



Laboratory Technician

Role Description

Classification:

Education Support Officer Level 2 or 3, Category B

Hours of Work:

Monday to Friday, 8:30am – 4:30pm

Prerequisites

Commitment to Child Safety

- A demonstrated understanding of child safety
- A demonstrated understanding of appropriate behaviours when engaging with children
- Familiarity with legal obligations relating to child safety (e.g. Mandatory reporting)
- Be a suitable person to engage in child-connected work
- Must hold or be willing to acquire a Working with Children Check card and must be willing to undergo a National Police Record Check

Education and Experience

- Hold appropriate skills and qualification in a Science technician role (minimum Certificate III in Laboratory Skills)
- Hold first aid qualifications (e.g. CPR, anaphylaxis training)
- Previous experience in a similar role is recommended

Responsibilities

Management

- Maintain the order, safety and cleanliness of all laboratories, chemical and storage rooms and the preparation room to ensure the efficient operation of the science laboratory area.
- Adhere to OHS and compliance requirements, especially in relation to the safe storage of chemicals, appropriate labelling, and preparation of experiments
- Develop and implement measures for safe handling/storage/disposal of hazardous substances in accordance with relevant regulations.
- Update and implement operational guidelines and practices for the laboratories (OHS Science Policy, SWPs, Protocols and Information Handbook).
- Conduct safety audits for the science laboratories and maintain and replace any PPE when necessary.
- Keep a data bank of all Practical Requests and Risk Assessment Forms.
- Keep a data bank of relevant past practicals for reference.
- Obtain appropriate licences/permits for the use of plant/animal/chemicals in science.
- Maintain any biological specimens, aqua, terra, animal and plant and liaise with contractors in terms of cleaning tanks and boarding of animals.
- Co-ordinate the use of all science materials/equipment around the school.
- Maintain an asset register of all apparatus, chemicals, audiovisual equipment and specimens kept in the science laboratories.
- Co-ordinate and liaise with outside bodies and college for all science and environmental incursions, excursions, speakers and projects.
- Attend Faculty meetings as required.

Finances/Budget

- Conduct a yearly stock take, evaluate all equipment and make recommendations for budgetary purchases (both capital and recurrent).
- Order and purchase equipment/chemicals, consumables as stock supplies run low or as required.
- Maintain the science budget by keeping an accurate record of all purchases/incoming orders and invoices

Teacher Support

- Advise and assist science teaching staff in safety matters relating to the science laboratories (OHS, protocols, PPE, MSDSs, Risk Assessments, etc).
- Prepare safety assessments for activities in the preparation area and, in conjunction with the teaching staff, in the teaching laboratory.
- Liaise with science teaching staff on their needs for practical work and maintain an efficient system for the use and allocation of materials and equipment.
- Demonstrate laboratory techniques to science teaching staff and students.
- Demonstrate use and care of specialised equipment and apparatus within the science laboratories to science teaching staff and students.
- Assist science teaching staff in instructing students on use/care of equipment/chemicals during practical experiments.
- Assist science teaching staff with demonstrations and practical experiment classes including acting as a demonstrator.
- Attend and assist in the supervision of science incursions and excursions.

Preparation and Maintenance

- Manufacture/repair simple apparatus/glassware needed for practical lessons.
- Service and clean simple laboratory apparatus/equipment.
- Liaise with organisations and industries for the purchase, maintenance/repair of any equipment, apparatus and chemicals.
- Prepare all equipment/chemicals for practical experiments.
- Clean all equipment used in practical experiments.
- Prepare and dispose of appropriately all solutions, stains, culture biological materials to be used in the laboratory.
- Collect off-campus scientific materials and field samples for laboratory use.
- Prepare and update displays within the science laboratories noticeboards (displaying student work where possible).
- Liaise with maintenance staff (IT and general) with regards to any minor repairs needed within the laboratories and report any faults in gas, water, electricity and fire extinguishers.
- Liaise with School Office staff in the maintaining and replenishing of the first aid kits kept in the science laboratories.
- Maintain a clean and orderly workspace.

School Events and Committees

- Prepare all equipment, chemicals and displays for Science Week.
- Prepare all equipment, chemicals and displays for Open Day in the science laboratories.
- Prepare all equipment, chemicals and displays on request for any showcasing the College events in the science laboratories.
- Prepare all equipment and chemicals for Year 7 Orientation Day and Grade 4 visits.
- Attend and assist science teaching staff on Open Day, Discovery Evenings and Year 7 Orientation Days.

Undertake related duties as requested by the Principal who may vary the above duties.

Required Attributes and Skills

The successful candidate will be able to demonstrate the following:

1. Support of the vision and mission statements of our learning and faith community at Mount St. Joseph Girls' College.
2. A commitment to the Catholic ethos of the College.
3. The ability to dialogue with staff in a collegial manner to achieve improved outcomes for students.
4. Well-developed interpersonal skills including a demonstrated ability to work and communicate within a team environment.
5. Proven organisational skills and capacity to show initiative in working independently.
6. The ability to liaise and communicate effectively and positively, ensuring productive interchange and professional conversations with students and staff.
7. Highly developed technology skills.