Job Description

Title:	Science Laboratory Technician
Reports to:	Head of Science Department
Working Relationships	Internal: • Teachers • Maintenance Department External • Supply Companies for science resources
Work days/hours:	7.5hrs/day – as agreed with line manager 8:00am to 4:00pm with half hour unpaid lunch break

Job Summary

- The role works under the direction of the Head of Science Department and will involve working as a team member of the Science Department by providing technical and practical assistance to science staff. Working as part of a team, the Laboratory Technician will oversee safe chemical and material storage, ordering, preparation of materials for experiments and the operation and maintenance of six science labs and three preparation areas.

Qualifications / Work Experience

- Possession of a TAFE qualification in Laboratory Practices or equivalent
- Understanding of, or undergoing training, in the importance of Safety Data Sheets and Risk Assessments for all Hazardous substances according to legislation
- Driving License
- A current Working with Children Check
- First Aid Certificate

Personal Specifications / Essential Skills

- Willingness to uphold and live the Mission, Vision and Christian values of Mandurah Baptist College.
- Ability to work independently
- Effective interpersonal and communication skills, suited to interacting with adults and students and able to work cooperatively as part of the Science department team
- Well-developed organisational and time management skills, analytical and problem-solving skills and the ability to prioritise work
- Working knowledge of word and excel programmes

Key Result Areas

- Technical Support
- Maintaining Work area
- Health and Safety Compliance
- Administration

Key Tasks & Responsibilities

1. SUPPORTING THE DELIVERY OF PRACTICAL SCIENCE CLASSES
    a. Preparation of equipment and materials for all Science classes including practical examinations
    b. Delivering practical equipment to laboratories when required
    c. Assisting teachers in cleaning up laboratories when required
    d. Packing away equipment after practical sessions
    e. Construction and maintenance of equipment as required

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f. Storing and disposing of fresh dissection specimens g. Caring for living organisms, such as fish, kept for study purposes h. Assist with the science vegetable garden and native nursery
2. MAINTAINING A SAFE WORK AREA a. Maintain the Science Chemical Register, Safety Data Sheets and Risk Assessments for Hazardous Substances b. Maintaining the order and cleanliness of the science preparation rooms and science laboratories c. Assist in labelling, handling and storage of chemicals according to legislation d. Disposal of used/contaminated/hazardous materials according to legislation e. Identifying and reporting on health and safety issues
3. ADMINISTRATION DUTIES a. Management of Science Department stock and equipment using Word and Excel programmes b. Liaising with supply companies for quotations and procurement of Science Department resources as required c. Arranging external providers to maintain, service and repair equipment as required d. Monitoring and maintaining stationery supplies e. Filing of invoices and receipts f. Monitoring equipment stored in laboratories.
4. OTHER DUTIES a. Attending Science Department Meetings and participating in LABNETWEST professional learning activities b. Assist science staff with picking up material/equipment, shopping and preparing equipment/displays for events such as Open days/fairs and competitions when needed c. Accompanying excursions as required
5. Fulfil all duty of care obligations to students under their supervision/care ensuring the highest possible standards of health and safety are put into practice.
6. Ensure compliance with MBC values, policies and standards
7. Follow reasonable directions in relation to Work Health and Safety
8. Any other duties as directed.

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