



St. Joseph's Institution International School Malaysia

JOB DESCRIPTION

Job Title:	Junior Lab Assistant
Reporting To:	Lab Technician / Head of Science
Department:	Central Administrative

Responsibilities

- Preparing equipment and chemicals 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, drugs and other materials are appropriately stored; organize maintenance where required
- Supporting the work of teachers in classes and laboratory sessions and giving technical advice to staff and students
- Managing the stock control of chemicals and equipment; 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 is made of expensive pieces of equipment.
- Maintain a clean and organized science prep area
- 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
- To bring required equipment in good time for the lesson, assemble apparatus where required and to remove it at the end of each lesson
- To test and make sure that equipment is working for the lessons
- Make sure that each laboratory is tidy at the end of each day
- Assist the department with sourcing materials and quotations as required by the Head of Science

Requirements

- Relevant qualifications and experiences will be an advantage
- Fresh graduates will be considered