



Hebron School, Ooty

Job Description: Lab Technician

Job Title: Lab Technician

Department:

Reports to: HoD of Science Department

Effective Date:

Location: Ooty, TN, India

About Hebron: Established in 1899, Hebron School is an independently managed, multicultural international, co-educational residential school. Hebron School broadly follows the structure of the English National Curriculum, culminating in the International General Certificate of Secondary Education examinations (Standard 11), and the General Certificate of Education Advanced Level - AS examinations (Standard 12) and A2 (Standard 13). The school situated in Ooty, adjacent to the Botanical Garden is a lively, busy community in which gifts and talents of both staff and students have ample opportunity for expression and development.

Job Summary:

The Science Lab Technician is an integral part of our educational team. The Lab Technician is responsible for ensuring the smooth operation of the school's science laboratories. This role involves being well-versed in all experiments conducted in middle school, senior school, and A Level science classes. The ideal candidate should possess a Bachelor's degree in Science, be knowledgeable about safety procedures, be proactive, and willing to work overtime during practical exams.

Responsibilities:

- Prepare and set up laboratory equipment and materials for various science experiments and demonstrations.
- Maintain a clean and safe working environment by following all safety procedures and protocols.
- Assist science teachers in conducting experiments during class and practical exams.
- Ensure that all laboratory equipment is in working order and arrange for repairs or replacements as needed.
- Manage and organise laboratory inventory, including chemicals, glassware, and other supplies.
- Maintain accurate records of equipment, experiments, and materials used in the lab.
- Manage, store and dispose of inorganic and organic chemicals.
- Maintaining a stock list and expiry dates.
- Train students in the proper use of laboratory equipment and safety procedures.
- Supervise students during lab sessions to ensure they adhere to safety guidelines.
- Stay informed about the curriculum and experiments conducted in middle school, senior school, and A Level science classes.
- Be proactive and ready to provide assistance to teachers and students in the lab.
- Be available for overtime work when practical exams or other lab-related activities require additional hours.



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Requirements:

- A Bachelor's degree in a scientific discipline (e.g., Chemistry, Biology, Physics, or related field).
- Comprehensive knowledge of experiments and activities conducted in middle school, senior school, and A Level science classes.
- Proficiency in safe laboratory practices and the ability to ensure a safe working environment for students and staff.
- Strong organisational and time management skills.
- Proactive and self-motivated, with the ability to work independently and as part of a team.
- Attention to detail and a strong sense of responsibility.
- Excellent communication and interpersonal skills.
- Willingness to work overtime when necessary.

Preferences:

- Master's degree in a related scientific discipline.
- Previous experience as a lab technician in an educational institution.
- Familiarity with the specific curriculum and experiment requirements at Hebron School.
- Certification in laboratory safety or related fields.
- Knowledge of laboratory equipment maintenance and repair.
- Proficiency in the use of educational technology for science instruction.
- Participation in professional organisations or associations related to science education.
- A passion for promoting scientific inquiry and curiosity among students.

Benefits:

- Reasonable salary and benefits package.
- Opportunities for professional development and growth.
- A supportive and collaborative work environment within the science department.
- The satisfaction of contributing to the educational experience of students and the promotion of safe laboratory practices.

How to apply:

You can apply by submitting the [Preliminary Staff Application 2023](#). For more details, please contact, Human Resource Assistant, at hr@hebronooty.org