



Role Description

Science Laboratory Technician

| CLASSIFICATION: | TIME ALLOCATION: | REPORTS TO: |
|--|-------------------------------|---|
| Education Support Officer Category C, Level 2 Fixed term for 2025 school year | 4 days per week, (0.8 FTE) | Science Laboratory Manager Curriculum Leader Science |
| DIRECT REPORTS: | Nil | |
| APPOINTMENT TERMS: | | |
| Employment is in accordance with terms and conditions of Catholic Education Multi-Enterprise Agreement 2022: Diocese of Ballarat, Diocese of Sandhurst, Archdiocese of Melbourne and Lavalla Catholic College, Traralgon (CEMEA 2022). Remuneration in accordance with CEMEA 2022 | | |



POSITION PURPOSE

The Science Laboratory Technician is accountable for delivering a high level of scientific expertise to support and enhance student learning outcomes. The Laboratory Technician assists teachers to plan and develop practical exercises congruent with student learning goals. The role provides technical assistance and expertise to teachers regarding laboratory processes, health and safety requirements and resource management in the delivery of science programs.

The Laboratory Technician is responsible to the Science Laboratory Manager and the Curriculum Leader Science but works with a degree of autonomy under direction and instruction. The Laboratory Technician exercises judgement and discretion in delivering a range of scientific services that may have a degree of complexity.

The accountabilities within the role are as follows but not limited to



Outcomes

Work with the Science Laboratory Manager to

- ▶ Research a range of specific processes and applications to support curriculum requirements for students.
- ▶ Provide technical support to teachers.

- ▶ Design, trial and demonstrate experiments for lesson use in collaboration with teaching staff and develop appropriate learning activities for students.
- ▶ Assist in preparation of teacher risk assessment for laboratory activities and procedures.
- ▶ Ensure allocation of laboratories and availability of supplies of equipment and resources to meet the science program.
- ▶ Prepare teaching aids/resources.
- ▶ Demonstrate practical activities and skills to students and teachers, including operating specialist scientific equipment when necessary.
- ▶ Advise and assist teachers and students in safety matters relating to science laboratories and processes.
- ▶ Assist with student instruction when necessary.
- ▶ Resolve or provide support to resolve technical problems generated during lessons.
- ▶ Preparation in advance of chemical, electronic and other materials for class or individual student experimentation.
- ▶ Supervise the issue and return of chemicals, materials and equipment used in the classroom by teachers and students.
- ▶ Dispose of chemicals and equipment in accordance with State and Commonwealth legislation.



Laboratory Operations

- ▶ Maintain laboratories in clean and safe manner
- ▶ Coordinate security of science laboratory, materials and equipment.
- ▶ Coordinate labelling, storage, stocktaking and ordering of chemicals, equipment and consumables.
- ▶ Implement and maintain safe storage/handling/disposal systems for chemicals and other toxic or biologically hazardous substances in accordance with current regulations.
- ▶ Assist with laboratory safety audits.
- ▶ Maintain and repair equipment and apparatus if possible.



Administration

- ▶ Meet with the Curriculum Leader Science and the Science Lab Team on a regular basis.
- ▶ Maintain chemical and scientific equipment registers and databases.
- ▶ Set up displays and experiments to promote the school science program at events such as Primary School Experience Days.
- ▶ Control the storage, safe handling and usage of chemicals and associated materials within the framework of science education.
- ▶ Order various materials as required, including making necessary arrangements for despatch, collection and payment of the same.
- ▶ Maintain of records and inventories of chemicals and equipment
- ▶ Maintain and update the chemical register, O H&S records, risk assessments and incident records.
- ▶ Maintain Safety Data Sheets (SDS) in hard copy and digital form
- ▶ Other duties as directed by the Laboratory Manager, the Science Curriculum Leader and the Principal.



Resources and Organisation

- ▶ Plan and organise workflow to provide chemicals and equipment as required for Science classes.
- ▶ Conduct Lab safety check every 6 months
- ▶ Use school property resources and technology in a proper and safe manner in accordance with appropriate standards, policies and procedures.
- ▶ Consider the environment and minimise waste. Liaise with other departments including the IT department and the property team to ensure safe and effective use of laboratories and resources
- ▶ Provide information to the other members of staff regarding safe handling of chemicals, safety when doing different activities and disposal of waste chemicals
- ▶ Liaising with science staff regarding science resources
- ▶ Liaising effectively with staff and students.

