



## **POSITION DESCRIPTION**

**Title:** Laboratory Technician

**Reports to:** Principal through Curriculum Leader: Science

**Date:** February 2019

Genazzano FCJ College is a high performing Catholic day and boarding school beginning with the Early Learning Centre (co-educational 3 and 4-year-old kindergarten) and girls only education from Preparatory to Year 12.

Reflecting the ideals and values of FCJ education, Genazzano FCJ College aims to promote the spiritual, moral and academic formation of its students. The Vision and Mission Statement describes the Genazzano graduate as a young woman with a passion for life, a love of learning and the courage and confidence to serve others. It also identifies an excellent academic program, a quality religious education program, an intensive co-curriculum and an active engagement with issues of social justice as the means by which this vision can be achieved.

## **EXPECTATIONS OF STAFF IN A CHILD SAFE SCHOOL**

Genazzano FCJ College is committed to creating and maintaining a child safe environment in which all students, including Aboriginal children and students with a disability, feel safe and are safe. Our College actively promotes the safety and wellbeing of all students and all staff members are committed to protecting students from abuse or harm in the College environment, in accordance with their legal obligations including child safe standards. A condition of employment is that staff are deemed to be persons suitable to work with children. Genazzano FCJ College has a *Child Safe Policy* and a *Child Safety Code of Conduct*. All staff members of the school are subject to and expected to comply with the *Child Safe Policy* and the *Child Safety Code of Conduct*.

## **POSITION OBJECTIVE**

- To responsibly perform tasks associated with the efficient operation of the Science Laboratory. This includes assisting staff and students with technical advice and trialing of experiments.

## **RESPONSIBILITIES**

- Implementing and maintaining an orderly storage system in the laboratory and preparation rooms and ensuring all items are appropriately labeled, handled and disposed of according to safety protocols.
- Maintaining equipment in good working order and carrying out minor repairs where necessary.
- Liaising with teaching staff regarding experiments and requirements and the efficient allocation of materials and equipment.
- Assisting with displays in the Science area and caring for flora and fauna.
- Preparing and assisting teaching aids, under direction.

- Maintaining cleanliness of equipment and glassware, returning all used equipment to their appropriate storage area and returning completed practical requests to a central file.
- Preparing standard solutions and less complex experiments.
- Evaluating and making recommendations for the purchase of technical or computer equipment.
- Culturing, preparing for use and being responsible for the security of living materials, such as bacteria and tissue cultures.
- Maintaining booking and repair/replace systems for equipment.
- Attending and contributing to Science Curriculum Area meetings.
- Assisting with the design/demonstration of experiments and scientific equipment, as directed.
- Routine ordering and collection of supplies and materials.

#### **ACCOUNTABILITY & EXTENT OF AUTHORITY**

- The Laboratory Technician is accountable to the Curriculum Leader: Science
- For implementation of Child Safe Standards, this position is accountable to the Deputy Principal – Child Safe Officer
- The position must ensure that it operates in accordance with the specific objectives, policies and strategies determined for the effective management of the College's resources and ensure decisions made by the position are subject to review by the Curriculum Leader: Science.

#### **EXPERIENCE, SKILLS AND QUALIFICATIONS**

- Tertiary qualifications in Science highly desirable
- Drivers License
- Experience as a Laboratory Technician in a school or similar environment
- Familiarity with requirements concerning Chemical Safety in Schools.
- Awareness of Occupational Safety and Health/ Workplace Health & Safety Acts, Hazardous Substances Regulations and Dangerous Goods Act
- Excellent communication, conflict resolution and negotiation skills.
- Demonstrated ability to work independently and as a member of a multidisciplinary team
- Time management skills
- A commitment to on-going training & development
- Understanding of the philosophy of a Catholic College