



POSITION DESCRIPTION: Laboratory Technician

Purpose Statement

To faithfully serve and support all students, parents and staff of the Christian College community. This is to be achieved through the positive use of skills and talents to achieve the outcomes required and expected by the Christian College community. This act of service, is a reflection of the servant nature of Jesus as it is observed in his compassion and care of all people.

Expectations of Duties in Preparation Room Functions

- prepare solutions, stains and media for use in the laboratory
- maintain a safe chemical storage/handling/disposal system in accordance with current regulations
- assist with security of science laboratory and equipment
- maintain an inventory of equipment
- acquire relevant catalogues and price lists
- assist with labelling, storage, stocktaking and ordering of equipment and chemicals
- manufacture simple glassware/general equipment for laboratory use
- service and clean simple laboratory apparatus/equipment
- develop maintenance procedures for laboratory equipment
- attend appropriate professional development

Expectations of Duties for support of Science Teachers

- liaise with science teaching staff on their needs for practical work and maintain an efficient system for use and allocation of materials and equipment, setting a priority system where necessary
- advise science teaching staff on technical components of curriculum
- assist science teaching staff with demonstrations
- assist teaching staff in instructing students on use/care of equipment during laboratory experiments
- advise and assist science teaching staff in safety matters relating to the science laboratory
- prepare safety assessments in relation to preparation tasks
- demonstrate laboratory techniques to science teaching staff and students
- assist with the use of computers and learning technologies within the department

Behaviours

The behaviours required of you whenever you are on duty representing Christian College whether on or off campus can be summarised as *“treating others as you would like them to treat you”*.

Examples of this behavioural philosophy include, but are not limited to:

- act with integrity at all time
- be open and honest in all communication – students, staff and parents
- respond promptly to communications
- show respect to all students, staff and parents
- embrace change
- act with professionalism ensuring that personal goals are in line with the College vision and strategies
- have a good working knowledge of all the policies and procedures
- be a self-starter, show initiative
- strive for excellence, take pride in what you do
- be accountable and responsible
- be punctual
- offer ideas for improvement
- offer and receive feedback
- be active in managing hazards and risks associated in performing daily tasks

Responsibility

Responsibilities include: general direction by Senior Laboratory Technician required. There is continual opportunity to have some impact on the Organization’s services.

Organizational Relationships

- reports to Director of Science
- reports to College Laboratories Supervisor

General Conditions of Employment

This position is employed under the conditions detailed in the Educational Services (Schools) General Staff Award 2010/Curriculum Resources Services. A copy of this Award is available on the Fairwork Australia Website. The position is 0.5 EFT.

Please Note:

Christian College Geelong is an organization committed to child safety. We have a zero tolerance approach to child abuse. Our robust human resources, recruitment practices and vetting processes are strictly adhered to during the application and interviewing process. Applicants should be aware that we carry out all the ‘Working with Children’, ‘Police Records’ and ‘Reference’ checks we consider necessary to ensure that we are recruiting and employing people of the finest character.