Safety and Compliance

- ▶ Exercise responsibility required in accordance with Work, Health and Safety WorkSafe Victoria legislation
- ▶ Taking reasonable care of your own health and safety and that of other people who may be affected by your acts or omissions in the workplace;
- ▶ Contribute to safe systems of work; and
- ▶ Promote a culture of safety in the workplace.

Maintenance of Equipment and Resources

- ▶ Storing chemicals and disposing of waste chemicals according to guidelines provided by Department of Education, WorkSafe Victoria, SafeWork Australia and MACS
- ▶ Ordering supplies for the Science department
- ▶ Maintaining laboratory equipment and repairing where possible
- ▶ Completing annual stocktake of chemicals
- ▶ Cleaning glassware and other laboratory equipment
- ▶ Restocking lab equipment shelves and reagent solutions
- ▶ Overseeing cleanliness of laboratories.

Team Memberships and Relationships

- ▶ Team Memberships
 - Science Faculty
 - Education Support Officers
- ▶ Relationships Internal
 - Curriculum Leader Science
 - Director of Learning and Teaching
 - Director of Marketing, Communication and Events
 - Business Manager | IT | Property
 - Director of People and Culture
- ▶ Relationships External
 - Broader school community
 - Suppliers

Position requirements

Knowledge and Skills

- ▶ Laboratory experience in a secondary context.
- ▶ Well-developed analytical skills.
- ▶ Excellent time management, planning and organisational skills with capability to multi task across simultaneous priorities.
- ▶ Excellent written and verbal communication skills.
- ▶ Meticulous attention to detail.
- ▶ Proven ability to operate effectively both independently with a high degree of initiative and as part of a small team being willing to share knowledge and to be flexible.



Qualifications and Experience

- ▶ Diploma of Laboratory Technology *or equivalent*
- ▶ Laboratory experience in a secondary context



General requirements for non- teaching staff

- ▶ Current Employee Working With Children Check or ability to attain.
- ▶ National Police Check current to within two (2) years or ability to attain.
- ▶ Understanding of and commitment to legal and moral obligations relating to child safety.
- ▶ Anaphylaxis training – 22300VIC accreditation OR to have successfully completed the ASCIA e-training for Victorian Schools with verification of practical application completed within 30 days, to be fully compliant.
- ▶ Completion of DET mandatory reporting e-learning module (non-government schools).
- ▶ Commitment to personal professional growth.



School wide accountabilities for all staff

- ▶ Proactively demonstrate Avila College values of inspiration, relationships, achievement, faith and community in daily work and interactions with students and colleagues.
- ▶ Appreciate and encourage differences, valuing people for their skills, competencies, and contribution to Avila College's continuing success.
- ▶ Demonstrate duty of care to students in relation to their physical and mental wellbeing.
- ▶ Contribute to a healthy and safe work environment for self and others and comply with all safe work policies and procedures.
- ▶ Maintain excellent communication and relationships with students and other staff.
- ▶ Attend all relevant school meetings and College events including assemblies, Mass, community and faith days as well as professional learning opportunities.
- ▶ Participate in duty supervision as rostered and other supervision duties when required.
- ▶ Understand and comply with the standards of professional practice as articulated by the Victorian Institute of Teaching (VIT), Australian Institute of Teaching and School Leadership (AITSL) and the Catholic Education Commission of Victoria (CECV).
- ▶ Demonstrate and ensure compliance with VIT Registration Requirements; Code of Conduct and Ethics and Avila College's policies and procedures including the College's Child Safety Code of Conduct and Child Safety Policy.
- ▶ Adhere to the College's professional dress code.



- For further information regarding this position, please contact People and Culture 9831 9636
hr@avilacollege.vic.edu.au



MISSION STATEMENT

We offer Avila girls the best Catholic education and inspire successful futures.

We give our students options and opportunities to explore and understand what a great future looks like and what it takes to get there.

We teach, guide and support our girls to achieve that vision for themselves.

We challenge them to always strive to be their best...both today while they're students and tomorrow, long after they have left the college.

VISION STATEMENT

We inspire our girls today to become successful women tomorrow.

CHILD SAFETY COMMITMENT

Avila College has a zero-tolerance policy for child abuse and is committed to promoting child safety, children's wellbeing and protecting children from abuse. Ministerial Order 1359 requires Avila College to implement child safety standards and to accommodate and take the needs of all children (including but not limited to: Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, children with disabilities and children who are vulnerable) into account when creating a child safe environment.