



JOB DESCRIPTION

LOCATION	Renaissance International School, Saigon
JOB TITLE	Lab technician
JOB PURPOSE	The Science Laboratory Technician works closely with science teaching staff to ensure the science curriculum can be delivered efficiently and safely throughout the year. In consultation with teaching staff, the Science Laboratory Technician will ensure that facilities are maintained and that all preparation for class work is completed in a timely manner. This will involve preparing apparatus and related teaching equipment, clearing up after lessons, managing and maintaining good order in the prep rooms, overseeing equipment, and maintaining stock levels of disposable materials.
REPORTING TO	Head of Department
SAFER PRACTICES	Renaissance International School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including references from previous employers in accordance with our recruitment policy. Where possible, interviews will be conducted in person, and they will explore candidates' suitability to work with children. All staff are required to manage effective personal development as part of the school's commitment to invest in staff as the key resource in the organisation. ✓ Each individual must ensure that they meet their statutory responsibilities and school policies with regard to Health and Safety, Equal Opportunities and other relevant legislation. ✓ Hold a current Criminal Background Check or International Police Check or equivalent for countries lived in outside of the UK tracing employment history for previous 10 years. ✓ Complete Child Protection and Safeguarding training as mandated by the school ✓ Any other appropriate duties as allocated by the Head of Section and/or Head of School
SCHOOLS MISSION STATEMENT	School Mission: As a student-centred, family-focused community, we will guide learners on their journeys towards fulfilling their individual potential, embracing their own independence and internationalism in a safe, supportive, and challenging environment. ✓ Exceptional Experiences - for us, in every area of school life, for all stakeholders, we contribute to providing the fullest educational and professional experience. ✓ Outstanding Teachers – the greatest impact on a child's growth and success comes from the quality and engagement of every teacher. The impact on a child's learning, support and growth needs to be immediate, positive, and lasting. ✓ First-class Facilities - for us, we want to see our facilities support our aspirations for a first class education and professional experience for all.

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| | ✓ Unparalleled Service – in all we do, we focus on giving the highest levels of service for all of our community. getting the little things right |
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General Responsibilities:

- Preparing resources for science practical lessons under direction from science teachers. Teachers can expect labs to be prepared on time if two days notice is given. Labs will be cleaned from classrooms on the day that they are noted as completed.
- If special consumable purchases need to be made, teachers should allow a week or arrange purchases themselves.
- Advise staff and visiting teachers about resources and equipment available.
- Advise teachers of laboratory activities that may support targeted learning outcomes
- If necessary, run trials of experiments prior to classes and then demonstrate techniques for experiments
- Assist teachers, as requested, to facilitate student learning with respect to specific outcomes including administrative tasks

Resource Management:

- Operate an up to date, efficient, remotely accessible, online system of monitoring the storage of chemicals, equipment and materials used in the laboratories.
- Monitor breakages of equipment and ensure that active inventory levels are maintained.
- Assist in updating record of inventory levels and locations of backup equipment, such that end of year ordering is efficient.
- Assist in annual, final, stock check of all chemicals, disposable materials, glassware and other apparatus, so that new materials may be ordered.
- Adhere to CIE, IBO, CIS and local specifications and requirements.
- Keep storage areas clean and well organised
- Clean all equipment including special equipment and glassware needing special care or treatment.
- Ensure the safe storage, care and handling of chemicals, safe disposal of residues and wastes, including micro-organisms.
- Unpack and check orders within one week of delivery. Inform HoS if any equipment is faulty or materials are missing and follow up as directed.
- Review equipment needs within the department and advise on purchase of new and replacement of equipment. Order materials as requested
- Caring for or arrange appropriate care of laboratory animals and plants, in accordance with government handling and prevention of cruelty regulations

Health and Safety:

- Have a complete CLEAPSS Hazcards reference for all chemicals in the prep room
- Ensure written Science Laboratory Technician specific Risk Assessments are in place for all equipment, apparatus and materials (as necessary) prior to their use, and writing and preparing the risk assessments as necessary.
- Provide CLEAPSS Hazcards every time a chemical is used in class
- Comply with all Health and Safety standards and regulations issued by external agencies including CLEAPPS, ICE, IBO, CIS, and local regulations.
- Main First-aider within the faculty (Training will be provided)

Professional Development and Collaboration:

- Engage in ongoing professional development to enhance delivery of practical lessons in science
- Collaborate with colleagues to develop and share best practices.
- Actively participate in department meetings, school-wide initiatives, and professional learning communities
- Contribute to the continuous development and improvement of the science practical program.

Additional Professional Responsibilities:

- Actively support playtime or lunchtime supervision duties, as required and directed.
- Actively promoting the school positively (including meetings with professional bodies, individuals and on social network.
- Working with fellow colleagues in a spirit of collaboration and positivity to maintain and enhance a pleasant professional.
- working environment.
- Attending required meetings punctually as agreed in the contract and as reasonably requested by the Head of Section.
- Participating in after/out of school events such as, but not restricted to; staff team briefing, staff team meetings, parents'.
- evenings, residential/educational visits, as requested by the Head of Section.
- Undertaking any other reasonable tasks, as allocated by the Head of Section and/or Head of School