



### POSITION DETAILS

Position Title:	Science laboratory Technician
Department:	Support Staff   Science
Date:	08 December 2021
Reports to:	Head of Science
Commencement Level:	School Administrative Service - Level X

### Primary Purpose

The Science Laboratory Technician is responsible for the preparation of practical resources for classes and assisting with practicals as required; the organisation of equipment and chemicals and the management of the preparation room, storerooms and classrooms to ensure that they are professional, clean, well-organised and compliant; and to complete all associated administrative tasks including ordering, stock controls and compliance records.

### Essential Criteria

- Sound knowledge of current WHS legislation, guidelines and practices.
- Demonstrated capacity to work in a team environment
- Well-developed organisational skills, attention to detail and an ability to work to deadlines
- High level of interpersonal and communication skills

### Desirable Criteria

- Experience in maintaining Safety Data Sheets, Material Safety Data Sheets and Product Safety Data Sheets and respective registers
- Experience in risk assessment procedures
- Relevant Certificate or tertiary qualification
- Experience in working in a diverse educational environment

### Personal Attributes

- A committed Christian and active member of a church
- A commitment to the school's Vision, Mission and Christian perspective
- Willingness to contribute to the broader life of the school
- Demonstrates a Christian approach when dealing with others
- Well-developed written, oral and organisational skills
- An ability to work effectively as a team member
- A commitment to the school's Child Safe Standards
- Demonstrated resilience and use of initiative
- Ability to remain calm and courteous in stressful situations
- A commitment to ongoing personal professional development and best practice
- The ability to be discreet and maintain confidentiality

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### KEY RESPONSIBILITIES

In all matters concerning your appointment you will be responsible to the Principal or someone deputised to act for the Principal. For practical purposes these functions are delegated to the school's Head of Science on a day to day

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## POSITION DESCRIPTION

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basis.

### **Science Laboratory Duties**

- Preparation of equipment for practical and demonstration lessons as requested by teachers
- Assisting teaching staff, on occasions, with demonstrations and class practical work
- Delivery and retrieval of equipment trolleys to lessons
- Assisting classroom teachers with practical implementation when requested
- Supporting Science teachers to bring Science alive throughout the School through visual and physical displays and demonstrations.
- Preparation of chemicals with appropriate labelling
- Maintaining a safe and healthy work environment by overseeing/ monitoring the following:
  - Maintaining First Aid kits
  - Maintaining Chemical spills kits
  - Maintaining MSDS records
  - Monitoring risk assessments for classroom practicals
- Ordering stock and teaching resources and maintaining the appropriate inventories
- Maintaining the school's Chemical Register
- Following the correct procedures for handling all biological, chemical and physical materials used within the Science Learning Area
- Following safe storage practices of all materials used
- Ensuring all hazardous (including biological) materials and dangerous materials are disposed of following current guidelines
- Cleaning of used equipment not stored in classroom laboratories
- Organisation and maintenance of classroom equipment stores, including teacher bench
- Maintaining all equipment in good working order and organising the repair of equipment as required
- General tidying and cleaning of laboratories and preparation room areas

### **Administrative Duties**

- Support the operation of the Science department by completing all administration involved in presenting the Science programme and facilities in a professional and compliant manner for students.
- Understanding, organisation and completion of all compliance requirements for school science laboratories.
- Any other task as directed by the Head of College or her delegate

### **Other**

- Ordering stock and teaching resources for Food Technology
- Support general Support Staff functions as requested by the Business Manager
- Carry out other duties as directed by the principal or his / her delegate from time to time

### **Hours of Duty**

Specific weekly hours and annual leave are in keeping with similar positions in other institutions and will be documented in the Letter of Offer.

*'Whatever you do, work at it with all your heart as working for the Lord, not men'*  
Col 3:23