



Bacchus Marsh
Grammar

Position Description

Science Laboratory Technician



Bacchus Marsh Grammar
South Maddingley Road, Victoria
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POSITION DESCRIPTION

POSITION: Science Laboratory Technician

ORGANISATIONAL UNIT: Science Department

POSITION STATUS: Casual

CLASSIFICATION: Assistant Level

POSITION OVERVIEW:

The Science Laboratory Technician is responsible for assisting with the efficient operation of the science laboratories at Bacchus Marsh Grammar. This includes the preparation of materials for practical science classes, provision of classroom support services in practical science classes and maintaining an effective storage system for all stock. The Science Laboratory Technician is expected to support the School's vision and wider program in all dealings with students, staff, parents and the local community.

KEY DUTIES & TASKS

1. General Duties

- In consultation with Science staff, work to review, evaluate and modify the organisation and record keeping of chemicals, laboratories and equipment and resources.
- Work in collaboration with Science staff to review, evaluate and modify the Science laboratory areas including books, preparation and delivery of practical exercises and utility management.
- Under the direction of the Learning Area Coordinator: Science to assist and advise in the following areas:
 - Delivery of the best possible Science curriculum.
 - Identification of improvements to inefficient and ineffective processes in the Science domain.
 - Safe use of equipment and chemicals including disposal of hazardous or toxic substances in accordance with legislative requirements.
 - Filing of information on the Intranet.
 - Demonstration of science equipment, techniques, experiments, procedures and safety to teaching staff as required.
 - Assist with designated science projects and liaise with outside providers keeping the Learning Area Coordinator: Science informed of progress.
 - Ensure an inventory of all equipment and stock is maintained and updated annually.
 - Dispose of chemical, physical and biological laboratory materials as required.
 - Maintenance of equipment used by the science faculty.
- Provide support to staff and students including:
 - Assisting in developing practical activities and demonstrations as required, including preparation of materials required for classes.
 - Preparation of solutions, biological media, etc for general use.
 - Assist staff in the classroom as required under the guidance of the teacher.
 - Setting out/ reorganisation, assisting with cleaning of equipment and materials, and clearing of classroom demonstrations and activities.
 - Ordering of chemicals and equipment as required.
 - Assist teaching staff to develop and document risk assessments where required, for practical lesson procedures.
- In collaboration with the Learning Area Coordinator: Science, ensure compliance with Dangerous Goods Act and the Occupational Health and Safety Act including:
 - Maintenance of Dangerous Goods Register
 - Maintenance of Hazardous Substances Register

- Maintenance of Material Safety Data Sheets and Training Manual
- Updating and development of Risk Assessments.
- Ensure policies and procedures and all legislative guidelines are complied with in relation to the use and storage of all substances and chemicals.
- Ensure that all work undertaken is in compliance with Occupational Health and Safety Regulations.

2. Managing Self & Professional Skills

- Adhere to and comply with Child Safe Standards regulations and Child Safe Code of Conduct.
- Manage own behaviour in accordance with the Staff Code of Conduct.
- Adhere to and cooperate with all OHS policies and procedures and relevant legislation.
- Comply with legal, regulatory, ethical, environmental and social responsibilities and requirements.
- Manage own development and professional learning relative to this position.

3. Working with People

- Contribute as a proactive and effective member of a vibrant professional services team, whose activities integrate and promote the organisation's values.
- Participate in meetings in an active and constructive manner.

4. Other duties

- The incumbent can expect to be allocated duties, not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from persons occupying positions at this classification.

ORGANISATIONAL RELATIONSHIPS

- **Reporting directly to:** Senior Laboratory Technician. This position has a secondary reporting line to the Head of Science and Senior Deputy Principal.
- **Direct reports to this position:** n/a
- **Internal Relationships:** Students and staff
- **External Relationships:** Licencing bodies, suppliers, other schools.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

The Science Laboratory Technician is responsible to the Learning Area Coordinator: Science for the day to day operations of the Science laboratories. The Science laboratory works in partnership with the teaching staff to deliver effective learning to our students. The incumbent supports the Science faculty across a wide range of technical and other tasks.

The Science Laboratory Technician must communicate effectively and relate easily to both students and staff. The incumbent must accept responsibility readily, take initiative, have well-developed organisational skills and demonstrate a capacity not only to accept direction, but to also work independently.

The scope to exercise independent judgement will be limited by the need to apply established procedures and guidelines even though, at times, these procedures will be complex.

The Science Laboratory Technician informs the Learning Area Coordinator: Science of any major problems and/ or potential issues that may arise in course of the day.



KEY SELECTION CRITERIA

Qualifications/Licences

- Post-secondary qualifications in Science or related discipline.
- Working with Children Check (employment).
- First Aid Certificate.
- Current Victorian driver's licence.

Demonstrated Experience and Skills

- Technical and practical laboratory skills, preferably with experience working in a science laboratory within a school or tertiary setting.
- A sound knowledge of scientific procedures and laboratory practices suited to the school environment.
- Demonstration of appropriate implementation of risk assessments pertaining to Science Practical classes.
- Excellent knowledge of materials used in science curriculum.
- Ability to evaluate current practises and liaise effectively with other staff in terms of developing and implementing more efficient and productive processes.
- Demonstrated initiative and ability to be flexible and adaptable and to work as part of a team.
- High level interpersonal skills, including the ability to communicate effectively, both orally and in writing.
- High level organisational skills and administrative skills, with the ability to prioritise own workload.
- Meticulous attention to detail, accuracy and record keeping skills.
- Experience in technology within an educational and scientific environment would be an advantage.
- Understanding and commitment to Bacchus Marsh Grammar's philosophy and ethos of education.

AUTHORISATION

Approved: _____

Date: _____

Andrew Neal
Principal

I have read and agree to abide by the requirements of this position description.

Print Name: _____

Signed: _____ Date: _____