

Science, Design and Arts Technician

The position is based at the International School of Paris in the 16th arrondissement of Paris. The contract will be full time for a fixed-term contract starting August 26, 2026 up until June 30, 2027.

Please note that a minimum of one reference from the current or most recent employer is a mandatory requirement.

To apply, please send your application (CV, cover letter and contact details of 3 professional references) to jobs@isparis.net.

Selected candidates will be invited to an interview and undergo pre-recruitment procedures. In accordance with our Child Protection Policy, they will also be asked to provide official criminal background checks from all countries in which they have lived in for the last 10 years.

The Science, Design and Arts Technician is responsible for supporting teaching and learning in specialist departments through the management and maintenance of materials, tools, equipment and teaching spaces. The technician is responsible to the Heads of Departments.

His/Her functions are to:

- Prepare and set out apparatus and materials when required for classes
- Maintain organised storage for all materials, equipment and student work
- Prepare and set up displays of student work
- Support teachers during lessons when required
- Support teachers in preparing student work for exam and moderation purposes
- Transfer apparatus between buildings when necessary
- Keep the dedicated teaching spaces organised, stocked and tidy
- Check that stocks of basic materials are available for all lessons
- Assist in the administration of the departments by helping to update a computer record of all orders and purchases (inventory)
- Purchase local supplies
- Order materials and equipment as necessary
- Respect the safety regulation regarding apparatus, materials, and chemical products
- Be familiar with the safety procedure and internal risk evaluation
- Establish the risk evaluation when required

- Perform regular checks of equipment and learning spaces to ensure health and safety standards are met
- Identify when equipment requires maintenance or replacement and act accordingly
- Carry out basic maintenance of apparatus, or arrange for such maintenance to be carried out externally
- Assist with the use of IT hardware and software, including tasks such as file management, photography, copying, printing and scanning
- Assist with the organisation and booking of activities and field trips
- Assist in trips in Paris when required

Science specific functions

- Prepare solutions when required for science classes
- Check that all surface and general apparatus are clean
- Help class glassware in cases when too difficult for students
- Check that apparatus and glassware is arranged appropriately
- Maintain and update a separate inventory of apparatus in labs, a list of chemicals and support materials.
- Order apparatus/chemicals from external suppliers when requested

Design specific functions

- Use and maintain heavy machinery (e.g. laser cutter, 3D printer, saws...)

Arts specific responsibilities:

- Help with major events, exhibitions, performances and workshops (some mutually agreed flexibility of time will be needed for this)

Preferred Skills, Dispositions & Experience:

- A degree or equivalent qualification in a science-related field is preferred.
- Ability to work with students.
- Excellent administrative and organizational skills.
- The ability to speak French is a must have.