



ROLE DESCRIPTION

SCIENCE LABORATORY/VISUAL ARTS TECHNICIAN – PREPARATORY SCHOOL TERM TIME ONLY + 2 WEEKS

1. ROLE PURPOSE

The Science Laboratory/Visual Arts Technician works as part of the Prep School Administrative Support Staff Team, which is inspired at all times by the highest ideals of collaboration, co-operation, integrity and teamwork. The function of the Administrative Support Staff Team is to deliver a broad range of services to support the School's educational, pastoral and co-curricular mission. Within that context, the role of the Science Laboratory/Visual Arts Technician focuses on ensuring that teachers are supplied with the correct equipment in the classroom and offer classroom technical support where required. They work under the direction of classroom teachers in a busy and vibrant learning environment.

2. ROLE RELATIONSHIPS

The Science Laboratory/Visual Arts Technician works under the direction of Science and Visual Arts teachers.

3. ROLE RESPONSIBILITIES

Relationships

- To contribute to the building of positive professional relationships within the School and broader School community.
- To collaborate in team building processes within the School.
- To assist in developing effective communication links across the School community.
- To provide support and loyalty to professional colleagues.
- To provide prompt and cheerful service within the Science and Visual Arts teams.

Key Support Services - Science

- Assist in the setting up and packing away of science experiments/investigations.
- Assist in the making of and sourcing of items required for Science class practical experiments.
- Create and maintain the inventory of chemicals.
- Ensure the safe storage of all chemicals.

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- Maintain the Science laboratory to the highest standard.
 - Monitor Science equipment.
 - Replenish used stock and replace broken or damaged equipment as required.
 - Purchase items required for Science practical lessons on a weekly basis.
 - Help look after the animals in the department, (fish, insects, hermit crabs and turtles).
 - Provide prompt and cheerful service within the Science Department.

Key Support Services – Visual Arts

- Assist in setting up and packing away of materials for Visual Arts lessons including washing of palettes.
- Monitor Visual Arts equipment including clearing of drying racks.
- Replenish used stock and replace broken or damaged equipment as required.
- Purchase items required for Visual Arts practical lessons on a weekly basis.
- Data entry.
- Provide prompt and cheerful service within the Visual Arts Department.

Key Skills and Abilities

- Experience in a similar role.
- Excellent verbal communication skills.
- Excellent personal presentation.
- Excellent time keeping.
- Motivation to provide excellent service and take pride in all tasks.
- Motivation to work well within a team.

4. WORK HEALTH & SAFETY

The Science Laboratory/Visual Arts Assistant will actively support and contribute to the maintenance and development of a safe working environment by:

- Reporting incidents or accidents to the appropriate staff as soon as possible.
- Working within the WHS management systems that have been adopted by the School.

5. APPRAISAL AND REVIEW CONDITIONS

As with all members of staff, the Administrative Assistant 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. TERMS OF EMPLOYMENT & REMUNERATION

The position is a permanent part-time role, working 4 days per week for 3 hours per day. Remuneration for the position will be commensurate with qualifications, skills and experience and 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