

## Laboratory Technician (part-time)

**Closing date:** Tuesday 30 April 2024

**Start date:** August 1, 2024

### About our School

Welcome to Osaka YMCA International School (OYIS). OYIS is a special place founded on the values of family, community, empathy, caring, and learning.

Located in the heart of Osaka City, we are a non-profit day school that offers the PYP, MYP and IB Diploma Programme.

OYIS is distinguished by its warm, family feel and personal approach. We are an inclusive school with a leadership team that prides itself on taking the time to talk to parents and students about their individual needs. Our entire school is committed to delivering a world-class educational experience built upon the solid base of the International Baccalaureate (IB).

OYIS, which has more than 340 students from 34 countries, is accredited by the Western Association of Schools and Colleges (WASC) and is a member of the East Asia Regional Council of Overseas Schools (EARCOS).

### About our city

Osaka is one of Japan's most vibrant and exciting cities. It is home to Universal Studios Japan, one of the world's largest aquariums and numerous parks and hiking routes. With Kyoto 44 kms to the east and Kobe 27 kms to the west, there are many options for trips. The city's transport links are superb and the train and bus networks make nearly everywhere easily accessible. For trips outside of Osaka, there are domestic flights or the famous bullet train (Shinkansen).

Osaka, Japan's second-largest city, has good air quality and is particularly safe and family-friendly.

Find out more on our [School Brochure](#), [Facebook](#), [Instagram](#) and [LinkedIn](#) pages.  
[Cost of Living Calculator](#)

## Address

Nakatsu campus : 6-7-34 Nakatsu, Kita-Ku, Osaka, 531-0071

Tosabori campus : 9F, 1-5-6, Tosabori, Nishi-ku, Osaka, 550-0001



## Important Note

OYIS is committed to safeguarding the welfare of children. All staff must share this commitment. Any offer of employment will be made on the condition that relevant criminal background checks are submitted by the applicant and acceptable references are received. Please see our Child Safeguarding Policy for more details.

We are committed to diversity and inclusion in the workplace. We do not discriminate based upon race, religion, colour, national origin, sexual orientation, gender identity, gender expression, age, or disability.

## Key Competencies

- Team Chemistry: Fostering a harmonious and collaborative work environment.
- Collaboration: Emphasising teamwork and cooperative efforts.
- Character: Valuing integrity, ethical behaviour, and personal growth.
- Commitment: Demonstrating dedication to our mission and goals.
- Competence: Upholding high standards of professional skill and knowledge.

## Role

- To undertake duties that support the Science Department and deliver efficient technical support.
- Oversee all preparation, maintenance, storage, set up and clearing away of materials and equipment used in science lessons.
- To work cooperatively and professionally with staff and students under the line management of the Science subject lead.

## General Responsibilities

- Prepare materials and equipment for science lessons
- Maintain the science lab and preparation room and all equipment in order to comply with health and safety regulations
- Play an active role in developing innovative and meaningful practical Science lessons
- Complete health and safety audits as required to comply with IB, WASC and school regulations
- Aim to improve the effectiveness of students' practical work by evaluating lessons and considering best practice
- Work collaboratively with the science teachers
- Understand how to enhance students' learning through high-quality practical work by observing practical lessons

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- Undertake health and safety training as required
- Carry out risk assessments for technical activities
- Dispose of waste materials safely and in line with agreed procedures
- Collect apparatus and chemicals from the storage area
- Prepare necessary chemicals and solutions
- Check individual components in and out for class use
- Arrange for apparatus including worksheets, books and audio-visual aids to be available and ready for lessons
- Prepare experiments, set up apparatus and equipment for demonstrations and practical lessons as requested by teaching staff
- Liaise with staff over the use of equipment and stock
- Inform staff promptly of any problems or concerns
- Assist with the collection and cataloguing of worksheets, books, other teaching aids and materials
- Return apparatus, etc. and chemicals to storage as soon as practicable
- Ensure chemicals are securely locked away and are not accessible to students
- Repair damages or arrange for this to be done as appropriate
- Routine maintenance of the science laboratory and preparation room
- Clean the sinks, chemicals on bench tops, and any spillages of chemicals
- Store materials tidily
- Keep equipment clean
- Carry out safety checks on equipment, e.g. Bunsen tubing

### Stock Maintenance

- Take stock of chemicals, consumables, stationery, books and breakable items;
- Advise Subject Lead on stock replacement needs;
- Order resources as needed in liaison with the Subject Lead

### Other Responsibilities

Any additional duties that the Principal deems necessary for the effective operation of the school.

### Requirements

- Excellent written and verbal communication in English
- Bachelor Degree (preferably with a Scientific background)
- Excellent organisational skills and time management

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- Ability to prioritise and organise own workload, able to work to deadlines
- Effective interpersonal skills, particularly the ability to relate to young people, parents, colleagues
- Flexible and professional attitude to work
- Acceptable police checks (or equivalent) from the country of origin and from all other countries in which the applicant has worked
- Appropriate references from current and previous employer

#### Wider professional roles

- Collaborating with members of the school community to build a team environment that supports students' learning
- Participating actively in the Staff Appraisal Growth and Evolution (SAGE) process

#### Additional Information

- The workday is from 8:30am to 4:30pm, Monday-Friday. This position would be part-time, for approximately 20 hours per week. The successful candidate will be based primarily at our Tosabori campus.

#### How to apply

If you are interested in joining our team, please submit the following materials:

- Provide a detailed CV (maximum two pages), including contact information for three professional references (including your current supervisor) and a cover letter.

Please submit these materials to [employment@oyis.org](mailto:employment@oyis.org) by April 30.

**Closing date:** Tuesday 30 April 2024. OYIS reserves the right to make an appointment before this date if a suitable candidate is found.

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