



## ST MARY'S COLLEGE

### ROLE DESCRIPTION

<b>Position Title</b>	Laboratory Technician
<b>Reports to</b>	Learning Leader – Science, Business Manager
<b>Location</b>	Presentation Campus (until 30 September 2024) and Edmund Rice Campus
<b>Basis of Employment</b>	Category B, Full-Time Ongoing
<b>Salary Range and conditions</b>	ESB, Level 3 (working during gazette school terms)
<b>Date</b>	February 2024
<b>Approved by</b>	College Principal

St Mary's College is a co-educational secondary school in the Edmund Rice tradition. It is expected that all staff will support and respect the mission of the College. This includes upholding the religious and spiritual values of the College, the pastoral and community values that drive all interactions with students and colleagues and St Mary's College priorities in teaching and learning. All staff are expected to optimistically engage with a range of important cultural characteristics of Edmund Rice education that include commitments to the safety and wellbeing of children and the Edmund Rice Education Australia (EREA) Touchstones. Within the expectation is the aspiration that St Mary's College is a fully inclusive school, valuing diversity, and respect for difference.

#### **Primary Purpose of Position Objective**

Reporting to the Business Manager and Science Learning Leader, the Laboratory Technician will be responsible for the efficient operation of the science laboratory areas, developing and implementing measures for safe handling, storage and disposal of hazardous substances, coordinating use of all science materials and equipment, maintaining Science Department asset register, trialing and assisting teachers with experiments, maintaining chemical register, preparing risk assessments and conducting safety audits for the science laboratories.

#### **General responsibilities of the role include, but are not limited to:**

##### General Duties

- Attending school meetings, liturgical celebrations and services/assemblies, community and faith days, as required.
- Maintaining currency of first aid, mandatory reporting and anaphylaxis training.

##### Faith Dimension

- Support the faith, religious dimensions and values of the Catholic Church and EREA.
- Participate in St Mary's College community activities that uphold the objectives and traditions of Edmund Rice Education and the four EREA Touchstones: Liberating Education, Inclusive Community, Gospel Spirituality and Justice and Solidarity.
- Attend College services, mass, assemblies, community, and faith days as required by the Principal.

## Professional Conduct

- Be familiar with and comply with the College's policies including, but not limited to, the Child Safeguarding (Safety and Wellbeing) Policy, Child Safety Code of Conduct and the EREA Code of Conduct.
- Assist in the provision of a child-safe environment for students.
- Contribute to a healthy and safe work environment and compliance with all safe work policies and procedures.
- Demonstrate professional and collegiate relationships with colleagues.
- Represent the College in a positive and professional manner to students, parents, professional bodies, and the wider community.
- Deal with sensitive and confidential information in a professional manner.
- Adhere to the College's Professional Dress Code.

## Professional Development

- Demonstrate a commitment to ongoing professional development.
- Be open to researching areas of interest relevant to directions provided in the College strategic plan.
- Continue to develop ICT skills as technologies evolve.
- Attend College meetings, staff professional development and faith development sessions where appropriate.

### **Specific responsibilities of the role include, but are not limited to:**

<b>General</b>	<ul style="list-style-type: none"><li>• General administration duties, including fielding enquiries, attending to calls, visitors and students.</li><li>• Providing support for College events, as directed by the Business Manager</li><li>• Maintaining currency of first aid, mandatory reporting.</li><li>• Being a member of, and contributing to, the work of the College Occupational Health and Safety Committee.</li><li>• Demonstrating duty of care to students in relation to the physical and mental wellbeing</li><li>• Demonstrating professional and collegiate relationships with colleagues</li><li>• Any other duties as requested by the Principal that are consistent with the Catholic Education Multi Employer Agreement 2022 (CEMEA).</li></ul>
<b>Laboratory Duties</b>	<ul style="list-style-type: none"><li>• Preparing Risk Assessments for the laboratories and experiments in accordance with College Policies and Procedures.</li><li>• Responsibility for the efficient operation of the science laboratory areas</li><li>• Maintaining order and cleanliness of laboratories, stores and preparation areas</li><li>• Developing and implementing measures for safe handling/storage/disposal of hazardous substances in accordance with relevant regulations</li><li>• Developing and implementing operational guidelines and practices in laboratory (e.g. safety policy for science)</li><li>• Obtaining appropriate licences/permits for use of plant/animals/chemicals etc in the science laboratory</li><li>• Co-ordinating use of all science materials around the school</li><li>• Using department computers for record keeping and classroom experiments</li><li>• Maintaining asset register and performing an annual stock take</li><li>• Conducting safety audits for the science laboratories</li><li>• Maintaining the currency of applicable Occupational Health and Safety certifications and ensuring that, where required to use dangerous goods</li></ul>

	<p>and/or hazardous chemicals or where employees or students may potentially be exposed to dangerous goods and/or hazardous chemicals in the school, ensure that staff and students are trained in the safe use and storage of that chemical.</p> <ul style="list-style-type: none"> <li>• Development of Science resources.</li> <li>• Collaborating with teachers in their planning of experiments and support of students.</li> </ul>
<b>Science Department Budget</b>	<ul style="list-style-type: none"> <li>• Assisting the Learning Leader – Science by keeping accurate records of purchases/incoming orders.</li> <li>• Developing budgetary proposals for the laboratories with the Learning Leader – Science.</li> </ul>
<b>Science Teacher Support</b>	<ul style="list-style-type: none"> <li>• Trialing of experiments and assisting science teaching staff with demonstrations and experiments.</li> <li>• Reviewing, evaluating and modifying laboratory practice – suggesting alternatives/developing practical work.</li> <li>• Providing input into unit formulation and curriculum planning.</li> </ul>
<b>Equipment Management</b>	<ul style="list-style-type: none"> <li>• Creating and maintaining chemical and equipment databases.</li> <li>• Performing calibration checks and operating specialist laboratory equipment and instruments.</li> <li>• Overseeing maintenance of equipment.</li> <li>• Evaluating and selecting equipment and making recommendations for purchase.</li> </ul>
<b>Liaison</b>	<ul style="list-style-type: none"> <li>• Liaising with other organisations, including companies regarding excursions/use of materials, other schools to share laboratory resources, sales representatives.</li> </ul>
<b>Other Duties</b>	<ul style="list-style-type: none"> <li>• Any other duties as requested by the Principal, the Deputy Principal or the Business Manager that are consistent with the Catholic Education Multi Employer Agreement 2022 (CEMEA).</li> </ul>

## Selection Criteria

- Openness to the ethos and values of the college and a willingness to demonstrate behaviour consistent with College values.
- Hold Bachelor of Science or other appropriate tertiary qualifications.
- Previous science department, risk and/or compliance experience preferably gained in a school environment is an advantage.
- Excellent interpersonal and communication skills including the preparation of professional written communications.
- Strong time-management skills and an ability to organise and coordinate multiple concurrent tasks.
- Proven capacity to work independently including the ability to manage complex tasks with minimal supervision and work to tight timelines.
- Sound problem solving, project management and organisational skills, including strong attention to detail.
- Proficient in Microsoft Office Suite.
- Ability to maintain confidentiality of information related to the College, its students and its employees.

- Must hold a valid Employee Working With Children Check and be willing to undergo a National Police Record Check and first aid qualifications.
- A demonstrated understanding of child safety.
- Be a suitable person to engage in child-connected work.
- Ability to work as part of a team.

### **Other conditions**

As part of the Principal's staff, the position may require involvement in school community activities outside currently designated school hours and participation in planning times. These commitments and expectations will be negotiated as appropriate in accordance with the CEMEA.