

# ROLE DESCRIPTION

## Education Support Employee Laboratory Assistant



The Laboratory Assistant is responsible to the Principal through the Learning Leader of Science and Deputy Principals. They should liaise closely with their Learning Leader regarding the priority order when competing priorities are present.

It is ultimately the role of Laboratory Assistant to facilitate the safe and efficient delivery of the curriculum designed by the teacher. The Technical Assistant's role is not to design curriculum, plan lessons or teach classes. They should advise teachers where any concerns arise regarding safety, scheduling or resourcing of planned curriculum; however, responsibility for determining learning activities ultimately rests with the teacher. Where concerns arise - particularly regarding safety - Technical Assistants should ensure the Learning Leader(s) is aware of any issues, hazards, risks or impacts on workload.

The position requires a high level of competency in a wide range of areas including general administration, customer service and commitment to the values and ethos of Catholic education.

### CHILD SAFETY

Every person employed or volunteering at Kolbe Catholic College has a responsibility to understand the important and specific role he/she plays individually and collectively to ensure that the wellbeing and safety of all students is at the forefront of all they do and every decision they make. ([CECV Commitment Statement to Child Safety](#)). Such responsibility requires employees to:

- provide students with a child-safe environment
- be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety
- proactively monitor and support student wellbeing
- exercise pastoral care in a manner which reflects school values
- implement strategies which promote a healthy and positive learning environment

### RESPONSIBILITIES AND SPECIFIC DUTIES:

- Ensure all actions (preparation of chemicals, experiments etc), including safety procedures, are performed in accordance with hazardous chemical regulations, other relevant regulations and the information outlined in the MSDS and Risk Assessment
- Prepare the materials, stock and standard solutions, specimens and apparatus as required by the Science staff
- Assist in the setting up of, and testing of, demonstrations/experiments ensuring they function successfully
- Assist subject teachers and LSOs with in class support for students with special learning needs when completing practical activities
- Ensure correct and safe disposal of biological and chemical residues and waste in accordance with regulations reporting issues when they arise
- Administer first aid treatment for minor laboratory injuries
- Obtain and keep up to date relevant MSDS, Hazardous Substances Register and Risk Assessments
- Operate laboratory documentation systems - inventories, the hazardous substances register and risk assessments
- Develop and maintain the safety manual in consultation with the Learning Leader
- Provide support in Science subjects/electives for the equivalent of six fifty minute periods per week. Scheduling will be negotiated with the Science Leaders and the subject teachers of these subjects/electives

**Preparing materials for scheduled classes**

- Set up for practical classes
- Ensuring equipment is ready for use (eg. functional, charged etc)
- Compiling/copying learning materials prepared by the teacher(s)

**Ordering**

- Purchasing, storing and labelling equipment
- Purchasing, storing and labelling new equipment
- Maintaining stock levels of equipment
- Record keeping of purchases
- Liaise with the Learning Leader on spending/purchasing costs
- Receiving deliveries
- Maintain organised storage system and/or inventory
- Minimise wastage

**Safety**

- Preparing risk assessments where required
- Assisting teaching staff in safety matters
- Arrange classroom displays
- Ensure First Aid Kits are well stocked
- Report and respond appropriately to OHS concerns

**Attending/Supporting classes**

- Assisting teachers and students
- Conducting demonstrations

**Cleaning and servicing**

- Sanitising/cleaning/laundrying equipment
- Sanitising practical environment
- Sanitising PPE
- Disposing of waste
- Coordinating maintenance of equipment/machinery/tools

**Learning Area Support**

- Creating displays of classroom resources and/or student work
- Providing support for events (eg. Exhibitions, Incursions etc)
- Supporting co-curricular activities in the Learning Area

**Other Duties**

- Attend non-teaching staff meetings and team meetings as required
- Other duties as required by and negotiated with the Principal, Business Manager, Manager - Marketing and Admissions.

**Position Classification:**

- Education Support Officer - Category B, Level 2
- Hours: 8:20am to 4:20pm.
- Review - a performance review process will be developed based on a self and peer appraisal.

**Key Criteria**

*General*

- A current National Criminal Records Check
- A current Working with Children Check Card
- First Aid Level Two Certificate
- Being familiar with the use of 3D printers would be extremely beneficial
- Effective planning and organisational skills
- Possess a high level of literacy, numeracy and information technology skills
- Highly developed interpersonal and communication skills and the ability to liaise and communicate effectively with people at all levels and from varying backgrounds
- Ability to work independently as well as within a team environment
- Ability to manage multiple deadline and competing demands
- Presents appropriately, following dress code
- Keeps privileged information to which this position is privy confidential and shows commitment to the value and ethos of Catholic education
- Generosity of spirit, optimism and enthusiasm
- Respond to own training/development needs