Able to communicate and work as a team
- Able to write simple reports