



LAB Technician

Mauritius
Labourdonnais Village
Mapou
Northfields International High School Limited

Reporting into:	Head of Faculty- Sciences
Type of Employment:	Permanent/Fixed Term
Starting Date:	14 January 2025
Closing Date for Applications:	17 November 2024
Languages Required	English

Northfields is seeking to appoint a **LAB Technician** to join us on 14 January 2025.

HOW TO APPLY

- Please complete the Application Form at the end of this advert, you will not be considered for the position if the application form is not completed.
- Please send a covering letter, the completed application and a copy of your resumé to the following email address: careers@northfields.school
- Your resume will be reviewed and if you meet the criteria, we will contact you for an interview.

All applicants will be expected to provide some if not all of the following (i) a supporting statement clearly outlining why they are interested in the position and school (ii) a CV with their details and history of employment and achievements (iii) at least two referees from a recent/current appointment.

“Inspiring Academic Excellence Across 5 Continents”

Inspired Education is the leading global group of premium schools, with a portfolio of over 110 premium private schools spanning six continents which utilise proven educational practices from every corner of the globe, ensuring over 85,000 students receive a world-class learning experience from Kindergarten to Year 13. In addition, we are delighted to be recognised in the top 10 highest value private companies in the UK by Beauhurst.

In over 25 countries, Inspired schools are individually developed and anchored in the vibrant cultures of their respective locations. They collectively form an international family of schools that nurtures each student's academic and personal development in a progressive, dynamic, and innovative learning environment.

By joining our award-winning team of over 12,000 employees, you can work in state-of-the-art facilities alongside industry-renowned educators and leaders in some of the world's most desirable locations. We invest heavily in our team members who enjoy industry-leading professional development, exceptional career opportunities, and mobility across our group.



OUR SCHOOL

Northfields International School is a premier independent co-educational day school in Mauritius that provides an English-medium education for over 1200 boys and girls aged between 18 months and 18 years. Northfields is well known for its traditional values, family atmosphere, and sustained emphasis on the holistic development of each student. Excellence and leadership skills are fostered through their rigorous programme of academic study combined with dynamic and varied extracurricular activities and service as action programmes. Northfields is committed to inspiring our diverse learning community to make a positive impact as active global citizens.

The Northfields campus in Labourdonnais is situated on owned freehold property and incorporates numerous subject classrooms, dedicated science labs, computer suites, art studios, a design and Special Education Needs (SEN) and English as an Additional Language (EAL) support rooms. Northfields offers internationally recognised educational programmes and qualifications for Montessori, Cambridge, and International Baccalaureate. The curriculum progression in the school begins with Montessori Pre-Nursery, followed by either the IB Primary Years Programme (PYP) at NIPS or the Montessori Programme at NIMS. Students from both Primary Schools may progress to Secondary School at NIHS, where they follow the 5-year IB Middle Years Programme (MYP) in Years 7-11, culminating with the Cambridge IGCSE examination at the end of Year 11. Students in Sixth Form then follow the 2-year IB Diploma Programme (DP).

All students are encouraged to develop a variety of talents and skills that complement their academic subjects, including cultural, sporting, and service activities. Middle School students engage in Service as Action, and a large number of older students participate in the Duke of Edinburgh Awards scheme. Our senior students are encouraged to continue participating in a variety of sporting, cultural, and service activities through the IBDP programme and to develop their leadership skills as Prefects or through other leadership roles in the school community.

Apart from being an authorised IB World School, the quality of Northfields is further bolstered through the school's accreditation with the Council of International Schools (CIS) and memberships with the Independent Schools Association of Southern Africa (ISASA) and the Association of International Schools in Africa (AISA). Northfields is registered and licensed in Mauritius with the Ministry of Gender Equality & Welfare for our Pre-Nursery, with the Early Childhood Care and Education Authority (ECCEA) and the Ministry of education and Human Resources for both Primary Schools and the Private Secondary Education Authority (PSEA) for our Secondary School.

WHY APPLY

“Be at the forefront of International Education”.

When you join Inspired, you become part of a unique global community of passionate professionals, with unrivalled access to extensive guidance, support and advice all focused on creating a culture of excellence in education.



WHAT WE OFFER

- The most collaborative environment, at every level, that you will find anywhere.
- Excellent resources
- Excellent professional development within the Inspired group and a global network of over 80 schools to learn alongside
- At the leading edge of independent school thinking.
- A culture of excellence.
- Network of opportunities &
- Competitive package.

ROLE SUMMARY & JOB PURPOSE

- The Laboratory Technician will coordinate the use of practical resources and facilities and provide assistance and advice in meeting the practical needs of the science curriculum, including liaising with staff members outside the department.

ROLE RESPONSIBILITIES

Planning, Teaching and Class Management

To ensure the maintenance of a safe and healthy working environment through:

- Actively contributing to the assessment, monitoring and review of both health & safety procedures and information resources;
- Take ownership in keeping up to date with current procedures and practices through continuing professional development;
- Providing technical advice and support on safety and health issues to teaching staff and students
- the safe treatment & disposal of used/ waste materials including hazardous substances and responding to actual or potential hazards;
- Attend safety and health meeting as and when required.

