



Science Laboratory Technician

Position reports to	Head of Science
FTE	0.4 FTE
Classification	Level 3 - Southern Cross Grammar EBA 2017-2021

Purpose of the Role

The Science Laboratory Technician collaborates with and assists the Science teaching team in the delivery of learning programs. The role is responsible for providing high level specialist knowledge and technical support in a range of areas, with particular emphasis on:

- the timely preparation of laboratory equipment and materials for science classes
- employing safe work practices in the science laboratory by applying Occupational Health and Safety legislation, safe storage and disposal of chemicals and biological residues in accordance with applicable regulations
- safe storage of laboratory equipment and materials; and
- specialist cleaning of laboratory equipment and laboratory preparation areas.

Key Aspects of the Role

Teacher and Student Support

- Liaise with science teaching staff on their needs for practical work and maintain an efficient system for use and allocation of materials and equipment, setting a priority system where necessary
- Setting up the science classrooms in preparation for practical sessions
- Be available during practical classes to advise or assist students and teachers with equipment use, clean up after spills, provide extra supplies for experiments etc
- Assist science teaching staff with demonstrations, instruction of students on use/care of equipment during Science experiments and field trips and the application of safety procedures
- Ensure that staff and students are aware of proper laboratory clean up procedures at the conclusion of practical work
- Assist staff in the operation of new equipment and familiarization of experimental procedures
- Research information relating to current topics of study to aid in teaching materials and running of the laboratory
- Maintaining a safe laboratory and facilitate waste storage/handling/preparation/disposal system in accordance with risk management requirements
- Preparing chemical solutions of known concentration from bulk supplies including concentrated acids, stains and media for general classroom use
- Preparing, distributing and setting up samples and demonstrations, class sets of equipment and associated scientific materials for practical investigations
- Maintaining scientific teaching resources, classrooms, storerooms, preparation rooms and laboratories in a clean and safe manner.



Laboratory Operation and Safety

- Co-ordinate ordering, labelling, storage and stocktaking of science equipment, chemicals and other resources; create and maintain databases to manage this information
- Maintain and update Material Data Sheets
- Oversee the cleanliness, maintenance and security of equipment and laboratories
- Reporting damage to equipment and arranging repairs with external companies
- Ensure required apparatus and chemicals are prepared for demonstrations and practical classes
- Provide teacher requirements in the laboratories for each class. Eg AV equipment, or other resources
- Utilise thorough knowledge of OH&S legislation, regulations and codes of practice to:
 - » identify hazardous substances and maintain a hazardous substances register
 - » Prepare risk assessments for activities in the preparation area and, in conjunction with teachers, in the laboratory
 - » Develop appropriate risk control methods
 - » Develop and implement measures for safe handling/storage/disposal of hazardous substances
- Evaluate/select equipment and make recommendations for purchase
- Perform calibration checks and operate specialist laboratory equipment and instruments
- Advise teachers on the technical components of the curriculum, including safety considerations
- Review, evaluate and modify laboratory practice if required and suggest alternative experiments
- Trial new experiments and demonstrations prior to student practical classes
- Maintain accurate records of Science inventory and purchases
- Assist in managing budgetary proposals and administer budget appropriate to the area of responsibility
- Order and maintain adequate supplies of chemicals, biological supplies, equipment and other materials.

Key Working Relationships

- Principal and Executive Team
- Head of Science (F-12), Science teachers and Science Lab Technician
- Staff and students
- Contractors
- Suppliers

Work Health and Safety

Staff are required to:

- take reasonable care for their own health and safety and that of other staff who may be affected by their conduct
- demonstrate an awareness of Work Health and Safety issues, and have a working knowledge of the school's health and safety policies and procedures
- participate in Work Health and Safety related training
- promote a safe working environment by raising work health and safety concerns in a timely manner and reporting any notifiable incident or health and safety matters to the Principal, or member of the OHS committee.

Child Safety

Southern Cross Grammar is committed to creating and maintaining a child safe environment in which students feel safe, and are safe.

All staff are required to:

- provide students with a child safe environment



- proactively monitor and support student wellbeing
- have a working knowledge and understanding of the School's Child Safe Policies and Code of Conduct, and any other policies and procedures relating to child safety
- undertake training to maintain compliance with all child safety legislation, standards and regulations.

Key Capabilities

- excellent knowledge of materials used in science curriculum
- excellent knowledge of the application of chemical and biological safety, and demonstrated safe work practices in line with the Codes of Practice
- sound knowledge of scientific procedures and laboratory practices suited to the school environment
- demonstrated ability to prioritise tasks
- ability to work as a member of a team in a manner that fosters the support and co-operation of team members
- ability to work autonomously once tasks are delegated
- Willingness to undertake other duties as reasonably required by the Principal.

Conditions of Employment

- Completion of a Diploma or certificate course in laboratory skills or other qualification relevant to the position
- Current Working with Children Check
- This position operates during term time only
- Current Level 2 First Aid, CPR, Asthma and Anaphylaxis Certificates or willingness to undertake
- Salary packaging benefits, professional learning opportunities
- Employer superannuation contributions as prescribed under the Superannuation Guarantee legislation
- Southern Cross Grammar is an equal opportunity employer.