

JOB DESCRIPTION

Job Title: Science Lab Assistant

Reports to: Principal

Role Overview: The Science Lab Assistant will be responsible for supporting the effective functioning of the school science laboratories (Physics, Chemistry, and Biology). The role includes preparation of laboratory experiments, maintenance of lab equipment, ensuring safety standards, and assisting teachers and students during practical sessions in accordance with CBSE guidelines.

Brief of Duties and responsibilities: -

- Prepare laboratory setups and materials for science practical classes as per lesson plans.
- Assist science teachers during practical sessions and demonstrations and ensure that proper procedures are followed.
- Maintain cleanliness, organization, and proper functioning of science laboratories.
- Ensure safe handling, storage, and disposal of chemicals, specimens, and equipment.
- Maintain stock registers, inventory records, and issue/return logs of lab materials.
- Conduct regular checks of laboratory apparatus and report repair or replacement needs.
- Ensure compliance with CBSE laboratory safety norms and school safety policies.
- Support students in understanding laboratory procedures and safety practices.
- Assist in setting up labs for examinations, assessments, and inspections.
- Coordinate with vendors for procurement of lab equipment, chemicals, and consumables.
- Maintain proper labelling and storage of chemicals and specimens.
- Assist in annual stock verification and lab audits.
- Prepare simple MIS reports related to lab usage and inventory.
- Maintain confidentiality and discipline within the laboratory.
- Display professionalism, responsibility, and alertness during lab activities.
- Support other laboratory or academic requirements as assigned by the school
- Perform any other duties assigned by the principal in the interest of the Institution

Qualifications & Experience: -

Educational:

- Bachelor's degree in Science (B.Sc – Physics/Chemistry/Biology)
- Diploma in Laboratory Technology or Science Laboratory Assistant course.

Experience: 2–4 years of experience as a Science Lab Assistant (school experience preferred).

Key Skills & Competencies:

- Good knowledge of basic laboratory procedures and equipment.
- Understanding of laboratory safety protocols and chemical handling.
- Strong organizational and record-keeping skills.
- Attention to detail and accuracy.
- Ability to work collaboratively with teachers and students.
- Basic computer skills for documentation and inventory management.
- Responsible, disciplined, and safety-conscious approach.

Selection Process

- Initial screening/interview with HR
- Practical test on laboratory setup and safety procedures
- Final interview with Principal & School Management