



ROLE DESCRIPTION

SCIENCE LABORATORY TECHNICIAN

1. ROLE PURPOSE

The laboratory assistants ensure that teachers are supplied with the correct equipment in the classroom and offer classroom technical support where required. They work in cooperation with a laboratory manager in a busy and vibrant Science Department.

2. ROLE RELATIONSHIP

The Laboratory technicians work with the Laboratory Manager in the day to day management of the Science Laboratories and will work with the teaching staff in promoting quality practical work in the classroom. The role will extend into a supporting role in the classroom by providing technical expertise when required.

3. ROLE RESPONSIBILITIES

Relationships

- To deal professionally and courteously with staff, students and external organisations when required.
- To collaborate in team building processes within the Science Department
- To provide prompt and cheerful service within the Science faculty to support the academic program

Key Skills & Abilities

- To be proactive and energetic with a positive approach to work
- To have a demonstrable capacity to manage and prioritise tasks
- To have highly developed organisational and interpersonal skills
- To possess strong written and verbal communication skills
- To have competent ICT skills particularly in the area of digital Scientific equipment.

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- Have experience in preparing chemical solutions.
 - Experienced in preparing practical work within all Science disciplines.
 - Have a relevant qualification to the position
 - Possess knowledge of Occupational Health and Safety requirements

Key Laboratory Support Services

- Follow all requests made by the Laboratory Manager and the Head of Department
- Work as part of a team, displaying cooperation and initiative, in the preparation of materials for practical classes (practical preparation will be distributed equitably and will depend on the skills and preferences of each technician).
- Ensure that all practicals ordered by teachers are delivered to classes on time, in working order and collected as soon as possible after the lesson.
- Ensure that all laboratories are fully functional, clean and organised. Glassware must be clean and well stocked.
- Assist teachers in trialling new experiments
- Work with the laboratory manager in ordering equipment
- Assist in stock take and the updating of equipment/materials databases.
- Work with the laboratory manager in purchasing equipment and materials.
- Assist teachers in the classroom with technical support when required.
- Ensure security of the laboratories and storerooms throughout the day.
- Clean store shelves when required.
- Organise laundering of laboratory coats
- Monitor the storage and cleaning of the microscopes and organise servicing when required.
- Make simple repairs of equipment.
- Organise, prepare, set up and clear away practical tasks for student assessments in Science.
- Routine feeding and care of Science animals and plants.
- Supervising students on Science excursions when required.
- Provide assistance to students and staff for after-school Science clubs and individual projects as required.

ROLE ACCOUNTABILITY

Demonstration of the following skills/abilities required:

- Organisational skills and the ability to multi-task
 - Interpersonal skills to liaise with students, staff, parents and outside agencies
 - Confidentiality and discretion in dealing with sensitive issues
 - Team player with positive and professional disposition; excellent communication skills
 - Deal professionally and in a timely manner with any queries relating to area of responsibility
 - All assigned tasks completed cheerfully and on time.
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4. WORK HEALTH & SAFETY

Actively support and contribute to the maintenance and development of a safe working environment:

- To report incidents or accidents to the Laboratory Manager as soon as possible.
- To be familiar with chemical handling, storage and labelling requirements.
- Use safe practices when handling dangerous equipment.
- Prepare risk assessment sheets in collaboration with teaching staff.
- Ensure that first aid kits in each laboratory are complete.
- Ensure safe disposal of hazardous waste.

5. LENGTH OF TENURE

The position is term time plus 2 additional weeks, being 40 weeks per year during term time. This will include one week prior to the start of term 1 and one week after the last day of term in term 4. These are permanent full-time position.

As with all members of staff, the laboratory technicians will be expected to participate in a regular appraisal program as an integral part of their professional development. The appraisal program shall set strategic objectives and performance measures consistent with the responsibilities of the position.

6. REMUNERATION

Remuneration for the position will be commensurate with qualifications, skills and experience and will be in accordance with the terms and conditions of the *Independent Schools NSW (Support and Operational Staff) Multi Enterprise Agreement 2017*. Superannuation Guarantee at the current legislative rate will be paid by the school in addition to salary.

Please note:

All staff are subject to mandatory screening procedures in line with Child Protection Legislation