

## **IB Laboratory Technician**

The IB Laboratory Technician is responsible for providing technical support to Science teachers in the school laboratories, classrooms and preparation areas.

### **He/She should:**

- Liaise with academic staff to discuss timetables, equipment requirements and work plans
- Run trials of experiments prior to classes and then demonstrate techniques for experiments
- Prepare equipment and chemicals and ensure apparatus is fully functioning before lessons
- Organise and maintain efficient, safe storage systems for equipment and materials
- Maintain and repair equipment and laboratory apparatus; carry out regular safety checks of the laboratories and equipment
- Construct and modify apparatus
- Keep records, e.g. for student practical work, tracking methods, results, etc.
- Ensure that equipment is properly cleaned and that chemicals, drugs and other materials are appropriately stored
- Ensure that laboratories are properly cleaned
- Support the work of teachers in classes and laboratory sessions and give technical advice to staff and students
- Assist with practical classes, especially practical assessments
- Work with individual students and support them on research projects
- Maintain an accurate and up to date record of equipment and chemicals
- Ensure that all health and safety procedures are understood and followed correctly and that the safe disposal of waste materials is carried out
- Coordinate work in the laboratory to ensure efficient use is made of all pieces of equipment
- Contribute to budgeting of the Science Department and seek local suppliers wherever possible

- Order resources in consultation with the Head of Science Department
- conduct risk assessments
- Assist staff and students with preparing wall and corridor displays to promote Science

### **Qualifications:**

- A degree from a tertiary education institution in Biology, Chemistry or a related field is preferred. The ability to communicate in written and spoken English is necessary.
- Previous experience in lab work in an educational institution is preferred.

### **Qualities:**

Dedication to the job and the ARIS core values. Flexibility, keenness to learn as well as some inventiveness for building and repairing equipment as well as maintaining high levels of organisation in the Science Department area including classrooms and preparation rooms.

*Candidates who wish to apply should submit the information below:*

*- A letter of application, explaining your suitability for the position and why you are interested in the position,*

*- A current resume,*

*- A list of at least three references with current phone numbers and email addresses.*

*Please send your applications to: [recruitment@aris.edu.gh](mailto:recruitment@aris.edu.gh)*

***Application Deadline is May 7, 2025***