



POSITION DESCRIPTION

LABORATORY TECHNICIAN - ASSISTANT (PRIMARY)

POSITION OBJECTIVES

The Laboratory Technician–Assistant (Primary) supports the Primary Science Specialist Teacher to ensure the smooth operation and delivery of the Primary Science curriculum. This includes ensuring all practical requirements are met in an organised and timely fashion as well as assisting within the classroom during practicals.

KEY RESPONSIBILITIES

Leadership	- Contribute to the achievement of the College vision and goals through assisting with the delivery of high-quality learning outcomes for all students - Embrace and enhance the position of the College as a leading provider of education - Establish and maintain a supportive school environment - Have a broad knowledge of the life of the College, detailed awareness of individual boys and a willingness to give of oneself rather than simply giving of one's time
Laboratory support	- Procurement of resources as required by the teaching and learning programs - Regular maintenance of all laboratory equipment - Set up necessary equipment and materials for science practical work including chemical solutions and reagents - Ensure preparation of chemicals and experiments are performed in accordance with current relevant regulations and information outlined in Material Safety Data sheets and Risk Assessment - Prepare materials, stock and standard solutions, specimens and apparatus as required by the Primary Science Teacher - Assist with the planning, setting up and testing of methods/demonstrations/experiments ensuring they function correctly - Collection and clean-up of equipment following the conclusion of science practical classes - Adopting safe disposal of biological and chemical residues and waste in accordance with Victorian Government regulations - Ensure laboratories are kept tidy, relatively clean, and well maintained at all times - Maintain adequate stocks of equipment and chemicals to facilitate efficiency when practicals are requested - Ensure Material Safety Data Sheets and the Hazardous Substances Register are maintained and up to date at all times according to government regulations - Maintain an accurate record of purchasing data for budgeting purposes - Other incidental duties such as special orders, emails, making bookings etc. required to facilitate the teaching and learning programs as directed by the Faculty Head of Science when needed
Classroom support	- Provide assistance to the Primary Science Teacher during practical lessons - Actively engage and support primary students as they use equipment and follow procedures in the classroom or laboratory

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KEY RESPONSIBILITIES

	Regularly liaise with the Primary Science Teacher in relation to upcoming practical investigations to ensure required materials and equipment are prepared in a timely manner
Relationship management	- Foster positive relationships with staff - Use consultative and collaborative approaches to solve problems, make decisions, develop and implement initiatives - Maintain a solution focussed approach
Child Safety	- Be familiar with and comply with the College's child-safe policy and code of conduct, and any other policies or procedures relating to child safety - Assist in the provision of a child-safe environment for students - Demonstrate duty of care to students in relation to their physical and mental wellbeing
Professional Development	- Commit to ongoing professional development in your area of work - Continue development of ICT skills as technologies evolve
General Duties	- Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures - Willingness to source practical materials as required - The College reserves the right to alter this position description as required to reflect emerging priorities

SELECTION CRITERIA

Commitment to Catholic Education	- A demonstrated understanding of the ethos of a Catholic school and its mission - A demonstrated understanding of the mission and vision of the College
Commitment to Child Safety	- Experience working with children - A demonstrated understanding of child safety - A demonstrated understanding of appropriate behaviours when engaging with children - Be a suitable person to engage in child-connected work
Education and Experience	Essential: - Previous experience as a Laboratory Technician or Demonstrator - Relevant qualification/s - Working with Children Check - Criminal Records Check
Skills and Attributes	- A friendly and positive outlook with a willingness to assist the Specialist Primary teacher during practical classes - Willingness to work directly with teachers and students - Reliable, consistent and diligent approach to work - Ability to work autonomously and as part of a technician team fostering positive working relationships - Presents a professional and positive demeanour and is a solution orientated person

	• Proven ability to work collaboratively and energetically within a dynamic organisation, by being proactive, demonstrating initiative and a willingness to accept responsibility • Well-developed decision-making skills • Strong organisational and time management skills, with an ability to prioritise tasks, meet prescribed deadlines, and concurrently manage a number of competing priorities • Proficient ICT skills in common software platforms such as Alii(financial invoicing system), Schoolbox LMS, Risk Assess, Microsoft Office • Ability to work under pressure • Ability and willingness to accept policy directives
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