



SCIENCE LABORATORY TECHNICIAN **JOB DESCRIPTION**

**MATERNITY COVER PART TIME (3 DAYS A WEEK DURING SCHOOL TERMS)
COMMENCING TERM 2 2021**

RATIONALE

St James' Anglican School, located in the seaside suburb of Alkimos, is seeking an experienced, enthusiastic and diligent Laboratory Technician to join the School's Science Department. You will require demonstrated experience as a Laboratory Technician in a school laboratory environment with a Cert IV in Laboratory Techniques (or the equivalent). Candidates should be prepared to work three days per week during the School terms, two of those days as the sole Laboratory Technician and one working alongside our existing Technician.

ROLE DESCRIPTION

The Science Laboratory Technician will need to be able to work both independently and collaboratively in a team environment, with a strong ability to meet deadlines.

DIMENSIONS OF THE ROLE

The Laboratory Technician will have key relationships with:

- Head of Science.
- Teaching and other Support Staff.
- Members of the Administration Team.

WORK HOURS

- Three days per week between 8am – 4pm, Monday to Friday, in School Term. Days to be mutually agreed with the Head of Science.
- Limited hours in School Holidays may be required.

RESPONSIBILITIES

General

- Be supportive of the Christian ethos of the School.
- Implement procedural and policy changes to improve efficiency.
- Maintain a safe and secure working environment.
- Ensure that the work area is clean and tidy.
- Other duties as reasonably directed by the members of the School Executive Team and Head of Science.



SPECIFIC RESPONSIBILITIES

- Organise and prepare equipment and materials ordered for Years 5 to 12 in all areas of science.
- Prepare chemicals, equipment and materials; design and construct teaching aids; and collect and care for living organisms for study purposes, in compliance with chemical, physical and biological laboratory practices and legislative requirements.
- Organise preparation areas and classroom laboratories ensuring a safe environment. Undertake general housekeeping of chemicals, equipment (including repairs and maintenance) and other resources.
- Manage laboratory stocks, including ordering of supplies and equipment, liaising with suppliers and completing annual stocktakes, in compliance with Departmental guidelines.
- Provide advice on the safe use, documentation, storage, handling, maintenance and disposal of science equipment, chemicals and biological materials.
- Assist with coordinating the science budget, including monitoring expenditure and providing advice as required, in accordance with Departmental financial guidelines.
- Induct new Science Teachers in the safe handling and use of chemicals and equipment, as required.
- Weekly shopping for consumables and equipment from approved suppliers, such as Bunnings, supermarkets, etc.

TEACHER AND CLASSROOM LESSON SUPPORT

- Provide advice on suitable experiments and/or demonstrations to students in class, support teaching and curriculum outcomes for science classes.
- Provide support and advice to the Head of Learning Area, teaching staff and your Laboratory Technician colleague, to ensure that curriculum requirements are met. Experiments and equipment for Science staff for demonstrations and class activities.
- Construct simple apparatus where feasible, in class sets.
- Coordinate resources.

RECORD KEEPING (MANUAL AND ELECTRONIC)

⇒ OHS

- SDS
- Chemical Register
- Risk assessments
- Labels
- Knowledge and willingness to uphold regulatory requirements, standards, and relevant laboratory safety requirements.



⇒ **EQUIPMENT**

- Stocktake and stock lists
- Orders and supplies
- Budget

⇒ **SAEC**

- Animal resources, proposals

PERSONAL QUALITIES

Staff are required to have a clear affinity with the ethos and philosophy of the School and:

- Have excellent verbal and written skills.
- Be able to relate well to students and staff.
- Possess exemplary organisational skills, attention to detail and ability to prioritise.
- Be self-motivated and energetic but prepared to receive direction and advice.
- Be able to cope with the demands of a busy department.
- Demonstrate well-developed computer skills including working knowledge of databases, spreadsheets and technology.
- Be able work harmoniously with other team members.
- Be able to demonstrate positive support for the School's Christian ethos.

QUALIFICATIONS

- Cert IV in Laboratory Techniques (or equivalent) preferred.
- Minimum two years previous experience in a Laboratory environment essential.
- Occupational Health & Safety Representative training an advantage.

Please note a current Working with Children Check and Police Check will be required if a position is offered.

Privacy Statement: In applying to provide your services, you will be providing St James' with personal information, e.g., your name and address or information contained on your resume. This information will be collected in order to assess your application and may be stored for 6 months. We may also make notes and prepare a confidential report in respect of your application. Access to this information may be available to you if you ask the School for it. We will not disclose this information to a third party without your consent.