Design and development

- To contribute to the design, development and maintenance of specialist resources and/or long-term projects and offer professional guidance, assistance and support to students and teachers on the practical aspects of the curriculum.
- Designing, constructing and modifying apparatus.
- Setting up and caring for plant and animal collections.
- Preparing standard solutions etc.
- Purifying chemicals and treating waste.



Cleaning and Maintenance

- To ensure the cleaning and maintenance of laboratories and associated apparatus
- To ensure the safe storage and accessibility of equipment/ materials and apparatus after use
- To ensure that both routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment are carried out to the required standard.

Availability of materials and equipment

- Helping to compile orders by Taking stock, keeping inventory,
- Assisting the Head of Faculty in preparing the budget budgets for the academic year
- Liaising or negotiating with suppliers and the Procurement Officer
- Sourcing, costing and suggesting economic alternatives to maintain stock levels.
- Keeping up-to-date records of stock

Making up solutions

- Assembling apparatus.
- Delivering equipment to rooms.
- General laboratory cleaning (bench surfaces and fixed equipment).
- Cleaning laboratory sinks, emptying / supervising the emptying of sink traps.
- Organising and storing chemicals and equipment.
- Trialling practical activities.
- Carrying out risk assessments for technician activities by collaborating with the Safety and Health Officer.

Guidance

- Assisting in practical classes.
- Carrying out demonstrations.
- Carrying out safety checks, which may include electrical equipment, fume cupboards, first-aid kits, pressure vessels and the condition of Bunsen burner tubing, eye protection, glassware, and chemicals that deteriorate.

Other Professional Requirements

- Operate at all times within the stated policies and practices of the school;
- Keeping up-to-date with the latest health & safety guidance, legal requirements and good practice
- Helping and advising pupils with investigations and projects
- Establish effective working relationships and set a good example through presentation and personal and professional conduct;
- Co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, faculty and students;
- Contribute to the corporate life of the school through effective participation in meetings and management systems necessary to coordinate the management of the school;
- Contribute fully in faculty and inter-house events;
- Take part in marketing and information activities such as Open Days, Information Evenings and other events;
- Liaise effectively with parents and other members of the learning community



Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual responsibility undertaken may not be identified. The duties outlined above are not intended as a restrictive list and may be extended or altered to include other tasks that are commensurate with the role as directed Senior Management.

WHAT WE'RE LOOKING FOR

	ESSENTIAL	DESIRABLE
<p>Inspired Required Teaching Standards</p> <p>A full outline of <i>Teaching standards</i> are available on request</p>	<ul style="list-style-type: none"> • Able to set clear expectations and stretching goals • Adaptable teaching style incorporating feedback • A depth of understanding in the relevant subject area • Ability to judge learning effectiveness • Excellent preparation and planning • Assessment of student outcomes and feedback to enhance performance <p>Genuine care and attention for the highest standards of student welfare</p>	
<p>Skills and previous experience</p>	<ul style="list-style-type: none"> • A minimum of 2/3/4/5 years' experience with students in Secondary Section as a Lab Technician • Confidence with use of ICT in teaching 	<ul style="list-style-type: none"> • Previous experience in a high-performing international school
<p>Qualifications and Accreditations</p>	<ul style="list-style-type: none"> • High School Certificate (Science) • Laboratory technician diploma or higher 	
<p>Personal Competencies and Attributes</p>	<ul style="list-style-type: none"> • An unwavering commitment to the development of students • A demonstrable passion for the profession • Excellent organisational skills • A positive attitude to change • A continuous improvement mindset 	

**SAFEGUARDING STATEMENT**

Inspired are committed to safeguarding and promoting, the welfare of children and young people and if successful you are expected to share this commitment. The protection of our students' welfare is the responsibility of all staff and individuals are expected to conduct themselves in a way that reflects the principles and values of our organization.

Any successful applications will also be required to undergo rigorous child protection screening including checks with past employers and an enhanced DBS check/Police Clearance as well as completing any relevant safeguarding assessments.

EQUAL OPPORTUNITIES STATEMENT

Inspired Education is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, colour, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by law.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. Inspired makes hiring decisions based solely the skills, experiences and attributes needed to continue to deliver excellence.

Northfields International School, in line with the Data Protection (Data Protection Act 2017 – Mauritius) will attempt to ensure the confidentiality of all applicants for this role. All reasonable measures will be in place to protect the personal information that will be used in the recruitment, selection, and reporting process. By submitting your application for this position, you are recognising and accepting this disclaimer.



APPLICATION FORM

Introduction

Inspired is committed to safeguarding and promoting, the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer Recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed. Please complete the following form as fully as possible. Please attach your CV in addition to the completed application form. The information requested below complies with Inspired's guidance on safer recruiting.

POSITION APPLIED FOR:	
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1. PERSONAL DETAILS			
Title (Dr/Mr/Mrs/Miss/Ms)			
First Name and Surname:			
ID Number:			
Current Address:			
Postcode:			
Previous Address, covering the last five years if different from above			
Home Telephone No:		Work Telephone	
Mobile Telephone No:		Email:	
Do you have Qualified Teacher Status?			

2. OTHER INFORMATION	
Are you related to any employee of the School?	