



## Application Package: **Science Lab Assistant (f/m/d)**

Contract Start Date: September 2024  
Employment: Part-time, 12-15 hours per week

**AMADEUS INTERNATIONAL SCHOOL VIENNA** is a vibrant, unique and dynamic IB World School (EY, PYP, MYP, DP & CP) located in heritage listed buildings on a beautiful campus in Vienna. We strive to create a strong sense of community, which allows students to discover their talents during the education process. With a strong commitment to creativity and performance throughout the school, AMADEUS has a dedicated Academy of Music and the Arts. Our excellent boarding facilities host students from around the world as part of a school community of more than 50 nationalities.

### KEY RESPONSIBILITIES

- Liaising with academic staff to discuss timetables, equipment requirements and work plans
- Running trials of experiments prior to classes and demonstrating techniques for experiments
- Preparing equipment and chemicals before lessons
- Keeping labs in an orderly state
- Maintaining and repairing equipment and laboratory apparatus
- Ensuring that equipment is properly cleaned and that chemicals, drugs and other materials are appropriately stored and disposed of
- Cataloguing equipment and chemicals and making them available when requested
- Supporting the work of teachers in classes and laboratory sessions and giving technical advice to staff and students
- Working with individual students and supporting them on research projects
- Managing the stock control of chemicals and equipment
- Ensuring that all health and safety procedures are understood and followed correctly
- Coordinating work in the laboratory to ensure efficient use is made of expensive pieces of equipment
- Sourcing and purchasing consumables in collaboration with teachers
- Assuring safe disposal of hazardous chemical and biological materials and recycling of leftovers
- Carrying out neutralization and dilution of normal chemical waste before disposal





## REQUIREMENTS

- Studies in Science (Chemistry/Biology) or experience in a scientific environment
- Ideally experience in an educational setting
- Strong command of conversational English
- Being a flexible, friendly person who is open to new surroundings
- Being a responsible person who can work independently and likes to keep things in order
- Valid work permit for EU/Austria

## WHAT WE OFFER

- A welcoming and inclusive work environment with a sense of mission and community
- Long-term employment in an international company
- Ability to be involved in a variety of projects as well as community activities
- Complementary lunch during the academic year
- The salary, depending on qualifications and experience, follows the current teaching salary scale with a minimum gross monthly salary of EUR 2.049,00 (14 times a year) for fulltime employment

## HOW TO APPLY

AMADEUS International School Vienna follows international best practice Child Protection and Safer Recruitment processes. Candidates must be prepared to undergo child protection screening (police records) and appropriate pre-employment/reference checks.

If you are interested in being a part of our dynamic international team, please send your full application (in pdf) to [jobs@amadeus-vienna.com](mailto:jobs@amadeus-vienna.com)

**The position will remain open until filled, early applications are preferred and encouraged.**

**Thank you for understanding that only shortlisted candidates will be contacted.**

