



POSITION DETAILS:

Position Title:	Science Laboratory Assistant
Group:	Science Department
Supervisor:	Science Laboratory Supervisor
Classification:	Level 3
Date of Last Review:	July 2019

PRIMARY ROLE/PURPOSE:

The Science Laboratory Assistant is responsible to provide support to the School's Science Department.

This level requires employees who have had sufficient experience and/or training to enable them to carry out their assigned duties under limited supervision, using established procedures, practices and instruction from the Science Laboratory Supervisor.

Problems are solved by reference to established practices and procedures, and the application of initiative or judgement in applying them or by reference to the Science Laboratory Supervisor.

The position is responsible to the Science Laboratory Supervisor and relevant supervisors for the day to day performance of duties. Employees at this level are responsible and accountable for their own work.

Officers may be required to check the work or provide guidance to volunteers or Tutors and provide assistance to less experienced employees.

KEY ACCOUNTABILITIES:

Laboratory Procedures

- Prepare biological specimens, chemicals, and equipment, for the conduct of Science classes, and field excursions;
- Prepare solutions from bulk supplies;
- Prepare acids and chemical dilutions from concentrated stock;
- Prepare scientific experiments and documentation apparatus for the Science Teachers;
- Procure, and set up laboratory equipment, instruments and materials used in experiments in the laboratory or in the field;
- Make simple items of equipment for use within the Science Department when required;
- Routinely monitor performance of and carry out minor repairs to science equipment;

Laboratory Procedures (continued)

- Handle and prepare biological materials in a safe manner;
- Maintain biological specimens;
- Maintain geological specimens;
- Set up Science displays and posters for Open Days.

Labelling and Disposal

- Label chemicals using information from ChemWatch and MSDS in accordance with government regulations;
- Dispose of chemical residues and biological wastes according to current government regulations and MSDS.

Science Laboratories

- On a daily basis, maintain the necessary materials and equipment to ensure adequate availability, including the use of the "RiskAssess" online application;
- Maintain the preparation and teaching laboratories, and associated areas in a clean, safe and orderly manner;
- Check laboratory equipment, maintain in safe working order, and repair where possible;
- Care for animals and plants within the science department;
- Maintain aquariums daily;
- Clean laboratory glassware and equipment and store appropriately;
- Clean up after class activities;
- Defrost science fridges and freezer compartments and maintain their contents.

Students and Staff

- Support and assist Science Teachers during practical classroom activities;
- Assist students with science experiments;
- Liaise with students sent to the preparation areas to collect materials and equipment for practical work;
- Assist students to set-up equipment required for laboratory and field practical sessions;
- Administer First Aid if injury occurs and facilitate prompt access to relevant information in MSDS for chemical injuries;
- Set up and provide assistance to Science Teachers, including the occasional request from Junior School and during Science transition days.

Administration

- Perform general administrative duties within the Science Department;
- Attend to basic record maintenance within the Science Department;
- Count and record science stock.

Other

- Additional duties as allocated by the Curriculum Leader (Science).
- Additional duties as directed by the Headmaster.

KEY SELECTION CRITERIA:

Qualifications

- No formal qualifications are required for the position.
- Formal qualifications and/or experience in a laboratory would be an advantage.

Essential

- Experience with and knowledge of standard Laboratory procedures, use of equipment, tools etc.;
- A general knowledge of Science and Scientific Maths;
- Knowledge of chemicals, including use, preparation, labelling, handling, disposal and safety;
- Ability to exercise sound judgement;
- Drivers licence;
- Current First Aid;
- A high level of organisational and interpersonal skills;
- A high level of communication, written and verbal skills;
- Ability to find solutions through creative thinking and collaboration;
- ICT proficiency;
- A service ethic;
- Ability to work to deadlines;
- Ability to work effectively with minimal explicit direction and supervision;
- A willingness to be a member of a team and to work collegially with other staff members;
- High level of professional standards and conduct;
- Experience working in a School setting would be an advantage;
- Willing support for the Anglican Ethos of the School;
- Possession of, or the ability to acquire, a current blue card (Working with Children Check by Blue Card Services);
- Agree to undergo a Criminal History/Police Check conducted by the School;
- **Must be an Australian resident and eligible to work in Australia.**

Desirable

- Knowledge of plants, animals and geological specimens, and their identification and classification;
- Knowledge and use of electronics and physics equipment;
- Laboratory techniques and experimental procedures;
- Knowledge of School Curriculum;
- Experience in using Chemwatch would be an advantage;
- Experience in using the "Risk Assess" online application would be an advantage.

