Rostrevor College

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ESO – Laboratory Technician

Position Information Document

Position Title	Laboratory Technician
ESO Grade	*Grade 3 or 4 depending on qualifications, skills and experience*
ESO Stream	Resources
Employment Type	Permanent
Line Manager	Head of Senior School
Reporting to	Head of Faculty – Science
Key Working Relationships	Laboratory Technician Academic Staff – Science Faculty Teaching and ESO Staff

Rostrevor College is a Catholic College owned and governed by Edmund Rice Education Australia, the local community and Principal are empowered with the responsibility of plotting the future course for the College; a course that best captures the aspirations of local families. In doing so, we use The EREA Charter and the four touchstones of Gospel Spirituality, Justice and Solidarity, Inclusive Community and Liberating Education to shape our planning as a contemporary College that is grounded in the Edmund Rice Tradition.

The Laboratory Technicians will provide a professional service to support the laboratories, classrooms and storage areas for the Science Faculty. They will efficiently and comprehensively coordinate day to day operational activities, including the preparation of tasks for practical activities.

The Laboratory Technician will demonstrate the ability to work within Work Health and Safety and emergency practices, protocols and procedures at all times. They will support and assist in the review of work areas with respect to safety requirements, as well as inspect and audit workspaces and equipment to ensure safety and compliance within the Science Faculty.

Under the direction of the Head of Faculty – Science, and in close collaboration with science teaching and ESO staff, the Laboratory Technician will be an actively contributing member of the Science Faculty and wider staff.

The Laboratory Technician, as part of the Science Faculty, will ensure that all work completed is compliant with legislative, safety and policy requirements.

KEY AREAS OF WORK

The Laboratory Technician will undertake duties including, but not limited to:

Teaching and Learning Support

- Provide support for practical activities and classroom assistance for science, particularly for Senior Years (Years 10 to 12) subjects including Nutrition, Biology, Chemistry, Physics, Agricultural Studies and Scientific Studies.
- Provide support to Middle Years (Years 7 to 9) subjects as required, such as in the absence of, or to support, ESO and teaching staff.
- Prepare equipment and materials, using standard procedures to prepare hazardous solutions, mixtures and compounds for teachers and students to undertake complex practical activities.
- Safely prepare stock solutions for practical activities as required.
- Prepare risk assessments and safe operating procedures for complex tasks performed.
- Advise on chemicals or solutions deemed as dangerous and conditions for their use and storage and ensure Safety Data Sheets are available.
- Recommend alternative experiments and/or substitute substances
- Source materials and equipment for practicals including completion of purchase orders and ensuring approvals, follow up orders and organise payment as required, using college systems, such as Alii, to issue invoices and process payments.
- Undertake purchasing and shopping, online and in store, associated with the science area.
- Order resources, including textbooks, trial exams and study guides for staff and students as required throughout the school year.
- Purchase stock within budget allocations and reconcile credit card purchases appropriately.

Work Health and Safety

Working with the Head of Faculty and Risk and Compliance Manager, assist and support:

- Proper laboratory storage control and handling or disposal of dangerous and toxic substances.
- Ensure scientific equipment is maintained, checked and operational.
- Review and update Standard Operating Procedures (SOP) regularly and as required.
- Maintain chemical storage areas in a tidy, clean and safe manner.
- Dispose appropriately of chemicals and dangerous or toxic substances.
- Undertake regular checks of science areas including classrooms, laboratories, storage areas, and gas, power and eye wash stations. Provide information for Risk and Compliance records.
- Renew relevant specialised regulatory permits, such as high-risk and restricted chemical materials, as required and maintain relevant clearances and records appropriately.
- Review and update chemical register regularly, receiving and noting new chemicals and removing upon disposal.
- In partnership with the Risk and Compliance Manager, prepare for audits and action outcomes accordingly.

General

- Positively participate in College activities, events, required training, professional development and professional reviews.
- Perform any other duties in line with your current classification as required from time to time at the discretion of the Principal (or delegate).

PERSON SPECIFICATION

- Commit to upholding and actively contributing to the Catholic ethos of the college.
- Demonstrated high level of practical laboratory experience.
- Experience working in a school in a comparable role is highly desirable.
- Demonstrated experience in supervising, instructing/training other staff and students. [MR1][LY2]
- Demonstrated comprehensive technical skills and experience working in a laboratory environment including the ability to plan and conduct scientific experiments and instruct [MR3][LY4]others to do the same in a safe and responsible manner.
- A high level of interest and comprehensive knowledge of science and science experiments suitable for a learning environment with students and an excellent understanding of and ability to assist in the development of Standard Operating Procedures (SOPs).
- Demonstrated high level of knowledge, ability and experience to safely and responsibly work in a laboratory environment and correctly maintain and use scientific equipment, chemicals, solutions and other materials.
- Proficient computing skills and knowledge, able to effectively utilise Microsoft Office and maintain online and hardcopy records and produce reports, as required.
- Excellent interpersonal and communication skills, interact professionally and work collaboratively and cooperatively with all members of the school community, contractors, and visitors.
- Ability to take initiative, give and take direction effectively to others as well as take responsibility for own outcomes in relation to areas of responsibility, specified quality and WHS standards.
- Work with little or no guidance and utilise a high degree of initiative, discretion, and capacity to self-manage and be responsible for own outcomes.
- Ability to analyse, diagnose, design, and implement solutions across a broad range of functions within areas of responsibility.
- High level organisational skills demonstrating flexibility, prioritisation of tasks and ability to respond calmly to challenging situations.
- Maintain neat appearance that promotes safety and meets the practical demands of the laboratory environment, including wearing appropriate personal protective clothing as required by the role.

ROLE REQUIREMENTS

- A Diploma of Laboratory Technology (or equivalent) and/or relevant demonstrated knowledge and experience in a comparable role.
- Act in accordance with the CESA Code of Conduct, EREAC Code of Conduct and all other applicable guidelines provided by EREAC and CESA.
- Hold a current acceptable Working with Children Check (WWCC) clearance & screening to work in Catholic Education South Australia. [MR5][LY6]
- Hold current certification in Responding to Risks of Harm, Abuse and Neglect in Education and Care Settings.[MR7][LY8]
- First Aid Qualification as directed by the school.[MR9][LY10]
- As a worker, comply with the SA Work Health & Safety Act 2012 and, while at work, take reasonable care for their own health and safety.
    - Take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons.
    - Comply, in so far as you are reasonably able, with any reasonable instruction given by the employer.
    - Co-operate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers.

This position information document indicates the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks and outcomes.