**Lab Technician job description**

**Job brief**

We are seeking to appoint an experienced part time Laboratory Technician to assist our Laboratory Manager. The position is for 20 hours per week over five days. The hours worked are negotiable and will be by mutual arrangement. Values professional services staff who demonstrate a positive and proactive approach to their work and have a willingness to participate fully in the life of the School. We look for enthusiastic, dedicated and capable staff who demonstrate initiative, good humor, and professional behaviour and support the values and aims of the School as a global learning community.

**Responsibilities**

* Composes, reviews and follows up on external communications with clients and suppliers as related
* to work activities,
* Prepares client reports with lab test results and interpretation for review by senior personnel,
* Assists in training of new employees.
* Performs laboratory analysis, prepares reports on test results,
* Applies understanding of chemical/corrosion theory,
* Perform equipment repair requirements and calibration checks,
* Performs laboratory testing following training in test procedures,
* Performs basic analytical testing with progressive learning of new test procedures and data interpretation,
* Maintains data per company standards,
* Utilizes good laboratory practices and ensures work is complete to required standard,
* Strong attention to detail and accuracy in repetitive tasks,
* Set up and manage project files on computer,
* Provides some administrative duties for phone calls, data filing and receiving of deliveries,
* Maintains a clean and safe work environment for all employees and customers, both inside and outside the premises.
* Wears appropriate personal protective equipment and identifies hazards that may arise.
* Follows all health and safety rules and regulations.

**Requirements**

* Have excellent interpersonal and communication skills
* Share the vision of the science department, school and the head
* Be flexible, reliable, and well organized
* Be passionate about science education
* Be a team player contributing to the work of the science department and the school
* Have personal integrity and the drive to do what is best for the pupils
* Have good ICT skills
* Have a high degree of professionalism and a sense of humor