



## Title of Position: **Science Laboratory Assistant**

### Position Summary

<b>Team Group:</b>	Administration	<b>Immediate Responsible Officer:</b>	Science Subject Area Leader
<b>School Unit:</b>	Administration Services	<b>Reporting to:</b>	Principal
<b>Staffing Group:</b>	General Staff	<b>Executive Leader:</b>	Principal
<b>Classification Level:</b>			

### Position Details

#### Type of Appointment:

**Employee Category:** Non-teaching

**Agreement Type:** Fixed Term

**Time Classification:** Part-time

**Award:** Educational Services (Schools) General Staff Award 2020

**Classification and Level:** In accordance with the applicant's level of experience and qualifications

**Base Full-Time Equivalent Salary Range (as at 01/07/2024):** \$

#### Ordinary Working Hours

**Weeks per year:** 40.2

**Number of hours worked per week:**

**Working Days:** Negotiable

**Starting & Finishing Times:** Negotiable

### Broad Purpose of Position

The Science Laboratory Manager provides support services to the Science Faculty as required. Responsibilities include:

- Preparation of materials for practical science classes as requested
- Maintaining the prep-room laboratory
- Ensuring the equipment, tools, chemicals and other materials are adequately stocked and kept in working condition for the teachers and their classes
- Ensuring safe disposal of chemicals
- Provide guidance to teachers and students on the use of laboratory facilities in a safe manner
- Maintain an effective storage system for all stock
- Involved in the setting up of experiments and demonstrations for extra-curricular events
- Help to maintain WHS compliance
- Management and care of any living specimens used in the Science curriculum

### Reporting Relationships

- Science Subject Area Leader
- Science Teaching Staff
- Operations Manager
- Some supervision of volunteers and students may be required

# **Job Description**

## **Summary of Key Responsibilities and Duties**

- Preparation of materials required for practical science classes to support the Science curriculum under the guidance of the Science Subject Area Leader
- Provide guidance and suggest alternatives regarding the suitability of materials and equipment, as required
- Prepare and be involved in classroom demonstrations as required
- Manage and care for all living specimens used as practical specimens in the Science curriculum
- Ensure the College policies and procedures and all government regulations are complied with in relation to the use, storage and labelling of all substances and chemicals according to the Global Harmonised System (GHS)
- Prepare specialised equipment for use as required
- Ensure WHS compliance with selection, sourcing, preparation and safe disposal of biologically hazardous materials
- Ensure laboratories are clean and student benches are stocked
- Ensure that safety equipment (i.e. eyewash stations, gas outlets and isolation switches) are regularly checked and maintained
- Repair and maintain all science equipment and facilities
- Assist staff and students in the classroom as required under the guidance of the teacher including assistance with the use of equipment
- Validate and trial new experiment and assist teachers in this process
- Assist teaching staff to develop and document risk assessments where required for practical lesson procedures
- Provide guidance on safety matters to staff as information becomes available
- Engage in professional development
- Attend faculty meetings when necessary
- Assist Science Subject Area Leader with faculty budget expenditure throughout the year including maintaining Science faculty stationary supplies
- Maintain a safe and effective storage system for all equipment and stock in accordance with the college WHS policies and procedures and the GHS
- Receipt, checking and sorting of new items; risk assessment and Safe Operating Procedures (SOP) development
- Ensure an inventory of all equipment and stock is maintained and updated annually
- Contribute to the review and development of departmental policies and procedures
- Conduct regular safety audits of facilities, assessing risk and managing hazards
- Ensure equipment is cleaned and serviced as required
- A knowledge of the Safety Data Sheet (SDS) system and maintaining the current SDS information sourced from the chemical provider

## **Qualifications**

### **Essential Criteria**

The ideal candidate will have the following essential requirements:

- Minimum of a Certificate III in laboratory skills (or equivalent qualification) or relevant qualification in a related field and working towards obtaining a Certificate IV (or higher) in laboratory techniques.
- Have completed or be willing to complete Responding to Risk of Harm, Abuse and Neglect – Education and Care (RRHAN-EC) training
- Current Working With Children Check through the Department of Human Services
- First Aid Certificate, or be willing to undergo First Aid training

## **Personal Attributes**

- An on-going commitment to the Lord Jesus Christ as Lord and Saviour, consistent with Biblical standards
- Regular attendance and fellowship at a Christian church
- A strong commitment to Christian Education and a determination to serve God in a Christian school community
- Ability to prioritise, demonstrate initiative and take a proactive and flexible approach to tasks
- The ability to work as a member of a team in a manner that fosters the support and co-operation of team members
- Excellent interpersonal and communication skills to successfully engage a range of stakeholders

- The ability to complete variable workloads to a high standard and to imposed deadlines
- Ability to work autonomously once tasks are delegated
- The ability to work cooperatively with both staff and students
- Ability to work calmly under pressure and provide good role modelling to students

## **Skills and Experience**

- Demonstrate comprehensive knowledge and understanding of technical skills, safe work practices and Standard Operating Procedures required to operate science equipment
- Ability to operate specialist science equipment, inform and recommend alternative equipment as required
- Fundamental understanding of core science concepts as they apply in the relevant Science curriculum
- Demonstrate knowledge and understanding of WHS and SDS, risk assessment and hazard management and fundamental working knowledge of chemical, biological and physical safety in science
- Knowledge of legislative requirements for the ethical use and care of animals, as well as other relevant licensing requirements
- Previous experience working in a science laboratory
- Excellent knowledge of materials used in science curriculum
- A sound knowledge of scientific procedures and laboratory practices suited to the school environment
- Knowledge of the manner in which chemicals and resources are purchased through suppliers