

Job Description

Job title/Position: Laboratory Assistant

School: Secondary School

Direct Supervisor: Secondary School Principal

Position Overview

The Laboratory Assistant's work involves supporting science teachers, Laboratory Technician and students in the daily preparation, cleanup, and maintenance of science laboratories and practical learning spaces. Working under the guidance of the Laboratory Technician, the Laboratory Assistant helps ensure that equipment, materials, and learning spaces are safe, organized, clean, and ready for instructional use.

Qualifications and Experience

The Laboratory Assistant should have:

- Good communication, organisational and interpersonal skills
- Ability to work effectively as part of a team and also independently
- A strong scientific and technical background
- An appreciation of students' differing abilities
- The ability to cope with competing demands
- Strong practical and organisational skills
- A thorough, methodical approach
- Attention to details
- Positive attitude
- Ability to show initiative and flexibility
- Proficiency in written and spoken English language

Success in meeting deadlines is crucial to the role, as is the ability to establish and maintain effective working relationships. Planning ahead and multi-tasking are also key requirements in helping to coordinate resources for a range of classes in a busy timetable. Hence, flexibility and staying calm under pressure are valuable assets as it is often necessary to respond quickly to changing demands. Self-motivation and the ability to work well under limited supervision and prioritise work effectively are also essential.

Preferred Skills and Experience

- Experience in working in schools or educational environments
- Experience in dealing with children
- A science qualification/degree or similar

General Responsibilities

- To 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 teaching staff and support staff outside the department.
- Supporting the work of science teachers, the Laboratory Technician and their students to ensure that they make the best use of the time they spend in the laboratory.
- To ensure the maintenance of a healthy and safe working environment through actively contributing to the assessment, monitoring and review, of both health and safety procedures and information resources; keeping up to date with current procedures and practices through continuing professional development; provision of technical advice and support on health & safety issues to teaching and trainee technical staff; safe treatment & disposal of used materials including hazardous substances and responding to actual or potential hazards; healthy & safe storage and accessibility of equipment and materials.
- To contribute to the design, development and maintenance of specialist resources, long-term and short-term projects.
- Ensure the availability of suitable materials and equipment, helping to compile orders and liaising or negotiating with suppliers. This will include sourcing, costing and suggesting economic alternatives to maintain stock levels. Keeping up-to-date records of stock.
- Ensure that both routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment are carried out to the required standard.

Typical work activities

The activities undertaken and their relative importance will be influenced by the continued growth of the institution over the next two to three years. In general, however, the range of tasks will include:

- Liaising with staff to discuss timetables, Laboratory rooms, and equipment requirements and work plans.
- Preparation of resources, assembling apparatus.
- Running trials of experiments prior to classes.
- Selecting and making available equipment for specific classes.
- Carrying out risk assessments for technician activities.
- Arranging and obtaining materials by local purchase.
- Giving technical advice and support to teachers, technicians and students in proper technique on use of equipment on practical and year-end projects.
- Assisting in practical classes & carrying out demonstrations.
- Arranging and liaising with other laboratory staff across the laboratory rooms.
- Dealing with health & safety emergencies.
- Keeping up-to-date with health & safety requirements and with developments in practical science. (Attending courses & reading publications.)
- Giving health & safety advice to technical staff, teachers and students.
- Collection, separation and disposal of waste materials.
- Checking fume cupboards, pressure vessels and first-aid kits; carrying out electrical and other safety checks, etc.
- Organising, storing and checking the condition of chemicals and equipment.
- Checking, repairing and reporting any fault in equipment, furniture and fixtures.
- Attending laboratory technician meetings.
- Attending department safety meetings.
- Constructing & modifying apparatus.

- Setting up and caring for plant and animal collections.
- Preparing standard solutions, purifying chemicals, treating waste. Checking stock, ordering.
- Keeping and managing stock records and stock control of chemicals and equipment.
 - Maintaining resources.
 - Discussing with, advice and feedback to senior laboratory technician and teaching staff on stock level.
 - Collecting, checking and returning equipment to stores.
 - General cleaning and repair of equipment.
- Liaising with staff to discuss schedules, equipment requirements and work plans.
- Running trials of experiments prior to classes as necessary.
- Preparing equipment and chemicals before lessons.
- Maintaining and repairing equipment and laboratory apparatus.
- Record keeping (if and as required by the teachers).
- Ensuring that equipment is properly cleaned and that chemicals, drugs and other materials are appropriately stored.
- Cataloguing materials and equipment to ensure appropriate supplies and maintenance standards are maintained.
- Supporting the work of teachers in classes and laboratory sessions and giving technical advice as needed.
- Giving technical advice to staff and students if or as needed.
- Working with individual students in the classroom.
- Ensuring that all health and safety procedures are understood and followed correctly.
- Coordinating work in the laboratory to ensure efficient use is made of equipment.
- Assist with general preparation and organisation of supplies and materials for all teachers on an 'as needed' basis.
- Other duties as assigned by Supervisor.

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