

## Maternity Leave Assistant Laboratory Technician

The Swiss International Scientific School in Dubai is a leading day and boarding school where future generations are inspired to become confident and enthusiastic life-long learners, ready to embrace the opportunities of a global world. Our school follows the full continuum International Baccalaureate (IB) programme in English with additional languages or in two bilingual English-French and English- German streams. SISD is an IB Continuum World School authorised to offer and teach the IB Primary Years Programme (PYP), IB Middle Years Programme (MYP) and IB Diploma Programme (DP). Our unique curriculum offers an engaging learning experience, the challenge of developing a real understanding of cultural diversity and the support of a thriving international community. Our large eco-friendly campus ensures that we can offer a wide range of sporting facilities that make the most of our location adjacent to Dubai Creek.

<b>Job title</b>	Maternity Leave Assistant Laboratory Technician	<b>Department</b>	Secondary School
<b>Period</b>	26 August 2018 to 14 October 2018	<b>Location</b>	Dubai, UAE
<b>Reports to</b>	Head of Secondary School & Secondary Science Coordinator	<b>Position(s) supervised</b>	none

<b>Job Scope</b>	To provide support, technical, practical and administrative assistance to enable the teaching staff to concentrate on the provision of a high standard of Science education in line with the IB curriculum.
<b>Main Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Preparation and set up of apparatus and equipment for practical lessons in the science laboratories, including making up chemical solutions, copying of any worksheets required and ensuring all relevant books are available.</li> <li>• Responsibility for ensuring the return of equipment etc. to storage after checking and cleaning. Adhering to recognised international guidelines when moving, storing and disposing of materials.</li> <li>• Responsibility for the control of stock of materials and equipment, ordering and taking delivery of chemical supplies, equipment, stationary and other resources.</li> <li>• Routine maintenance of equipment to ensure a safe and orderly working environment.</li> <li>• Provision of reports of faults and equipment requirements</li> <li>• General cleaning and servicing of laboratories and work areas.</li> <li>• To ensure safe working practices at all times and keep up to date regarding Health &amp; Safety and new equipment.</li> <li>• Other duties as required by the Head of Middle School.</li> </ul>

Key Relationships	
Internal	Students, Teachers, Secondary Science Coordinator, Head of Secondary School
External	Parents

Position Requirements	
Education	Relevant qualification in a Science related subject
<b>MUST HAVE SKILLS</b>	<ul style="list-style-type: none"> <li>• Proficiency in English (both written and oral)</li> <li>• Knowledge of Health &amp; Safety guidelines and regulations relating to the safe operation of laboratory and preparation areas</li> <li>• Ability to operate prescribed systems relating to laboratory and preparation room organisation and keeping written records</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Minimum of 2 years of laboratory experience with preference in a school</li> </ul>
Competencies	<ul style="list-style-type: none"> <li>• IT skills</li> <li>• Self-motivation</li> <li>• Ability to work individually and as part of a team</li> <li>• Good organisational skills</li> <li>• Ability to prioritise effectively</li> <li>• Attention to detail</li> </ul>
Additional Requirements	Any additional language a plus
Salary & Benefits	The salary and benefits package is competitive, will be commensurate with the qualifications and experience of the successful candidate and is in line with UAE Labour Law.
Contract	Fixed Maternity Leave Period
Application	<p>Candidates are requested to submit the following documents:</p> <ul style="list-style-type: none"> <li>• Cover letter, no longer than one page, explaining your strengths as a candidate and why you are interested in this particular position</li> <li>• Current CV not to exceed two pages</li> <li>• Passport size colour photograph</li> <li>• A list of 2 professional referees with current contact details (position, phone number and e-mail address) not older than 3 years</li> </ul> <p>Please send your application to: <a href="mailto:hr@sisd.ae">hr@sisd.ae</a></p> <p>SISD is committed to safeguarding and promoting the welfare of all of its employees and students. A police check is a pre-requisite for all appointments.</p>