Criminal History Checks

- The School will conduct a Criminal History/Police Check on the successful applicant;
- The offer of this position is subject to the successful outcome of the Police Check and the Working with Children Check application;
- Should the Police Check or the Working with Children Check application reveal a negative outcome, the offer of this position will be immediately withdrawn.

AUTHORISATION:

I hereby agree that this Position Description accurately reflects work requirements.

Headmaster

Paul Browning

Name

Signature

Date

**Science
Laboratory
Assistant**

Name

Signature

Date

ATTACHMENT – ST PAUL’S SCHOOL

ETHOS STATEMENT

The School’s Purpose is “to prepare resilient, global citizens, who are innovative thinkers, with a heart for servant leadership.”

The School’s Vision is “Leading in educational thinking and practice.”

The School’s Values are:

By **Faith** and by **Learning** we strive to grow in **Community** with God and each other, valuing each person and celebrating individual excellence.

We value Faith believing where:

- Each person is a unique creation of a loving, redeeming God and able to be empowered and sustained by the Holy Spirit through the teaching and life of Jesus Christ.
- Each person can have a relationship with God, through Jesus Christ, demonstrated by modeling one’s life on Christ, serving others and participating in the traditions and practice of the Anglican Church.

We value Learning where:

- Students are encouraged and supported as they strive to reach their intellectual, creative, physical, social, moral, emotional and spiritual potential in a balanced and disciplined way.
- Students fully explore a range of topics, themes and concepts which have relevance, real-world application and a focus towards the future.
- A variety of student dispositions to learning are fostered through our Realms of Thinking Framework which are embedded from PP-12 across all Learning Areas.

We value Community where:

- Students, staff and families support the aims, purpose and mission of the School and serve one another using their God-given gifts.
- Students, staff and families grow together in faith and learning, promoting love, justice and mercy - at home, at School and in the wider world.
- Students remain connected to the St Paul’s community when they graduate, through a vibrant Past Students’ Association.

SCHOOL EXPECTATIONS

All employees are bound by the requirements of the School's policies and procedures as they apply from time to time, and are expected to act with integrity, and in a way that demonstrates a proper concern for the public interest expressed with a framework of a Christian educational organisation.

As such, employees at St Paul's School are expected to embrace the following statements.

As well as comply with all federal and State legislation as they apply from time to time as well as any relevant Canon Laws or Diocesan policies.

Much of the information gleaned by employees during the course of their duties is confidential and should be treated as such. Employees shall not use confidential information to gain advantage for themselves, their related persons or for any other person or body, in ways which are inconsistent with their obligation to act impartially. Nor should such information be used improperly and cause harm or detriment to any person, body, or the School.

Proof of qualifications as well as a disclosure on any matter which may affect your employment in this position will also be required prior to commencement.

LEADERSHIP EXPECTATIONS

"If a leader's actions are driven by service and dedication to a cause or a relationship then they are a servant leader."

Leadership at St Paul's is based on the philosophy of individual and School "wholeness", collaboration, teamwork and transparent decision-making. The model of leadership reflects the values central to St Paul's School, that of Faith, Learning and Community.

Leadership Principles underpinning the Leadership at St Paul's:

- St Paul's School leadership structure is **student-centred** and reflects our agreed values of Faith, Community and Learning.
- The leadership structure is **learning-centred** for both students and staff, providing opportunities for open and transparent communication and decision-making.
- Collaborative leadership based on teams enabling of ideas to be brought forward by anyone through a variety of formal and informal routes (everyone's voice deserves to be heard).
- Education of the whole person in which the intellectual, spiritual, emotional and physical development are all-important and integrated.
- The importance of creating an environment which encourages high academic achievements at senior levels by ensuring appropriate methodologies and subject content.
- The concept of St Paul's School as a single whole School, made up of three Sub-Schools each with some degree of autonomy whilst sharing many common elements.