



Laboratory Technician Position Description

Laboratory Technician	
AWARD: Victorian Catholic Education Multi-Enterprise Agreement	CLASSIFICATION Education Support Category B Level 2
TERMS OF EMPLOYMENT: Ongoing 0.4 Part-Time 8.30am – 4.36pm	ANNUAL LEAVE 7 weeks annual leave (1 week of each term holiday, 4 weeks at Christmas)
REQUIREMENTS: Working with children check	SUPERVISOR Science Learning Leader Business Manager

CATHOLIC IDENTITY

- Actively live and promote the College Mission.
- To promote and maintain Gospel values and the Catholic tradition among all sectors of the College, including students, staff and parents.
- Ensure and facilitate a Catholic inspired ethos within the school community.

POSITION OBJECTIVE:

Laboratory Technicians provide support to the Science Learning Area in the preparation and assistance of classroom practical classes as well as the maintenance of lab tools and equipment, data recording and OHS requirements.



Laboratory Technician Position Description

Core Duties	<ul style="list-style-type: none"> • Assemble equipment and materials for practical work and demonstrates as required by science teachers. • Assist in practical classes and perform demonstrations as requested. • Provide support to science teachers who are unfamiliar with particular items of equipment or practical exercises. • Induct new staff in relation to triggering and resetting emergency cut-offs, safety and clean-up procedures, equipment storage in the laboratories and booking procedures • Research, trial and write procedures for student practical activities • When requested, trial practical exercises or demonstrations for workability within the classroom • In consultation with the Science Learning Leader, set up and maintain the laboratory facilities/resources • Dispose of used chemicals and specimen in accordance with current regulations • In consultation with Science Learning Area Leader, order supplies of equipment and maintain stores as suitable level • Maintain and update the chemical register and MSDSs and order all supplies of chemicals as required • Maintain the chemical storeroom with zones, labelling and signage in accordance with current work safety regulations • Maintain, write and update risk assessments for practical activities that use hazardous substances and/or dangerous goods • Maintenance of class sets and consumable equipment and materials • Determine and undertake specialist cleaning procedures • Monitor new developments in procedures and technologies to support the Science Learning Area Leader
General / Other Duties	<ul style="list-style-type: none"> • Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety. • Assist in the provision of a child-safe environment for students. • Commit to ongoing professional development activities. • Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures. • Maintain currency of first aid, mandatory reporting, asthma and anaphylaxis training. • Attend all relevant school meetings and other applicable events, as required. • Demonstrate professional and collegiate relationships with colleagues. • Perform other duties as directed by the Science Learning Leader and Business Manager



Laboratory Technician Position Description

Qualifications and Requirements

- Qualifications or relevant experience in laboratories
- First Aid Certificate HLTF301B – Apply First Aid
- Current Working With Children Check and National Criminal History Check

Skills & Attributes

- Ability to work as part of a team
- High level verbal and written communication skills, including ability to communicate with children, parents and the school community
- Demonstrated knowledge and experience across all areas of science
- Excellent organizational and time management skills with a proven ability to work to deadlines
- Knowledge and experience of chemical handling and relevant OHS regulations
- Ability and willingness to accept policy directives

Occupational Health and Safety

All employees have the responsibility to:

- Be responsible for their own health and safety and for the health and safety of anyone else who may be affected by their acts or omissions at the workplace.
- Adhere to safe work procedures, instructions and rules.
- Cooperate with the employer with respect to any action taken by the employer to comply with any requirement imposed by or under the Act.
- Not willfully or recklessly interfere or misuse anything provided in the interests of health and safety or the welfare of others.
- Not willfully place at risk the health and safety of any other person in the workforce.
- Report any injury or hazard to the Principal immediately

Commitment to Child Safety	<p>FCJ College is committed to creating and maintaining a child safe environment in which students feel safe and are safe. It is a condition of employment that the incumbent be a person suitable to work with children.</p> <p>FCJ College has a Child Safety Code of Conduct and as a staff member of the College, the incumbent is subject to and expected to comply with the Child Safety Code of Conduct as amended or varied from time to time.</p>
-----------------------------------	--

Signed:

(Employee)

Date: