



Join our team as

## Science Laboratory Assistant (m/f/d)

The Science Laboratory Assistants work, in a team of three, in partnership with science teaching staff in providing effective learning outcomes for students. Under general direction and instructions, they are expected to perform responsible tasks associated with the efficient operation of the science laboratories.

[Please follow this link to the detailed job description.](#)

### About our school:

We are an independent, not-for-profit, preK-12 coeducational day school operating in the city of Vienna with almost 280 staff and 1400 students representing over 100 nationalities. Our school is accredited by the Council of International Schools and its curriculum is approved by the Austrian Ministry of Education.

We provide outstanding education and outreach teams who work hard to ensure that every learner reaches their full potential. We are committed to harnessing learning and teaching technologies to empower all students to be inquiring, inspired, and involved lifelong 21st century learners and are looking for staff members who share our mission!

### The VIS is a great organisation to work for. We offer:

- Full-time employment, 38,5 hrs./week
- 55 days annual leave (to be consumed during VIS school holidays) + 4 additional all-staff school holidays
- commitment to your continued professional development
- if with us for more than a year, a private top-up pension scheme
- An incentive salary (between € 2.526,-- and 3.426,-- ) depending on previous work experience

### We are looking forward to receiving your application if this is...

#### Your profile:

- University Degree in Science or equivalent qualification
- Fluency in English essential, working knowledge of German desirable.
- Qualification as 'Giftbeauftragte\*r' an asset
- Previous relevant work experience, preferable in an international environment
- Knowledge and skills to prepare science experiments as taught in Grades 6-12
- Ability to work independently and under time pressure
- Ability to work in a team
- Ability to interact positively in an international educational environment.



### How to apply:

**Applications accepted online only!**  
<https://forms.gle/bcvaEDqhcqo6B41G7> (Gmail account required)

### Please have the following documents + info prepared:

- **Application document: Cover letter plus up-to-date CV** as *one pdf*, not exceeding 5 MB
- Please title your file as follows: 'your last name'\_'your first name'\_'ScienceLabAssistant'
- For Non-EU citizens: **valid residence permit**, both sides; ideally also as one pdf (or send us a common image file format like JPEG, PNG, or GIF).
- Also here, please make sure that the file title is clear and starts with 'your last name'
- **Name + contact details of three referees:** Please make sure you have permission to share this info with us!

For an informal conversation about the position, if you have problems with submitting your application online, or if you have any additional queries, please contact our HR Team at [recruiting@vis.ac.at](mailto:recruiting@vis.ac.at).

### Please also note:

- We are committed to safeguarding and expect all our employees to share our commitment. An employment offer is subject to an enhanced background check.
- The position will remain open until filled – but an early date for application is preferred and encouraged.
- We value diversity and expressly welcome ALL applications.

**Vienna International School**  
**The VIS HR Team**  
**Straße der Menschenrechte 1, 1220 Wien**  
Email: [recruiting@vis.ac.at](mailto:recruiting@vis.ac.at)  
[www.vis.ac.at](http://www.vis.ac.at)



## Vienna International School Job Description

**Job Title:** Science Laboratory Assistant

**Responsible to:** Department Leader Science

**Admin Salary Scale:** E

**% of Employment:** 100%  
(88% payment due to increased holiday entitlement of 55 days)

**Job Summary:** The Science Laboratory Assistants work in partnership with science teaching staff in providing effective learning outcomes for students. Under general direction and instructions, they are expected to perform responsible tasks associated with the efficient operation of the science laboratories.

Personnel Specification	Essential	Desirable
<b>Minimum Qualifications</b>	- University Degree in Science or equivalent qualification	- Subject specification in Science (Biology, Physics or Chemistry)
<b>Professional Experience</b>	- Previous work experience in a similar position	- Experience and understanding of working in an international setting,
<b>Professional Understanding and Knowledge</b>	- Fluency in English essential - Knowledge and skills to prepare science experiments as taught in Grades 6-12	- Working knowledge of German - Qualification as 'Giftbeauftragte*r' an asset - Knowledge of the IB Programmes
<b>Professional Competencies</b>	- Ability to work independently and under time pressure - Ability to follow directions - Ability to interact positively in an international educational environment	
<b>Beliefs and Values</b>	- A strong commitment to the beliefs and values of the three IB programmes - A strong commitment to the belief that all children can be successful - A willingness to support and promote intercultural understanding and international mindedness - A willingness to actively promote Diversity, Equity, Inclusion and Justice - A commitment to harness learning and teaching technologies in order to support inquiring, inspired and involved lifelong 21st century learners	

### KEY RESPONSIBILITY AREAS

#### Support for teaching and learning

The Science Laboratory Assistant is expected to:

- Be responsible for preparation of teaching materials, including assembly and trial of apparatus
- Set up complex apparatus/equipment for demanding or potentially hazardous experiments
- Arrange complex apparatus and equipment for student groups



### **Support for teaching and learning (cont.)**

The Science Laboratory Assistant is expected to:

- Provide students with materials and help for class experiments, Extended Essays, Group 4 project, Science clubs/fairs and for other activities
- Occasionally supervise students when doing practical work or a project
- Prepare and organise materials and equipment for field trips
- Communicate and coordinate the laboratory aspects of the work with the relevant science teacher

### **Purchase and maintenance of materials**

The Science Laboratory Assistant is expected to:

- Purchase required materials locally and from catalogues as needed for the science programmes following the rules/procedures of the petty cash system
- Regularly maintain stock control of chemicals, apparatus, textbooks, stationery, data loggers

### **Laboratory upkeep**

The Science Laboratory Assistant is expected to:

- Clear, clean and supervise day-to-day use and general repairs to materials of the labs
- Cultivate and care for plants and livestock
- Construct new apparatus as needed
- Remove and replace science equipment from cupboards for cleaning service

### **Laboratory safety**

The Science Laboratory Assistant is expected to:

- Assure security, safe handling and storage of hazardous materials and apparatus
- Assure safe handling of accidental spillage of hazardous substances during lessons
- Assure safe disposal of hazardous chemical and biological materials and recycling of leftovers
- Carry out neutralisation and dilution of normal chemical waste before disposal
- Keep up to date with safety regulations for school laboratories
- Demonstrate consideration for and advise on environmental protection measures during lab procedures

### **Professional knowledge**

The Science Laboratory Assistant is expected to:

- Stay informed about discoveries in science, along with new experimental procedures
- Cover the short absence of other lab assistants as directed by the Department Leader.
- Participate in relevant in-service training, Staff Professional Development Days and All Staff Orientation Days

### **General**

The Science Laboratory Assistant is expected to:

- Support community related activities in the promotion of the 'life of the school'.
- Provide support for other activities as deemed appropriate by the Director within the scope of responsibilities as Science Laboratory Assistant
- Fulfil any other duties that may, from time to time, reasonably be required within the general level of responsibility of the post.



## **Review**

This Job Description will be reviewed as part of the School's Appraisal Process. It may also be reviewed by mutual agreement outside such a cycle at the request of either the Director or the post holder.

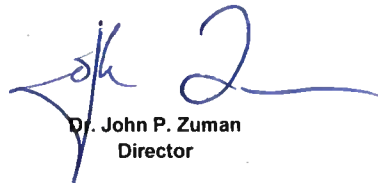
## **Framework**

To support the post holder in the fulfilment of the terms of this Job Description, Vienna International School undertakes to provide, within the limitations of available resources:

- An appropriate induction programme
- Ongoing Professional Development opportunities, linked to the Strategic Plan and agreed school objectives and personal goals
- Personal and professional support as appropriate
- Equality of opportunity in personal development

**VIS Admin Staff Salary Scale as of 1st January 2023**

<b>Group</b>	<b>Step</b>	<b>Years</b>	<b>KV2023 7,00% - 7,31% min. + € 145,-</b>	<b>KV + 30% EURO Reformbetrag1 - 7,00%</b>
<b>A</b>	1	1 - 3	1 817,00	<b>2 363,00</b>
	2	4 - 6	1 862,00	<b>2 421,00</b>
	3	7 - ...	1 906,00	<b>2 478,00</b>
	4			
	5			
<b>B</b>	1	1 - 3	1 874,00	<b>2 437,00</b>
	2	4 - 6	1 930,00	<b>2 509,00</b>
	3	7 - ...	1 986,00	<b>2 582,00</b>
	4			
	5			
<b>C</b>	1	1 - 3	1 945,00	<b>2 529,00</b>
	2	4 - 6	2 029,00	<b>2 638,00</b>
	3	7 - 9	2 132,00	<b>2 772,00</b>
	4	10 - 12	2 233,00	<b>2 903,00</b>
	5	13 - ...	2 341,00	<b>3 044,00</b>
<b>D</b>	1	1 - 3	2 041,00	<b>2 654,00</b>
	2	4 - 6	2 181,00	<b>2 836,00</b>
	3	7 - 9	2 327,00	<b>3 026,00</b>
	4	10 - 12	2 475,00	<b>3 218,00</b>
	5	13 - ...	2 624,00	<b>3 412,00</b>
<b>E</b>	1	1 - 3	2 208,00	<b>2 871,00</b>
	2	4 - 6	2 405,00	<b>3 127,00</b>
	3	7 - 9	2 602,00	<b>3 383,00</b>
	4	10 - 12	2 800,00	<b>3 640,00</b>
	5	13 - ...	2 994,00	<b>3 893,00</b>
<b>F</b>	1	1 - 3	2 508,00	<b>3 261,00</b>
	2	4 - 6	2 805,00	<b>3 647,00</b>
	3	7 - 9	3 102,00	<b>4 033,00</b>
	4	10 - 12	3 400,00	<b>4 420,00</b>
	5	13 - ...	3 698,00	<b>4 808,00</b>
<b>G</b>	1	1 - 3	3 102,00	<b>4 033,00</b>
	2	4 - 6	3 430,00	<b>4 459,00</b>
	3	7 - 9	3 759,00	<b>4 887,00</b>
	4	10 - 12	4 086,00	<b>5 312,00</b>
	5	13 - ...	4 414,00	<b>5 739,00</b>
<b>H</b>	1	1 - 3	3 817,00	<b>4 963,00</b>
	2	4 - 6	4 173,00	<b>5 425,00</b>
	3	7 - 9	4 533,00	<b>5 893,00</b>
	4	10 - 12	4 891,00	<b>6 359,00</b>
	5	13 - ...	5 248,00	<b>6 823,00</b>

  
**Dr. John P. Zuman**  
 Director