



## Role Description

**Title:** School Officer: Science Laboratory Technician

**Reports to:** Principal

**Classification:** School Officer Level 4

### 1. Purpose

The Science Laboratory Technician contributes to the effective and efficient management and administration of the College's Science Department by providing a high level of support to the teachers within the Department.

### 2. Experience and qualifications

#### Essential

- empathy with the values and ethos of the Catholic faith
- tertiary qualifications at certificate level or equivalent qualifications relevant to the role may be required or such knowledge, qualifications and experience that are deemed by the employer as necessary to successfully carry out the duties of the role. The specific qualifications and experience should relate to Science and Health, Safety and Environment
- demonstrated experience working with the Microsoft suite of products
- well-developed interpersonal, communication and relationship building skills
- excellent organisational skills and ability to use initiative in planning tasks
- a broad knowledge across all scientific disciplines
- possess broad technical knowledge to identify and safely operate science equipment.
- hold or have the ability to obtain a Senior First Aid Certificate
- a current working with children check (Blue Card), or the willingness and ability to obtain one prior to commencement

#### Desirable

- experience in a scientific/laboratory background
- possess a working knowledge of science booking systems

### 3. Key result areas

- 3.1 liaise with Science teaching staff, sales representatives and companies, and other schools
- 3.2 follow and uphold WHS guidelines, safety measures, systems and procedures in handling chemical materials
- 3.3 set up equipment, chemicals, and supplies for science labs under the teacher's guidance

- 3.4 maintain laboratories, equipment, chemical stock, databases and their appropriate storage, including the monitoring of chemicals and associated scientific materials
- 3.5 provide laboratory administration support associated with chemical purchasing, storage, and any WHS procedural requirements
- 3.6 complete routine cleaning and maintenance of the science lab exercising discretion and judgement
- 3.7 assist teachers in supervising activities while on College excursions
- 3.8 collaborate and communicate with other members of the St Saviour's College and members of other directorates within TCS to ensure that high professional standards are met
- 3.9 contributes to and promotes the development, alignment, attainment, and review of the College Strategy and strategic goals for the Diocese of Toowoomba Catholic Schools (TCS)
- 3.10 completes other duties that are directed as needs change or grow if the duties are consistent with the purpose of this position and any relevant legal and/or industrial obligations

#### 4. Statement of responsibility

While at work the role holder must

- take reasonable care for their own health and safety
- take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons
- comply, so far as the role holder is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with the Work Health and Safety Act
- cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.

#### 5. Statement of duties

The information detailed above is an accurate reflection of this role. Attached to this role description is a duties statement that covers a selection of activities in which the incumbent might engage. The list is neither prescriptive nor exhaustive.

## Duties statement

### School Officer: Science Laboratory Technician (Level 4)

#### 3.1 Liaise with Science teaching staff, sales representatives and companies, and other schools.

- assist Science teaching staff with their needs for practical work by maintaining a system for recording allocation and use of material and equipment
- liaise with sales representatives and companies regarding purchases, excursions, use of materials, repairs and maintenance
- liaise with other schools to share laboratory resources
- within established routines and procedures, deliver science laboratory inductions to staff

#### 3.2 Follow and uphold WHS guidelines, safety measures, systems and procedures in handling chemical materials.

- assist and advise science teaching staff with the application of safety measures, systems, and procedures
- develop and maintain procedures for safe chemical storage, handling, preparation and disposal of laboratory wastes in a safe manner and in accordance with WHS guidelines
- organise the distribution and collection of class sets of equipment for practical work and the safe disposal of laboratory wastes
- prepare chemical solutions of known concentration from bulk supplies including concentrated acids, stains and media for general classroom use
- dispose of laboratory wastes in a safe manner; wash and store glassware and equipment; maintain classrooms in a clean, safe orderly and secure manner
- provide information and instructions on science safety matters to co-workers, teachers and students
- under supervision of teaching staff, demonstrate skills in using and operating general and some specialist science equipment and technology
- maintain a chemical stock register and monitor chemicals and ensure the provision of associated supplies

