



CAREER OPPORTUNITY

JOB TITLE: SCIENCE DEPARTMENT ASSISTANT - JUNIOR SCHOOL

DEPARTMENT: JUNIOR SCHOOL SCIENCE

REPORTING TO: HEAD OF DEPARTMENT

JOB SUMMARY:

The Science Department Assistant supports the safe, efficient and effective operation of the Junior School science laboratory. The role includes preparing equipment and materials for practical learning, supporting teachers during science activities, maintaining accurate stock and equipment records, and helping to ensure that the laboratory remains safe, organised and appropriately resourced.

KEY RESPONSIBILITIES:

1. Laboratory Preparation and Lesson Support

- Prepare equipment, materials and resources for experiments, demonstrations and practical activities in accordance with teachers' instructions.
- Set up the laboratory and ensure that required resources are available well before each lesson.
- Distribute, collect, clean and safely store equipment and materials before and after practical activities.
- Assist teachers during practical lessons, demonstrations, investigations and hands-on activities.
- Help students use equipment safely and correctly, under the direction and supervision of the teacher.
- Support the organisation of students during practical activities and report any concerns promptly to the teacher.
- Assist with the preparation and maintenance of science displays and displays of students' work.

2. Health Safety and Safeguarding

- Maintain a clean, orderly and safe laboratory environment and follow all school health and safety procedures, laboratory safety guidelines and relevant risk assessments.
- Check equipment before use and immediately report damaged, faulty, missing or unsafe items.
- Ensure that equipment, chemicals, specimens and other materials are clearly labelled and stored safely in their designated locations.
- Assist in checking and maintaining laboratory safety supplies and protective equipment, as directed.
- Ensure that students use the laboratory only under the supervision of an authorised teacher and immediately report any supervision concern.

3. Equipment Stock and Resource Management

- Monitor stock levels and usage, forecast replacement needs.
 - Assist with ordering, receiving, checking and storing laboratory supplies, as required.
 - Label cupboards, shelves and keys, and maintain a clear reference system.
 - Arrange routine cleaning and basic maintenance of equipment and report repairs or specialist maintenance needs promptly.
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4. Laboratory Organisation and Administrative Support

- Keep work surfaces, sinks, cupboards, practical areas and access routes clean, organised and free from unnecessary hazards or obstructions.
- Assist with photocopying, printing, filing, labelling and organising science resources.
- Prepare resources for assessments, projects, departmental activities and co-curricular science activities, as required.
- Provide other reasonable administrative and operational support related to the effective functioning of the Science Department.

5. Support for Students

- Encourage safe, responsible and organised laboratory habits, including the appropriate handling of equipment and resources.
- Support students who require assistance with practical tasks, as directed by the teacher, while maintaining appropriate professional boundaries.
- Promote a positive, inclusive and engaging environment for science learning.

6. Professional Responsibilities

- Maintain confidentiality regarding students, staff and school matters.
- Demonstrate reliability, punctuality, sound judgement and attention to detail.
- Attend relevant meetings, training sessions and professional development activities, as required.
- Follow all school policies, procedures and lawful instructions.

7. Person Specification

- A relevant science, laboratory, technical or educational qualification, or equivalent relevant experience, would be advantageous.
- Previous experience in a school, laboratory or educational environment would be desirable.
- Knowledge of basic laboratory safety procedures, or willingness to complete required training.
- Good organisational and time-management skills, with the ability to prioritise and prepare resources accurately.
- Basic computer and administrative skills.
- A strong commitment to safeguarding, confidentiality and maintaining a safe, clean working environment.

8. Key Performance Expectations

- Science lessons and practical activities are prepared accurately, safely and on time.
 - The laboratory is consistently clean, organised, secure and ready for use.
 - Teachers and students receive effective and appropriate support during practical activities.
 - Stock and equipment records are accurate, current and sufficiently detailed to support timely replenishment and replacement.
 - Health, safety, safeguarding and reporting procedures are followed consistently.
 - Damaged, missing, faulty or unsafe equipment and materials are reported and escalated promptly.
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QUALIFICATIONS

Essential Qualifications

A minimum of a Diploma or Bachelor's degree in a Science-related discipline, Science Education, Laboratory Technology/Science, or a relevant technical field. Previous experience supporting practical science activities in a school or laboratory environment would be an advantage.

Desirable Qualifications

- Basic knowledge of laboratory health and safety, chemical handling, storage and inventory management.
- Experience working with children or in a Junior/Primary School environment would be an advantage.
- Good ICT and administrative skills, particularly for maintaining inventories and records.
- Willingness to undertake the School's required safeguarding and laboratory safety training.

APPLICATION PROCESS

To apply for the **Science Department Assistant** position at Ghana International School, kindly submit:

A detailed Resume/CV highlighting your educational background and any relevant experience.

A Cover Letter expressing your motivation for joining and how your background aligns with GIS's objectives.

Click [here](#) to apply.

DEADLINE FOR APPLICATIONS: FRIDAY, 25TH SEPTEMBER, 2026.

Why Join Ghana International School?

A Legacy of Excellence: Join an institution with a proud history dating back to 1955, known for its lasting influence on global education.

Professional Development: Thrive in a supportive and collaborative environment with abundant opportunities for growth and professional advancement.

Community Engagement: Make a difference at a school that honors tradition while embracing innovation, leaving a positive impact on students and the broader community.