



KINROSS WOLAROI  
— SCHOOL —

# Science Lab Assistant

Candidate Information Pack

Closing Date: 15 August 2025

August 2025



## About Kinross Wolaroi School

**Kinross Wolaroi School** is a co-educational, independent day & boarding school of the Uniting Church. The School has a proud tradition of educating young people in its regional context and has been doing so for more than 140 years.

With a strong history of excellent academic results along with a diverse co-curricular program, Kinross Wolaroi School is a non-selective school with over 1,000 students (including more than 330 boarders in Years 7 to 12), located in the regional centre of Orange, NSW. We firmly believe that the enjoyment of learning and the wellbeing of our students are paramount. Our students learn to think independently and develop a sense of authenticity that will be valuable in a world that is constantly evolving.

The School has two main campuses. The main campus, called *Wolaroi*, is a picturesque campus of 20 hectares and accommodates the main teaching facilities as well as the boarding facilities for boys boarding. A second campus, called *PLC*, is located approximately five kilometres west of the main campus (on the opposite side of the city of Orange) and houses the girls' boarding facilities, a number of staff residences, a recreation and examination centre, an outdoor swimming pool and playing fields.

All classroom activities (the normal school day activities) for all students enrolled in Pre-K to Year 12 occur on the Wolaroi Campus. The main campus also includes a performance theatre, an auditorium, a sports complex including gymnasium and indoor swimming facilities, a medical centre as well as five playing fields.

For more information on our School, please visit [www.kws.nsw.edu.au](http://www.kws.nsw.edu.au).



## POSITION OBJECTIVES & RESPONSIBILITIES

The role of the Science Laboratory Assistant is to provide support and advice to teaching staff in the area of routine chemical and equipment preparation for Science classes. The Laboratory Assistant ensures the efficient operation of the Science Department by monitoring supplies and equipment, oversight of stock management and repairing equipment.

The Laboratory Assistant contributes to the achievement of desired curriculum outcomes within a safe learning and working environment.

The Science Lab Assistant can expect to liaise with:

- Head of Science Department
- Teachers
- Staff
- Students
- Executive Director, Corporate & Governance
- Director of Human Resources
- Heads of Department

## POSITION DESCRIPTION

Duties related to the position include, but are not limited to the following:

Key Word	Duties
<b>Classroom support</b>	Chemicals and equipment are prepared for Science classes Oversight of the routine work of the laboratory Teaching aids are constructed as required Safety procedures are demonstrated and advised on as required
<b>Laboratory organisation</b>	Laboratory equipment and resources are prepared, stored and maintained in accordance with departmental policy and relevant legislation The collection or purchase of specimens eg. flowers for dissection Routine repairs are carried out and laboratories are maintained
<b>Stock control</b>	Stock management as required to ensure the continued supply of resources including items for consideration in the next year's Science budget
<b>Other duties</b>	Attend to other matters appropriate to the position, consistent with the skills of the incumbent as directed by the Head of Science and Business Manager



## Professional Review

This position description as outlined above is intended as a framework for professional review. The School reserves the right to alter roles and responsibilities requirements as required.

## Reporting

In all matters concerning their employment, all employees are ultimately responsible to the Principal. However, in relation to this role, for practical purposes these functions are delegated to the Executive Director, Corporate & Governance. For day-to-day operational matters the position will be responsive to the directions of the Head of Science Department (the Supervisor).

# SELECTION CRITERIA

## Personal Qualities

- Highly developed interpersonal skills with the ability to develop and maintain constructive working relationships at all levels across diverse groups, including teaching and non-teaching staff.
- High degree of discretion, initiative, and personal organisation.
- Ability to remain calm under pressure.
- Willingness to support the mission and values of KWS.
- Demonstrate a high degree of discretion, initiative and personal organisation.

