POSITION DESCRIPTION

Laboratory Technician

Position Title: Laboratory Technician
Reports to: Head of Faculty
Department: Science & IT
Campus: Warragul Secondary School

The following Position Description is intended to give prospective applicants an overview of the intended position only. It is not intended to be an exhaustive summary of tasks and duties. It is expected that specific tasks and functions will change from time to time in line with School's operational structures and programs.

Primary Purpose

To provide technical support to the teaching staff in the Science Faculty. To pre-test and prepare all practical activities and demonstrations in accordance with the demands of Years 7-VCE science syllabi within the specific subject area(s) and year level(s) assigned by the Head of Science. To ensure safety procedures are followed during practical classes.

Freedom to Act / Autonomy

The laboratory technician works under the direction of the Head of Science and IT and undertakes substantial responsibility associated with the efficient operation of the laboratory/s including some duties specified for lower level positions.

Major Duties and Responsibilities:

The duties below are indicative of the types of functions that the Laboratory Technician will undertake as part of the role.

Teacher Support

- Liaise with science teaching staff and other laboratory technicians 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.
- Advise science teaching staff on technical components of curriculum.
- Assist science teaching staff with demonstrations and practical experiments.
- Assist science teaching staff in instructing students on use/care of equipment during science experiments.
- Advise and assist science teaching staff in safety matters relating to the science laboratory.
- Prepare risk assessments.
- Demonstrate laboratory techniques to science teaching staff/students.
- Assisting in the maintenance of a safe practical environment for students during class time where necessary.

Preparation & Maintenance

- Prepare solutions, stains and media for use in the laboratory.
- Prepare practical activities and demonstrations for science classes.
- Maintain a safe chemical storage/handling/disposal system in accordance with current regulations.
- Assist with security of science laboratory and equipment.
- Maintain inventories.
- Acquire relevant catalogues and price lists.

- Assist with labelling, storage, stocktaking and ordering of equipment and chemicals.
- Manufacture simple glassware/general equipment for laboratory use.
- Service and clean simple laboratory apparatus/equipment.
- Develop maintenance procedures for laboratory equipment.
- Attend appropriate professional development.
- Trial new experiments to ensure success in the classroom.
- Comply with OHS regulations
- Carry out PAT testing and be willing to undertake training

Care

- Care for flora and fauna within the science department, in accordance with current handling and prevention of cruelty regulations.
- Collect and maintain living specimens (in accordance with regulations).

Liaison

- Liaise with the Laboratory Technicians at the school's Traralgon Secondary Campus.
- Liaise with organisations and industries for purpose of acquiring equipment etc.
- Liaise with other schools to share resources.
- Liaise with companies to organise repairs and parts.

Budget

- Assist with the science budget and petty cash system.
- Consulting and managing the purchase of faculty equipment in consultation with Head of Science and available budget.

Qualifications

- Laboratory Technician Training suitable to the role
- Employee Working with Children Check
- First Aid Certificate (or the ability to obtain this)
- OHS Training (desirable)

Physical Requirements

This role is largely situated within a laboratory/class room environment and will require the incumbent to spend significant periods of time standing, sitting and moving around the School's facilities. The incumbent will be expected to declare any pre-existing injuries which may affect their ability to undertake the requirements of the role or could reasonably require the School to adjust equipment or work practices.

Occupational Health & Safety

All employees are responsible for their own safety behaviour and adherence to safe work practices is a condition of employment. Employees are required to observe all safety regulations and procedures.
All employees are responsible for:

- Carrying out their duties in a manner which does not adversely affect their own health and safety or that of others.
- Maintain a safe and healthy environment and report any hazards in accordance with school procedures.
- Cooperating with measures introduced in the interest of workplace health and safety.
- Undertaking any training provided in relation to OH&S.
- Immediately reporting all matters which may affect workplace health and safety to the OH&S Manager, Head of School or Maintenance Manager.
- Correctly using any information, training, personal protective equipment and safety devices provided.
- Refraining from intentionally misusing or recklessly interfering with anything that has been provided for health and safety reasons.
- Undertaking only those tasks for which they have authorisation and/or the necessary training and for which all necessary safety arrangements are in place.

