JOB DESCRIPTION & PERSON SPECIFICATION

St Martins Lutheran College
Grow in Christ | Growing the Future

College Department:	Teaching
Position:	Science Laboratory Technician
Position Classification:	Lutheran School Officer Grade 2
Tenure:	As per Employment Agreement

JOB DESCRIPTION

1. Summary of the broad purpose of the job in relation to the College's goals.

(Expected outcome and how it is achieved.)

The Science Laboratory Technician works closely with science teaching staff to ensure the science curriculum can be delivered efficiently and safely throughout the year.

In consultation with teaching staff, the Science Laboratory Technician will ensure that facilities are maintained and that all preparation for class work is completed in a timely manner. The Science Laboratory Technician will assist in timetabled classes and where appropriate at other times.

Along with science staff the Science Laboratory Technician will monitor workspaces and environment to identify and then refer any safety or maintenance issue which could potentially impact upon student and staff wellbeing. Where appropriate the Science Laboratory Technician will assist with the ordering and purchasing of materials and relevant equipment.

2. Reporting / Working Relationships

(To whom the person reports, staff for whom the person is responsible and other significant connections and working relationships within the College.)

The Science Laboratory Technician reports to the Principal through the Faculty Leader - Science. The Science Laboratory Technician works under teacher direction.

3. Special Conditions

The Science Laboratory Technician is employed under the terms and conditions specified in the current Lutheran Schools SA Enterprise Agreement.

A 12-week probation period will apply.

4. Extent of Authority

Manage assigned work to achieve all goals to finality within policies and guidelines, reporting any work priorities and workloads, and any other matters not covered by policies and guidelines.

5. Statement of Key Outcomes & Associated Activities

(Grouped into the Key Result Areas (KRAs), and as major areas of responsibility and activity.)

The role of the Science Laboratory Technician encompasses activities within the following Key Result Areas (KRAs):

Teacher Support

- Preparing resources for science practicals under direction from science teachers.
- In consultation with science teachers, maintain an efficient system for use and allocation of materials and equipment.
- Assist science teaching staff with demonstrations.
- Assist science teaching staff in instructing students on use/care of equipment during science experiments.
- Liaise with the science teacher's regarding any safety matters relating to the science laboratory or experiments chosen by science teaching staff.
- Assist with preparing risk assessments in relation to preparation tasks.
- Demonstrate laboratory techniques to science teaching staff/students.

Preparation and Maintenance

- Advising on the safety of experiments and maintaining safety equipment (goggles, eyewash, fire blankets) including chemicals and biological supplies.
- Maintain fume cupboard servicing and inspection.
- Maintain a safe chemical storage/handling/disposal system in accordance with current regulations.
- Compiling, maintaining and updating safety data sheets and hazard register.
- Assist with labelling, storage, stocktaking and ordering of equipment, consumables and chemicals, following direction.
- Clean and maintain simple laboratory apparatus/equipment.

Other

- Attending staff development programs as required
- Any other tasks as reasonably directed and commensurate with grade and experience

PERSON SPECIFICATION

1. Educational / Vocational Qualifications

- Tertiary qualifications in a related discipline (desirable)
- South Australian Working with Children Check for paid employment
- Approved Mandatory Notification training
- First Aid Certificate (desirable)
- Valuing Safe Communities (Provided by the College)
- Current driver's licence (desirable)

2. Personal Skills, Abilities & Aptitude

The skills, abilities and aptitude of the Science Laboratory Technician encompass the following:

Skills

- Competent in the use of Microsoft Office software and in the use of databases
- Well-developed organisational and time management skills
- Good communication skills (phone, email, written correspondence)

Abilities

- Organise and set priorities for various activities while meeting required deadlines
- Work cohesively in a team environment as well as working autonomously where required
- Have an attention to detail so that little or no rework is required
- Use diplomacy, discretion and tact as required in a professional work environment
- Operate with the strictest of confidence
- Provide positive, enthusiastic support to staff and students
- Provide support to help others reach their departmental goals and objectives

Aptitude

- Demonstrate a capacity to commit to the College's Vision, Mission and Values, that underpin the delivery of a Christian based education to students in the College
- Demonstrate the commitment and capacity to actively contribute to a broad range of College activities as a member of the College team

3. Experience

- Experience in a school laboratory setting (desirable)

4. Knowledge

- Demonstrated sound understanding of chemicals, equipment and materials used in a school laboratory
- Sound understanding of basic scientific principles, processes, language and symbols
- Awareness and understanding of Risk Assessments, SDSs and WHS practices as they pertain to a science environment, including those related to dangerous and hazardous chemicals

5. Classification Level

The position of Science Laboratory Technician carries a Classification Level of Lutheran Schools Curriculum Officer Grade 2. (Refer to the guidelines in the current Lutheran Schools SA Enterprise Agreement for additional details relating to roles and responsibilities at this Grade Level)

6. Work Health and Safety

- Comply with the College's WHS Policy
- Take reasonable care for your own health and safety
- Take reasonable care for the health and safety of co-workers and ensure that your actions do not put anyone at risk
- Use and maintain equipment properly
- Ensure that your work area is free of hazards
- Report safety incidents
- Co-operate with St Martins Lutheran College in anything that you are required to do in order to ensure a safe workplace including:
    - notifying your supervisor of actual and potential hazards
    - wearing or using prescribed safety equipment
    - carrying out work in a safe manner
    - following health and safety instructions
    - taking notice of signs
    - adhering to speed limits
    - participating in safety training

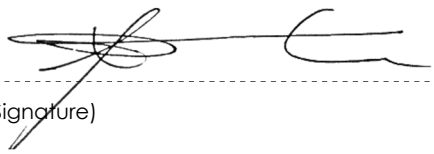
7. Performance Standards & Review

An annual Professional Development Plan is undertaken with the Faculty Leader - Science to determine capacity to meet the demands of the role; identify additional training that may be required and ascertain what level of job satisfaction is being obtained.

APPROVAL

Job Description & Person Specification Approved

Mr Alan Connah



Principal (Print Name) (Signature)

Date:

Acknowledged by Person Selected

(Print Name) (Signature)

Date: