Job Description

Windhoek International School
Job Title: Science Laboratory Technician
Reports To: Head of Science Department / Secondary School Principal
Department: Science Department (Secondary School, with Primary support as needed)

Role Purpose
To provide technical, operational, and administrative support to the Science Department. The Laboratory Technician ensures that science laboratories operate safely, efficiently, and in compliance with international educational safety standards, supporting the successful delivery of the IB curriculum (PYP, MYP, and DP).

Key Responsibilities & Duties
1. Laboratory Preparation & Teaching Support

- Prepare apparatus, equipment, and chemical solutions for daily practical lessons, demonstrations, and assessment practicals (IB MYP/DP).
- Retrieve, clean, and store materials and equipment promptly after practical activities.
- Support staff and where necessary trial practical experiments beforehand to ensure functionality and safety.
- Assist science teachers and students during practical sessions, ensuring safe handling of equipment.
- Provide basic First Aid support during practical laboratory activities when necessary.

2. Health, Safety & Compliance

- Maintain laboratory facilities to ensure a clean, safe, organized, and compliant working environment.
- Oversee the safe storage, handling, and disposal of hazardous chemical and biological waste in accordance with international standards (e.g., SDS/COSHH).
- Maintain safety documentation, chemical inventory logs, and Safety Data Sheets (SDS) in every lab.
- Inform teachers and management of safety concerns, equipment wear, or potential hazards.
- Perform routine checks and maintenance on lab safety features (fume hoods, eyewash stations, safety showers, fire extinguishers) and report hazards immediately.
- Keep a record book of accidents and equipment failures.
- Attend Health and Safety committee meetings.

3. Asset Management, Maintenance & Procurement

- Conduct annual stocktakes and audits of science equipment, chemicals, glassware,

and consumables.
- Audit materials before and after practical work to track damage or shortages.
- Follow school procurement procedures to order replacement stock and verify delivered orders.
- Carry out minor repairs on equipment safely, or coordinate external servicing with vendors and contractors.
- Assist the Head of Science in preparing annual departmental budget requests based on inventory audits.

4. Departmental & Animal/Plant Care
- Care for living organisms, plants, and biological cultures kept within the Science Department.
- Support Primary School inquiry-based science projects as requested.

5. Professional Responsibility & School Culture
- Exemplify the IB Learner Profile attributes and support the mission, vision, and policies of Windhoek International School.
- Maintain strict confidentiality regarding student, family, and staff information.
- Communicate respectfully, clearly, and constructively with students, staff, and external contacts.
- Participate in professional development opportunities and school emergency drills.
- Perform other reasonable duties assigned by the Head of Science or School Leadership.

Candidate Qualifications & Requirements *(Suggested Addition)*
- **Education:** Diploma or Degree in Laboratory Technology, Chemistry, Biology, or a related field.
- **Experience:** Minimum 2–3 years of experience as a school or industrial laboratory technician (IB experience preferred).
- **Certifications:** Valid First Aid & CPR certification (or willingness to obtain upon hiring).
- **Skills:** Strong knowledge of chemical safety, hazardous waste disposal, inventory management software, and basic hardware maintenance.

Approved by Principal: _____ Date: _____

Employee Acknowledgment: _____ Date: _____