



Nagle College Bairnsdale

Position Description

Position: **Laboratory Technician (Science)**
 Education Support – Category B, Level 3
 Part time

Reports to: **Subject Learning Leader – Science**

Mission

'A Faith Filled Learning Community, Striving for Excellence'

In accordance with the College Mission Statement Nagle College is a dynamic and effective learning community that promotes creative teaching and learning through a challenging and relevant curriculum permeated by Catholic values and the pursuit of academic excellence.

Persons employed at Nagle College are expected to fully support the aims and objectives of a Catholic School and ensure that all aspects of their responsibility are in accord with the mission of the College as part of the Catholic Church.

Job Scope

The Laboratory Technician is an ongoing part time role and works closely with the Subject Learning Leader – Science and the Science staff to ensure the Science curriculum is able to be delivered efficiently and safely at all times throughout the year. In consultation with the Subject Learning Leader and the teaching staff the Science Laboratory Technician will ensure that facilities are maintained and that all preparation for practical class work is completed in a timely manner.

The Laboratory Technician will assist in timetabled classes and where appropriate at other times. Along with Science staff the Science Laboratory Technician will monitor work spaces and environment to identify and then refer any 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 students materials and relevant equipment.

Responsibilities

- Liaise with science teaching staff on their needs for practical work and maintain an efficient system for use and allocation of materials and equipment.
- Advise science teaching staff on technical components of curriculum.
- Assist science teaching staff with demonstrations.
- Assist science teaching staff in instructing students on use/care of equipment during science experiments.
- Advise and assist science teaching staff in safety matters relating to the science laboratory.
- Demonstrate laboratory techniques to science teaching staff/students.

- Assist with the use of computers and learning technologies within the department.

Preparation and Maintenance

- Prepare solutions and media for use in the laboratory.
- Maintain a safe chemical storage/handling/disposal system in accordance with current regulations.
- Maintain Material Data Safety sheets for all Science chemicals.
- Assist with security of science laboratory and equipment.
- Maintain an inventory of equipment.
- Acquire relevant catalogues and price lists.
- Assist with labelling, storage, stocktaking and ordering of equipment and chemicals.
- Prepare glassware/general equipment for laboratory use.
- Service and clean simple laboratory apparatus/equipment.
- Develop maintenance procedures for laboratory equipment

Commitment to Child Safety

- Be familiar with and comply with the schools child safe policy and code of conduct and any other policies or procedures relating to child safety.
- Demonstrate duty of care to students in relation to their physical and mental wellbeing.
- Assist in the provision of a child safe environment for students.

General Duties

- Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures.
- Demonstrate professional and collegiate relationships with colleagues.
- Attend Staff meetings, Mass, and Personal Development days.
- Any other duties as requested by the Principal or Deputy Principal Learning and Teaching.

Organisational Relationships

The Laboratory Technician has a number of key internal and external relationships.

Reports to: Subject Learning Leader - Science

Internal liaisons: Principal, Leadership team, Daily Organiser, Teaching and Education Support Staff

External liaisons: Other Catholic schools within and outside the Diocese, suppliers and service providers

Skills & Competencies

- A sensitivity and understanding of the Catholic ethos as it relates to the Church's mission in education.
- Must hold or be willing to acquire a Working with Children Check and if required must be willing to undergo a National Police Record Check.
- Diploma of Applied Science (or equivalent) or relevant experience / training is highly desirable.
- First Aid Training would be an advantage.
- Understanding of Chemical management and handling.
- An interest in secondary school subjects such as physics, chemistry, biology and life sciences, a natural curiosity, an investigative mind an interest in scientific enquiry combined with patience and the capacity to concentrate and to pay attention to detail.
- Skills to handle confidential information in an appropriate manner.
- Excellent skills with MS Office required.

- Experience with synergetic and SIMON database or similar would be an advantage.
- Strong written and verbal communication skills.
- Excellent time management skills with an ability to prioritise tasks and meet deadlines.
- Demonstrate initiative and problem-solving skills with an ability to improve process and practices.
- Ability to work independently and collaboratively as required.
- A commitment to ongoing professional learning and growth in skills
- Capacity and willingness to be familiar with understand and comply with School policies and procedures.