

Bishkek International School

Job Description: Laboratory Assistant

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 360 students from age 2 to 18. Fifty percent of our students are international citizens living in Bishkek, 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.

RESPONSIBILITIES

Maintenance:

1. Taking care of laboratory equipment and apparatus
2. Carrying out and arranging for maintenance and repair of resources
3. Constructing and modifying apparatus
4. Stock taking and organizing the storing of chemicals and equipment
5. Obtaining materials by local purchase

Operational:

1. Making up solutions, assembling apparatus, delivering equipment to classrooms.
2. Occasionally assisting in class practical including carrying out demonstrations
3. Collecting, checking and returning equipment to stores
4. Managing and fulfilling primary teacher requests for equipment, providing only age-appropriate resources
5. General Laboratory cleaning: bench surfaces and fixed equipment (laboratory sinks, emptying/supervising the emptying of sink traps)
6. Disposing of waste materials

Technical:

1. Providing technical support to teachers, including health and safety guidance.
2. Keeping up to date with developments in practical science and health and safety requirements
3. Carrying out health and safety checks on laboratories, prep rooms and stores

Teaching:

1. Develop and deliver science education programs or provide cover for other teachers in providing these lessons for the class group (as required according to student needs and teacher allocations)

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2. Differentiate instruction to meet the individual needs of each student to be socially and academically successful having regard to the abilities and aptitudes of individuals;
3. Provide a positive learning environment for each student;
4. Plan, keep and report appropriate records to school management and parents

General:

1. Attend and participate in staff and working group meetings and training as appropriate.
2. Take an active role in development of the school in partnership with other staff;
3. Organise and manage extra-curricular activities that promote positive interactions among students of all ages;
4. Act in accordance with the budgets, policies, procedures, directions and decisions of the school management
5. Act as ambassador for the school and act in a manner that upholds the values and ethos of the school at all times
6. Maintain high quality standards in all areas of the school
7. Any other tasks as decided by management that contributes to the provision of quality education for children or the effective development of the School.

REPORTING

Report to the Head of Science Department

TIMING & DURATION

The position is available starting 15 August 2022. This is a full-time long-term position with an initial contract of one year (subject to 3 months' probation) which will be renewable by mutual consent.

REQUIREMENTS

- University Degree in a science subject.
- Laboratory experience
- Genuine enjoyment of working with students
- Ability to plan strategically, to set and meet deadlines and to implement plans
- Excellent interpersonal, team leadership and membership skills
- Able to communicate well with students, staff and parents and gain their confidence and respect
- Good spoken and written English

APPLICATION

- Send your application in English by email to hr@bis.kg
- Include a brief cover letter and your CV.

Deadline for Applications: 9:00 am Monday 30th May.