

# Science Assistant

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## Role Description:

A committed Christian laboratory assistant - 3 days/week term time only. There is some flexibility regarding hours and days.

## General Responsibilities:

- Coordinate the provision of Science resources, particularly ordering and maintenance of supplies, associated record keeping and the allocation of materials.
- Preparation and clean up of practical classes including materials and equipment.
- Maintain a safe chemical storage system in accordance with current government regulations
- Consult with Science staff regarding their needs for practical work and maintain efficient systems for use and allocation of materials
- Ensure an adequate supply of laboratory materials and equipment and perform regular stock takes.
- Dispose of hazardous materials according to Government guidelines.
- Advise and assist Science staff with laboratory safety matters.
- Assist Head of Science with budgets and maintain financial records.
- Manage the care arrangements for laboratory animals and plants.
- Assist Science staff with demonstrations and practical classes, where required.

## Involvement in the life of our school:

This will involve:

- Attendance at whole school staff meetings (if on days worked)
- Involvement in school events as required (note that where an event falls outside rostered hours, it is by negotiation only).

## Personal Attributes:

All staff must:

- Be a Christian who ascribes to the NCS Statement of Faith and is striving to live a life in accordance with God's word which is evident in the way they live
- Be willing and able to share their faith and how it impacts on their role within the School
- Be an active member of a Church Community
- Show a commitment to and understanding of the Nepean school context
- Be supportive of the school's mission and vision

- Maintain the ability to work in the pressure of a school environment where there are completing priorities
- Have excellent verbal and written skills
- Have confidence in dealing with staff, parents, students and visitors
- Maintain confidentiality in issues relating to students, staff and parents
- Pursue excellence with humility, wisdom and humour
- Show empathy with young persons
- Show ability to work in a team environment
- Be energized by the fun, adventure and joy of working with young people

### **Skills/Experience:**

- Previous experience in a similar function, ideally within a school environment
- Sound computer literacy (Google suite)
- Strong coordination skills and the ability to work independently
- Excellent communication skills (written and verbal)
- A positive, energetic approach to work with the ability to solve problems, multi-task and take initiative
- A valid driver's licence and access to a vehicle during the day
- Understanding of, and support for the Vision, Mission, values and ethos of the School

### **Accountability:**

The Lab & Admin Assistant shall:

- Report to the Head of Teaching & Learning, but work in collaboration with the Science and Primary teams

### **Remuneration:**

- 20 hours per week (plus 30 minutes lunch break)
- Term time only
- Level 3 School Assistant