

Bishkek International School

Job Description: School Laboratory Technician

Bishkek International School is a non-profit community school providing excellent international education in a safe, supportive and friendly environment. The school opened in September 2011 and now has 400 students from age 2 to 18. Fifty percent of our students are American, Asian and European citizens, children of employees of embassies, international organizations and international business or NGOs. Fifty percent of students are Kyrgyz citizens. The school welcomes all students regardless of ability, gender, ethnicity, language, or religious belief and everyone is encouraged to take part in all school activities. BIS is accredited by the New England Association of Schools and Colleges (NEASC) Commission on International Education. As an IB World School we offer the IB Diploma Programme, IB Middle Years Programme (MYP), and IB Primary Years Programme (PYP). We are also a Cambridge International School, with Cambridge Assessment International Education accreditation for the IGCSE programme, and fully accredited with the Ministry of Education and Science to educate the national school curriculum and set Grade 9 and Grade 11 examinations for registered students.

The School Laboratory Technician plays a critical role in supporting the science curriculum by managing and maintaining laboratory equipment, preparing materials for experiments, and ensuring the safety and functionality of the laboratory environment. The technician will work closely with science teachers to facilitate hands-on learning experiences for students and ensure that all laboratory operations comply with safety regulations.

RESPONSIBILITIES

1. Laboratory Preparation and Maintenance:

- a) Set up and prepare laboratory experiments and demonstrations as directed by science teachers, including: making up solutions; assembling apparatus; delivering equipment to classrooms; trialling experiments; collecting data from experiments; assisting with in class practicals.
- b) Maintain and calibrate laboratory equipment and ensure it is in good working order.
- c) Order and manage inventory of laboratory supplies, including chemicals, glassware, and safety equipment.
- d) Dispose of hazardous materials according to safety and environmental regulations.

2. Safety and Compliance:

- a) Implement and enforce laboratory safety protocols to protect students and staff.
- b) Conduct regular safety inspections and address potential hazards.
- c) Provide safety training and guidance to students and staff on proper lab procedures and equipment use.
- d) Maintain a clean and organized laboratory environment.

3. Technical Support:

- a) Assist teachers with technical aspects of laboratory experiments and projects.
- b) Troubleshoot and resolve equipment malfunctions and technical issues.
- c) Provide support for digital and electronic laboratory tools and resources.

4. Record Keeping and Documentation:

- a) Maintain accurate records of equipment maintenance, inventory, and chemical usage.
- b) Document and report any incidents or safety breaches to the Health & Safety Officer
- c) Ensure proper labelling and storage of chemicals and lab materials.

5. Student and Staff Interaction:

- a) Assist students with lab activities, offering guidance and support as needed.

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- b) Collaborate with teachers to design and improve laboratory activities and experiments.
- c) Conduct demonstrations and provide educational support for science-related events.

6. General

- a) Attend professional development workshops and training sessions as required.
- b) Participate in school meetings and contribute to the overall functioning of the science department.
- c) Act in accordance with the budgets, policies, procedures, directions and decisions of the school management
- d) Act as ambassador for the school and act in a manner that upholds the values and ethos of the school at all times
- e) Maintain high quality standards in all areas of the school
- f) Any other activities as agreed with management to contribute to overall development of the school.

REPORTING

Report to the Head of Science Department, or their nominee

WORKING CONDITIONS

- a) Work is performed in a school laboratory setting with potential exposure to chemicals and biological materials.
- b) Requires standing for extended periods, lifting and moving equipment, and working with hands-on tasks.
- c) Administration work contract with 28 calendar days' vacation per annum plus public holidays.

REQUIREMENTS

- University degree or equivalent experience in laboratory technology, science, or a related field;
- Previous experience in a laboratory setting, preferably in an educational environment.
- Strong understanding of laboratory procedures, equipment, and safety protocols.
- Ability to troubleshoot and resolve technical issues with laboratory equipment.
- Excellent organizational and communication skills.
- Ability to work independently and as part of a team.
- Good spoken and written English and Russian language.

APPLICATION

- Send your application in English by email to hr@bis.kg
- Include: (i) a brief cover letter summarizing your suitability for the post and the reason for applying; (ii) your CV; (iii) a list of three referees with contact details.

Deadline for Applications: Monday 2nd September 2024