



Applications are invited for this permanent full-time **Laboratory Assistant** position:

JOB PROFILE

START DATE: Immediately or by mutual agreement
DEPARTMENT: Academics
REPORTS TO: HOD: Science
CLOSING DATE: 22 June 2024

<p>Organizational Description</p>	<p>The Oprah Winfrey Leadership Academy for Girls (The Academy) is a world-class educational platform for girls that is aimed at nurturing a new generation of dynamic women leaders. This residential boarding school is situated in Meyerton, Gauteng Province with just over 300 students enrolled in Grades 8 -12. Grade 12. Students write the Independent Examination Board (I.E.B.) NSC Examination.</p> <p>Applications are invited from suitably qualified candidates. Applications must be accompanied by a covering letter, CV with names of three contactable references, a copy of the highest qualification/s and a copy of identity. Interested candidates must register their profile at www.pnet.co.za to submit their application. Further information about the Academy can be found on its website (www.owlag.co.za)</p> <p>Regrettably emailed, faxed and hand-delivered applications will not be considered. Only applications submitted through the Pnet portal will be considered. Only suitably qualified applications will be considered. Should you not hear from us by 30 September 2024, please consider your application to be unsuccessful. The Academy reserves the right not to fill this position.</p> <p><i>‘The Academy is a member of the Independent Schools Association of Southern Africa (ISASA) and is an equal opportunity employer.’</i></p> <p><i>‘The Academy, in line with the Protection of Personal Information Act (POPIA), will attempt to ensure that the confidentiality of all applicants for this role is protected. All reasonable measures will be in place to protect personal information but will be used in the recruitment, selection and reporting process. By submitting your application, you are recognising and accepting this disclaimer.’</i></p>
<p>Purpose</p>	<p>To promote the general progress and well-being of individual learners and groups so that through the process of teaching and learning they will reach their potential in terms of academic, social and emotional development.</p>

	<p>With the assistance of the Head of Department, this role provides leadership in the management of the laboratory.</p>
<p>Minimum academic requirements and experience</p>	<ul style="list-style-type: none"> ● National Diploma or B Tech or BSc Degree in the following field: <ul style="list-style-type: none"> - Chemistry or Analytical Chemistry - Molecular Biology (Biochemistry, Microbiology or Biotechnology). ● An interest in science and technology backed up with sound mathematical skills and a practical hands on approach are fundamental. ● 2-3 years' experience in a similar role. ● Previous experience in a school/university/college laboratory will serve as an added advantage.
<p>Responsibilities</p>	<ul style="list-style-type: none"> ● Assist in assembling equipment, material and/or reagents for classroom activities. ● Assemble chemicals from storage area(s). ● Disassemble and put away previously used laboratory equipment/apparatus. ● Control stock and manage inventory. ● Catalog all equipment and chemicals ● Monitor and retrieve all supplies and equipment. ● Make any solutions required for the laboratory. ● Properly dispose of any waste generated. ● Assist with lab clean-up and/or organisation. ● Write reports and provide feedback to teachers. ● Maintain biological materials eg. plants etc. ● Catalogue all equipment and chemicals. ● Make sure laboratory safety is maintained during experiments. ● Assist learners with projects in Science expos, Olympiads etc. ● Be prepared to be trained in the implementation of new lab equipment, eg, PASCO ● Participate in departmental meetings, cross department meetings, parents' meetings and whole school training activities. ● Mentor SRC Science Committees.
<p>Knowledge, Skills and Attitude</p>	<ul style="list-style-type: none"> ● Understanding of Natural Sciences, Life Sciences and Physical Sciences curriculum. ● Computer skills: MS Word, MS Excel, MS Power Point and Google Suite. ● Creative problem solving skills. ● Excellent interpersonal skills. ● Good communications skills both verbal and written. ● Self-motivation, sound judgment, and the ability to problem solve. ● Ability to work in a highly interactive team environment. ● An enthusiastic self-starter. ● Good work ethics. ● Self-control and tolerant. ● Diplomacy. ● Initiative. ● Moral and intellectual integrity (ethics). ● Demonstrate high levels of professionalism. ● Willingness to mentor a group of learners. ● Act with the highest integrity and always uphold the Academy's standards and values (Respect, Honour, Compassion, Service, Responsibility and Accountability).

- Willingness to learn how to use and implement the Neurosequential Model in Education (NME) in your teaching.