## Essential Professional Criteria

- Current Driving Licence and Working With Children Check
  - A qualification in a science discipline and /or previous experience in a Science Laboratory
  - First Aid Certificate
  - Effective planning and organisation skills
  - Ability to work independently and as a team member
  - Ability to meet deadlines - capacity to work within time constraints
  - Familiarity with RiskAssess
-



### General Expectations for staff at Kinross Wolaroi School:

- Support for the culture of an Independent Uniting Church School is an essential prerequisite for all employees.
- Willingness to support the School's Mission, Vision and Values.
- Serve as good ambassadors of the School. This includes conducting oneself in accordance with the professional standards of the School, including being well-groomed and professionally attire.
- Take an active interest in the general life of the School – supporting policies, procedures, aims and objectives to facilitate the day-to-day operation of, and promote a high quality of education within, the School.
- Attend staff meetings and training when required.
- Ensure all students and parents are provided with a quality service in a timely, efficient, and friendly manner.
- Maintain professional confidentiality concerning information about staff and/or students and their families.
- Ensure that all documents are prepared and presented in accordance with the School's Style Guide.

### Working with Children Clearance

The *Child Protection (Working with Children) Act 2012* (NSW) applies for anyone working in child related employment. It is expected that a verified Working Children's Check Clearance will be provided before commencement of duty for any role at the School and that the employee will ensure this clearance is maintained and updated as required whilst ever employed at Kinross Wolaroi School.

### Workplace Health & Safety

- Be informed of and comply with WHS legislative and associated requirements (as employer makes information available, employee is to take steps to understand how it applies to self).
  - Observe Kinross Wolaroi School WHS Protocol.
  - Identify WHS information and training needs for self.
  - Be involved in WHS projects according to priorities set by consultative processes and management direction.
  - Comply with WHS initiatives as directed and agreed with management and consultative processes.
  - Comply with safe work procedures as instructed by supervisor or manager.
  - Comply with legal and reasonable instructions from employer representatives.
  - Report all hazards, accidents and incidents to your supervisor and comply with WHS committee recommendations.
-



---

## APPOINTMENT CONDITIONS

Employment will be offered on the basis of a part-time ongoing role working 16 hours per week throughout the School's academic terms.

Employment will be offered subject to a period of probation, defined as six months in accordance with the *Fair Work Act 2009 (Cth)*.

Employment conditions are governed by the *Independent Schools NSW (Professional and Operational Staff) Cooperative Multi-Enterprise Agreement 2025 (CMEA)*, as amended from time to time, or any subsequent industrial instrument that replaces it. The position of Science Lab Assistant is classified at the Classroom Support Services Level 3 of the MEA. In 2025 the annual salary for School Assistant Level 3 is \$80,609 for a full time fraction. Subsequently, the annual salary for this role at 0.42 FTE is \$28,138 plus Superannuation at the SGC rate.

Comprehensive terms and conditions of appointment will be the subject of a separate employment agreement.

### Right to Work in Australia

Kinross Wolaroi School is not in a position to sponsor entry into Australia. In applying for an Australian based position, you will be expected to already have a valid Australian work permit (permanent residency or applicable work visa). Information on Australian visas and working entitlements are available from the Department of Immigration.



## APPLICATION

To make a confidential enquiry about the position, please contact the Humans Resources Department on [recruitment@kws.nsw.edu.au](mailto:recruitment@kws.nsw.edu.au).

To apply for this exciting role, please submit the following to [recruitment@kws.nsw.edu.au](mailto:recruitment@kws.nsw.edu.au):

- **A cover letter** outlining your overall suitability for the position, including insights into who you are and what you have achieved during your career. Please ensure your cover letter addresses the Essential Knowledge, Skills and Attributes as well as the Essential Professional Criteria.
- **A Curriculum Vitae (CV)** clearly outlining your qualifications (including the institution and the date completed), career history, WWC accreditation, and current contact details.

Please include at least two referees at the end of your CV with their name, current position and contact details.

**Referees will not be contacted without your prior agreement.**

Or addressed to

Human Resources  
Kinross Wolaroi School  
Locked bag 4  
Orange NSW 2800

*Preferred applicants will be screened in accordance with Child Protection legislation.*

---