

Beech Hall School Riyadh

Laboratory Technician Job Description

Job Purpose

The Lab Technician plays a crucial role in supporting the Science Department of the school by maintaining laboratory equipment, preparing materials for experiments, and ensuring a safe and efficient working environment for students and staff. The ideal candidate will have a strong background in laboratory procedures, excellent organizational skills, and a commitment to promoting a culture of safety and academic excellence.

Accountability

Line managed by the Science Head of department/Academic Deputy Head

Key Responsibilities:

1. Equipment Maintenance:

- Regularly inspect, calibrate, and maintain laboratory equipment to ensure functionality and safety standards are met.
- Coordinate repairs and replacements as necessary to minimize downtime.

2. Material Preparation:

- Prepare chemicals, solutions, specimens, and other materials required for science experiments according to curriculum guidelines and teacher instructions.
- Ensure proper labeling and storage of all materials.

3. Lab Setup:

- Set up laboratory stations and experiment apparatus before classes and dismantle them afterward.
- Assist teachers and students in the proper use of equipment and materials during experiments.
- Maintain the cleanliness and tidiness of the laboratory in conjunction with the teacher in charge of the room.
- Clean goggles, safety screens, fume cupboards and other items.
- Store materials tidily.
- Keep equipment clean.

4. Safety Compliance:

- Enforce safety protocols and procedures in the laboratory to prevent accidents and ensure compliance with international safety standards.

- Conduct regular safety inspections and maintain safety equipment.
- Carry out risk assessments for technical activities.
- Carry out safety checks on equipment.
- Dispose of waste materials safely and in time with agreed procedure.

5. Inventory Management:

- Maintain an inventory of laboratory supplies, chemicals, and equipment.
- Monitor stock levels, place orders for replenishment, and ensure proper storage and disposal of hazardous materials.
- Check individual components in and out for class use;
- Advise Senior Technician/Head of Subject on stock replacement needs;
- Order resources as needed and check deliveries.

6. Assistance and Support – Teaching and Learning

- Assist science teachers in conducting demonstrations, experiments, and class activities.
- Play an active role in developing innovative and inspiring practical Science lessons and show a willingness to expand/participate in activities for open days or events.
- Provide technical support and guidance to students during laboratory sessions.
- Continually improve the effectiveness of student practical work by evaluations based on observing lessons, seeking feedback from science teachers and coming to conclusion.
- Understand how to enhance students' learning through high quality practical work by observing practical lessons and performing some teaching assistant / demonstrator tasks.
- Update and enhance portfolios of practical work by editing and tweaking practical worksheets, instruction sheets and safety sheets, based on evaluation of practical work carried out by students.

7. Documentation:

- Keep detailed records of laboratory activities, including equipment maintenance, material usage, safety inspections, and incidents.
- Generate reports as needed for school administration and regulatory compliance.
- Check individual components in and out for class use;
- Advise Senior Technician/Head of Subject on stock replacement needs;
- Order resources as needed and check deliveries.

8. Professional Development:

Stay informed about advancements in laboratory techniques, safety regulations, and educational technology relevant to the role. Participate in professional development opportunities to enhance skills and knowledge.

Working Conditions:

The Lab Technician primarily works within a laboratory environment, which may involve exposure to hazardous chemicals, fumes, and biological materials. The position may require occasional lifting of heavy objects and standing for extended periods. Standard safety precautions and protective equipment are provided.

Safeguarding, Inclusion and Wellbeing

- Taking a proactive approach to safeguard all children and members of the School community.
- Commit to upholding all school policies and procedures.
- Be part of a fully inclusive school where all members of staff work together to provide a fully inclusive environment and working practices, free of bias and prejudice.
- Promote the general progress and well-being of all students and report concerns to a staff member.
- Provide guidance and advice to students on educational, pastoral and social matters.
- Ensure that students experience an educational programme that is personalised to their particular needs, developing their skills and abilities.
- Ensure positive behaviour for learning for all students in line with the School's policy.
- Work to foster a positive working environment in the subject area that supports students' learning.
- Provide an effective role model for students in terms of your own professional practice.
- Ability to plan learning opportunities with other colleagues, including best transition processes.

Qualifications:

- Bachelor's degree in a relevant field such as chemistry, biology, or physics.
- Previous experience working in a laboratory setting, preferably in an educational environment.
- Fluency in English language.
- Strong understanding of laboratory safety procedures and protocols.
- Proficiency in using laboratory equipment and tools.
- Solid foundation in science subjects such as biology, physics and chemistry.
- Excellent organizational and time management skills.
- Effective communication and interpersonal abilities.
- Ability to work independently as well as part of a team.
- Commitment to promoting a positive and inclusive learning environment.

Preferred Qualifications:

- Certification in laboratory safety or chemical hygiene.
- Familiarity with international curricula such as American Curriculum (NGSS), IB, IMYC, IGCSE, and AP.
- Experience working with diverse student populations in an international school setting.

Application Process:

Interested candidates should submit a resume, cover letter, and any relevant certifications or credentials to the school's human resources department. Shortlisted candidates will be contacted for interviews and may be asked to demonstrate their laboratory skills during the selection process.