Child Safety Statement

St Paul's is a child safe employer and is committed to the welfare of children and their protection. The School has systems to protect children from abuse, and will take all allegations and concerns very seriously and respond to them consistently, in line with our policies and procedures.

All potential employees and volunteers will be required to comply with the School's Child Safe Policy and Code of Conduct. St Paul's performs thorough assessments of potential and existing employees in accordance with this policy. The assessments will be used to ascertain whether the potential or existing employee is a fit and proper person to be trusted to work in a school environment and in the position applied for or held. The screening process includes, but is not limited to, Criminal Records Checks, Working with Children Checks and checks of social media accounts.

St Paul's has zero tolerance of racism and it is an expectation that staff and volunteers will act on incidents of racism. It is also an expectation of the School that all staff and volunteers will support children to express their culture and enjoy their cultural rights.

St Paul's is committed to Equal Employment Opportunity principles and is committed to the principles of merit-based selection, equity, diversity and procedural fairness in our recruitment process.

Intellectual property

In accepting this offer of employment, you:

- presently assign to the School all existing and future Intellectual Property Rights (defined below) in all inventions, models, designs, drawings, plans, software, reports, proposals and other materials created, generated or developed by you (whether alone or with the School or with other employees, agents or contractors of the School), during the hours of work or otherwise, for use by the School;
- acknowledge that by virtue of this paragraph all such existing rights are vested in the School, and, on their creation, all such future rights will vest in the School;
- agree that you will do all things reasonably requested by the School to enable it to assure further the Intellectual Property Rights assigned under this contract of employment;
- agree that you will not use, copy or reproduce any of the intellectual property of the School other than for the purpose of your employment or as approved in writing by the School;
- voluntarily and unconditionally consent to all or any acts or omissions by the School (or persons authorised by the School) in relation to any and all works made by you (whether before or after this consent is given) during your employment which would otherwise infringe your Moral Rights.

Intellectual Property Rights: all intellectual property rights including, without limitation, patents, significant copyright works, registered designs, trademarks (both registered and unregistered), business and trading names, and the right to have confidential information kept confidential

Moral Rights: in relation to any copyright works that you may author in the course of your employment with the School, the right of attribution, the right to prevent false attribution, and the right of integrity.

Information for Applicants

St Paul's Anglican Grammar School is a multi-campus Independent School with campuses located in Warragul, Traralgon and Drouin in West Gippsland.

The Warragul campus is approximately 100kms from Melbourne, Drouin Campus 90kms and the Traralgon Campus 175kms.

The School has approximately 2000 students and 350 staff across all locations.

The AITSL National Professional Standards for Teachers serve as a guide for our expectations for our School Leaders and teachers. Staff are expected to demonstrate strong ICT skills in teaching, communication and administration.

Staff at St Paul's Anglican Grammar School are expected to support the Anglican ethos of the School and be actively involved in school life including co-curricular activities.

We pride ourselves on the quality of teaching and learning at St Paul's. All teachers are involved in Professional Learning Communities (PLC), working together in small groups to enhance their students' learning outcomes whilst knowledge sharing. Staff are encouraged to attend external and internal Professional Development to enhance their teaching.

St Paul's has an Enterprise Bargaining Agreement which includes conditions of employment for teaching and non-teaching staff.

Detailed information about St Paul's can be found on other parts of our website.

Applications

Electronic lodgement of applications via our website is preferred Careers | St Paul's Anglican Grammar School

Applications should include a cover letter, resume and the details of two referees.

Applicants seeking clarification or wishing to learn more about the position are encouraged to make contact for a confidential conversation.

Mr Joe Sheppard
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Thank you for your interest in employment at St Paul's Anglican Grammar School.