#### 3.3 Set up equipment, chemicals, and supplies for science labs under the teacher's guidance.

- prepare and set up samples and demonstrations, class sets of equipment and associated scientific materials for practical classroom use and assist science teaching staff in safety matters relating to the science laboratory including carrying out trial experiments prior to laboratory lessons
- demonstrate laboratory techniques in accordance with WHS guidelines to science teaching staff and students
- assist science teaching staff with demonstrations and in the instruction of students on the use and care of the equipment during science experiments and excursions
- assist with the Deputy Principal, Middle Leader Staff, Science Staff and the Work Health and Safety officer to develop and implement operational guidelines and practices in laboratory procedures (e.g. safety policy for science and Standard Operating Procedures - SOPs)

#### 3.4 Maintain laboratories, equipment, chemical stock, databases and their appropriate storage, including the monitoring of chemicals and associated scientific materials.

- coordinate use of all science resources around the College; monitor chemicals and associated supplies; obtain quotes and prepare orders; perform calibration checks and operate specialist laboratory equipment and instruments

- collect and/or receive deliveries of stock, unpack, check invoices and mark the delivery date and store appropriately
- maintain a chemical stock register and monitor chemicals and ensure provision of associated supplies and obtain quotes and prepare order for equipment
- prepare and maintain scientific displays, collections and prepare samples for subsequent analysis for classes and school open days
- carry out simple maintenance of science equipment and materials; service and clean simple laboratory apparatus/equipment and report damages to equipment and arrange repairs
- maintain chemical and equipment databases, develop maintenance procedures for laboratory equipment and maintain storerooms, preparation rooms and laboratories in a clean, safe, orderly and secure manner
- conduct an annual stocktake of materials and equipment within the science department and maintain accurate records of purchases/incoming orders, arrange collection and/or receipting, unpacking, checking invoices and storage of stock
- collect and care for flora and fauna including preparing and sterilising potting mixtures within the science department, in accordance with established routines and procedures relating to the prevention of cruelty regulations

### **3.5 Provide laboratory administration support associated with chemical purchasing, storage, and any HSE procedural requirements**

- under the direction of teaching staff, complete purchase orders for laboratory equipment and other resources as required
- evaluate and select equipment and make recommendations for purchase.
- obtain appropriate licenses/permits for use of plant/animals/chemicals etc in the science laboratory
- meet consistently with the Work Health and Safety Officer and Deputy Principal, Middle Leader Staff, Science Staff to report on all issues to do with WHS and chemical storage and recording
- makes recommendations to the Work Health and Safety Officer and Deputy Principal regarding WHS requirements

### **3.6 Complete routine cleaning and maintenance of the science lab exercising discretion and judgement**

- labelling, secure storage control and maintenance of equipment and apparatus
- maintenance of equipment, glasshouses and aquariums and/or science audio visual equipment
- maintenance of store rooms, preparation rooms and laboratories
- storage, control and maintenance of equipment and apparatus, and initiate routine repairs within the scope of the role and escalate more complex matters as required

### **3.7 Assist teachers in supervising activities while on College excursions**

- assist in excursion preparations that may include arranging bookings and collating appropriate materials and participating as required
- under the direct supervision of teaching staff lead and assist students on excursions according to guidelines provided by the Teacher/s

### **3.8 Collaborate and communicate with others to ensure that high professional standards are met**

- maintain highly functional and collaborative working relationships with colleagues by interacting effectively, contributing to discussions and seeking advice

- understand and accept the contributions of others in a multi-disciplinary and collaborative environment to provide a highly competent and seamless service
- establish and maintain effective communication networks with internal and external stakeholders and work collaboratively with stakeholders

**3.9 Contribute to and promote the development, alignment, attainment and review of the College Strategy and the strategic goals of the Diocese of Toowoomba Catholic Schools (TCS)**

- contribute as a member of the college to achieving the strategies set out in both the College Strategy and the TCS Strategic Plan
- attend professional development as appropriate
- document and report on the progress of initiatives in the College Strategy and the TCS Strategic Plan, as required

**3.10 Complete other duties that are directed as needs change or grow if the duties are consistent with the purpose of this position and any relevant legal and/or industrial obligations**

- the employer may direct an employee to carry out such duties as are reasonable within the limits of the employee's skill, competence and training; consistent with the classification structure within the current agreement
- any direction issued by the employer shall be consistent with the employer's responsibilities to provide a safe and healthy work environment