



FOUNDED 1900

THE ENGLISH SCHOOL  
A SECOND CENTURY OF EXCELLENCE

## Role Definition

<b>Position:</b>	<b>Biology Lab Assistant</b>
<b>Line Manager:</b>	Head of Biology
<b>Place of Work:</b>	<b>The English School, Nicosia</b>
<b>Terms and Conditions</b>	Administrative contract
<b>Description</b>	A4-A7+3
<b>General Duties:</b>	<ul style="list-style-type: none"><li>• Prepare laboratory materials and equipment for biology classes, ensuring everything is in proper working order.</li><li>• Assist biology teachers in setting up and conducting experiments, demonstrations, and practical activities.</li><li>• Maintain a clean and organized laboratory environment, adhering to safety protocols and procedures.</li><li>• May need to provide guidance and support to students during laboratory sessions, answering their questions and ensuring they understand experimental procedures.</li><li>• Collaborate with the biology department to develop and improve laboratory activities, ensuring they align with the curriculum and educational objectives.</li><li>• Keep an inventory of laboratory supplies and place orders as needed, ensuring the availability of materials for upcoming experiments.</li><li>• Help maintain laboratory records, including experimental data, observations, and student records.</li><li>• Assist in the calibration and maintenance of laboratory equipment to ensure accurate and reliable results.</li></ul>
<b>Working hours:</b>	38hrs per week
<b>Minimum qualification requirement:</b>	<ul style="list-style-type: none"><li>• A degree or diploma in biology or a related field is preferred</li><li>• Experience working in a laboratory setting will be considered an advantage</li><li>• Excellent command of the English Language</li><li>• Excellent organizational and inter-personal skills</li></ul>

- Commitment to maintaining a safe and inclusive learning environment

**Non limiting clause**

This role definition is not intended to be a complete or limiting description of the functions that the employee may reasonably be requested to undertake. The role definition may be changed to meet changing exigencies, and following consultations with the post holder.

