



JOB DESCRIPTION

Job Title : Science Lab Junior Assistant

Reporting Line : Head of Lab Operations

We are seeking a dedicated and proactive Science Lab Junior Assistant to support the daily operations of our Science Department. The successful candidate will assist in the preparation, maintenance, and organisation of laboratory experiments, equipment, and materials while ensuring a safe, efficient, and well-maintained learning environment for students and staff.

This role is ideal for individuals who are organised, hands-on, and passionate about supporting practical science education. Fresh graduates are encouraged to apply. Candidates with experience or knowledge in Physics laboratories, electronics, electrical or mechanical equipment maintenance will have an added advantage.

Key Responsibilities

The responsibilities of this role will be undertaken under the supervision and direction of the Head of Lab Operations, with support from the Head of Science and in accordance with school policies and procedures:

- Prepare laboratory apparatus, chemicals, and equipment for practical lessons as directed by Science teachers and the Head of Lab Operations.
- Ensure all required materials and resources are available before each practical session.
- Follow current school laboratory health and safety procedures, complete required training, and report concerns promptly to the Head of Lab Operations or Head of Science.
- Clean, organise, and store laboratory apparatus, chemicals, and equipment after practical lessons.
- Conduct daily inspections of laboratories to ensure they are clean, organised, and ready for use.
- Check and replenish laboratory equipment, glassware, and consumables on a weekly basis.
- Support the Physics practical provision of the department, including the preparation, testing, maintenance and organisation of electrical and electronic equipment such as power supplies, meters, circuit components, dataloggers, sensors, signal generators and other apparatus used in IGCSE and A Level Physics.
- Assist with general housekeeping, lab organisation, and maintenance, including labelling and storage.
- Monitor and regularly inventory levels of chemicals, glassware, and other laboratory consumables.
- Support teachers during practical lessons to ensure smooth and effective laboratory sessions.

- Purchase small laboratory items from local suppliers when required and maintain proper documentation and receipts.
- Perform routine maintenance, inspection, inventory, and calibration of laboratory equipment.
- Provide technician support before, during and after practical lessons as directed.
- Report faulty or damaged laboratory equipment to the Head of Lab Operations or Facilities Department as appropriate.
- Assist in the safe handling and disposal of hazardous waste in accordance with safety regulations.
- Maintain accurate chemical inventories and equipment records.
- Ensure compliance with all laboratory health and safety policies and procedures.
- Carry out any other duties assigned by the Head of Lab Operations, Head of Science, or Bursar.

Qualifications & Requirements

- Diploma, Advanced Diploma, or Bachelor's Degree in Science, Laboratory Technology, Physics, Engineering, Electronics, or a related field.
- Previous working experience in a laboratory or educational environment is preferred.
- Recent graduates are encouraged to apply.
- Strong organisational and time management skills.
- Good attention to detail and commitment to maintaining high safety standards.
- Good communication and interpersonal skills.
- Ability to work independently as well as collaboratively within a team.
- Physically able to handle laboratory equipment and perform routine manual tasks.

To apply, please submit your resume and email to hr@stonyhurstpenang.edy.my

Stonyhurst International School Penang is committed to safeguarding and promoting the welfare of children. The successful candidate must be willing to undergo all required safeguarding training and must pass all relevant background checks, including enhanced criminal record checks and verification of qualifications and employment history, prior to appointment with supplying the details of 2 confidential referees one of which must be your current line manager.