



Courage in Wisdom | Hope in Love

Job Description

Title:	Science Lab Technician (Secondary School)
Reports to:	Head of Science
EBA/Award:	SCBC Operational Staff Enterprise Agreement 2024
Employment Type:	Full Time / Permanent 3 weeks stand down

Position Summary

This role is primarily a technical position with the responsibility of ensuring that all Science equipment in the Secondary School is functional and fit for the purpose(s) for which it is intended, as well as supporting the Science Teaching Staff with training and a range of practical lessons.

The Lab Technician is expected to provide knowledge and direction that pertains to laboratory safety, resource, and equipment to the Secondary staff as it relates to the Science Department, including the storage and safe handling of Chemicals and Hazardous Materials (HAZMAT) within the Science laboratory.

Job Description

Responsibilities

In general, the Lab Technician's responsibilities include the adherence to and development of relevant policies/procedures around:

1. Assisting teachers in classrooms and laboratory.
2. Maintenance and simple repairs of laboratory equipment and resources.
3. Arranging servicing and repair of College laboratory equipment.
4. Ensuring a safe working and learning environment.
5. Undertaking acquisition, storage and replenishment of supplies and equipment.
6. Maintaining clean laboratory and storerooms.
7. Preparation of laboratory equipment for classroom and school event use.
8. Working in conjunction with the Head of Science with the Science budget preparation & maintenance.
9. Working in conjunction with the Head of Science and the Risk and Compliance Officer to ensure Work Health and Safety (WHS) requirements are met.
10. Ensure all areas of the Secondary College and their staff are properly trained and equipped with safety equipment relevant to the use of chemicals within that department, including appropriate handling and storage.

Duties

The following duties form part of the role:



Assist teachers and staff in classrooms and Laboratories:

- Prioritise workload as directed by the Line Manager.
- Setting up practicals ready for use.
- Prepare materials as required by the science teachers prior to lessons.
- Assist science staff in developing appropriate resources for teaching and learning specifically with the correct use of equipment.
- Assist with the setting up of whole school activities. Activities include:
 - Open Day
 - Science Fairs
- Provide necessary training to other Laboratory Assistants as required by the Line Manager.

Maintenance of machinery, equipment and resources:

- Develop and operate a comprehensive maintenance schedule for all equipment within the laboratory environment.
- Simple repairs of College laboratory equipment.
- Arranging servicing and repair of College laboratory equipment.
- Liaising with all relevant stakeholders in regard to the purchase and installation of laboratory equipment.
- Ensuring all laboratory equipment in the College is ready for use by ensuring it has:
 - All relevant parts together
 - Ensure all equipment is safe and has been correctly tested and tagged as required
 - Ensure a Risk Assessment is conducted on all Laboratory equipment as required
 - Ensure that a procedure document (How To) outlining the safe operation of laboratory equipment has been completed and is posted on the College's Intranet
- Liaising with the Head of Science, Arts and Technologies as to when a stock take is required and doing the stock take on lab equipment and supplies.

Ensuring a safe working and learning environment

- Responsible for the workplace health and safety guidelines, as it pertains to safe chemical handling and storage in the Science Laboratory.
- Update Safety Data Sheets and ensure all safety data sheets are easily available to staff using the chemicals in both physical and digital formats.
- Ensure a chemical register is kept of all chemicals stored with Science Department in accordance with workplace health and safety regulations.
- Ensure the safe storage of chemicals on campus and liaise with Risk and Compliance Officer to ensure appropriate storage is provided and maintained. This includes:
 - Manage flammable materials cabinet in accordance with workplace health and safety regulations.
 - Manage other storage equipment for chemicals in accordance with workplace health and safety regulations.



- Maintain Personal Protection Equipment for Chemical use and ensure staff who use chemicals are aware of how to safely handle chemicals.
- Safely dispose of hazardous materials and equipment.
- Ensure appropriate safety equipment is present and maintained where chemicals are stored and used including but not limited to chemical spill kits and eye wash facilities.

Undertaking acquisition, storage and replenishment of supplies and equipment

- Assist in administrative duties for the Science Department such as:
 - Maintaining purchase and invoice records.
 - Stocktaking, ordering and storage of materials and equipment.
 - Take delivery, checking and storing materials and equipment.
 - Travel in school vehicle to pick up materials and equipment.
 - Maintain the delivery storeroom and storage areas in an orderly state.
- Periodically review implementation of chemical storage and handling to ensure compliance with relevant policies and laws.

Undertaking tasks related to the budgeting of the Science area

Under the direction of the Deputy Head of Secondary Teaching and Learning and working in conjunction with the Head of Science, assist in the organisation of the science budget for the College.

Other duties

- Other Duties as required.
- Attending Science Faculty meetings as required.
- Attending leadership meetings as appropriate.
- Undertake other appropriate duties as directed by Deputy Head of Secondary Teaching and Learning.

Professional Development:

- Undertake relevant professional development activities approved by the Head of Science and/or Deputy Head of Secondary – Teaching and Learning.

Selection Criteria

1. Practical/hands-on experience within a laboratory environment.
2. A service-oriented approach to all areas of responsibilities.
3. Flexibility to learn all areas of the Science Departments.
4. Be willing to learn school systems.
5. Ability to work as part of a team and independently.
6. Certificate IV in Laboratory Techniques or higher
7. Possesses an understanding and knowledge of:
 - WHS Act, Regulations and relevant Codes of Practice in relation to School Laboratory



- The school's safety policies and procedures and may assist with reviews
- Risk Assessment and Hazard Management Requirements for the Science Area
- Chemical Safety in Science
- Biological Safety in Science
- Physics Safety in Science
- Ethical use and care of animals, as well as other relevant licensing requirements
- Safe Chemical Storage and Handling

General Requirements

- To have a personal faith and commitment to the Lord Jesus Christ.
- To be actively part of a Church or Christian community, and model Christian beliefs, behaviour and practices.
- To accept the College's Statement of Faith.
- Build co-operative and supportive relationships with the board, principal, staff, students and parents.
- Work to ensure personal best practice.
- Ensure that decision making is based on fact and is impartial and fair.
- Model the use of appropriate and proper channels of communication.
- Always act in the best interest of the College and its ethos.
- Working With Children Card.
- Contribute to a safe and healthy workplace by:
 - Following OH&S instructions and policies
 - Reporting accidents and hazards
 - Generally caring for own safety and that of others, including volunteers, students, and parents.
 - First Aid certificate is desirable.

Other Matters

Please note that while comprehensive, this job description is not exhaustive. The Head of Science and Deputy Head of Secondary – Teaching and Learning may, in discussion with the Lab Technician, adjust the responsibilities of this role as necessary.

Position Held By:	
Signed:	
Date:	