



# Mary MacKillop Catholic Regional College

## Laboratory Technician

**Hours of Work:** FTE 1.0, 38 hrs per week, Monday- Friday 8:30am to 4:36pm, (with 30 minutes for lunch break)

**Leave:** Cat B: all school holidays leave

**Level:** Level 2, subdivision will be determined upon successful applicant's previous experience.

Mary MacKillop Catholic Regional College is an innovative and contemporary learning community which has exceptional facilities, offers a vibrant curriculum and well-established wellbeing initiatives. Our community invites passionate engagement in lifelong and authentic learning. We acknowledge diversity of potential and are responsive to individual needs. Every member of our community is supported in the pursuit of excellence.

### Child Safety

Mary MacKillop Catholic Regional College is committed to the safety and wellbeing of our students. The College has zero tolerance for child abuse and is committed to the protection of all children from all forms of child abuse.

Responsibilities	The main responsibilities of the position are;
	<p data-bbox="469 994 959 1028"><u>Management of College Laboratories</u></p> <ul data-bbox="469 1032 1378 1473" style="list-style-type: none"> <li data-bbox="469 1032 1378 1128">• In consultation with the Learning and Teaching Leader – Science, ensure that effective management systems are in place in the science laboratories in the College.</li> <li data-bbox="469 1133 1378 1196">• Create and maintain a register of all science equipment including an annual stocktake.</li> <li data-bbox="469 1200 1378 1263">• Oversee the process for the risk assessment processes (safety data sheets) for the all science practical classes.</li> <li data-bbox="469 1267 1378 1368">• Liaise with the Learning Leader – Science regarding equipment purchases and the repair and renovation of laboratory facilities as opportunities and needs arise.</li> <li data-bbox="469 1373 1378 1473">• Liaise with the Leader – Science on a regular basis regarding curriculum development and implications for practical classes and equipment requirements.</li> </ul> <p data-bbox="469 1509 1023 1543"><u>Storage and Repair of Science Equipment</u></p> <ul data-bbox="469 1547 1378 1753" style="list-style-type: none"> <li data-bbox="469 1547 1378 1610">• Ensure orderly and secure storage is maintained in all laboratory and preparation areas.</li> <li data-bbox="469 1615 1378 1648">• Ensure all equipment and apparatus are in good working order.</li> <li data-bbox="469 1653 1378 1715">• Ensure the cleanliness of equipment and glassware too difficult or dangerous for students to clean.</li> <li data-bbox="469 1720 1378 1753">• Carry out simple repairs of equipment and glassware as required.</li> </ul> <p data-bbox="469 1789 1238 1823"><u>Storage and Disposal of Chemicals and Chemical Residue</u></p> <ul data-bbox="469 1827 1378 2024" style="list-style-type: none"> <li data-bbox="469 1827 1378 1928">• Maintain knowledge and awareness of chemical hazards and of legal storage and disposal regulations and actively promote and implement compliance.</li> <li data-bbox="469 1933 1378 1966">• Maintain a safe storage system for chemicals.</li> <li data-bbox="469 1971 1378 2024">• Be responsible for the safe disposal of chemical residues and other waste materials.</li> </ul>

- Ensure that science staff and students are aware of safety hazards and responsibilities.
- Maintaining the MSD's folders for the chemicals in the science laboratories

#### Care of Living Materials

- Ensure the care of plants and animals (feeding and housing) kept for experiments.
- Maintain knowledge of regulations relevant to the keeping, collecting and safe handling of plants and animals and actively promote and implement compliance.
- Be responsible for the safe disposal of biological material in accordance with regulations.

#### Assistance in Practical Classes

- Construct and design experiments in consultation with teaching staff.
- Prepare materials, specimens, apparatus and solutions required for class practical work and teacher demonstration.
- Trial new experiments as required to ensure they work satisfactorily.
- Attend excursions as required.
- Support staff by periodically supervising or carrying out agreed practical tasks with students.
- Assist with the storage systems and display of student projects.

#### Stock Control

- Monitor stock, order supplies and check deliveries.
- Maintain relevant stock records relating to equipment, materials and chemicals.

#### **Occupational Health and Safety**

There is responsibility, incumbent on all staff, to ensure that the regulations associated with Occupational Health and Safety are adhered to.

Staff are advised that they are to:

Take reasonable care of their own safety and health and safety of others affected by their acts or omissions;

- Report hazards, accidents or incidents (near misses) in accordance with agreed college procedures;
- Follow established safe working 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 wilfully or recklessly interfere or misuse anything provided in the interests of health and safety or the welfare of others;
- Not wilfully place at risk the health and safety of any other person in the workforce.

#### **Other Duties**

- Attend training and professional learning programs to maintain skillset for this role;
- Be familiar with the College's First Aid and Emergency procedures;

	<ul style="list-style-type: none"> <li>• Participate in annual performance reviews.</li> <li>• The Laboratory Technician will be expected to carry out other duties from time to time that are broadly consistent with this position description or as directed by the College leadership team.</li> </ul>
<b>Competencies required</b>	<ul style="list-style-type: none"> <li>• High level of interpersonal skills and ability to work within a team.</li> <li>• Capacity and flexibility to work with a range of parents/carers/guardians, teachers and students and the community.</li> <li>• Strong organisational and time management skills.</li> <li>• Knowledge of legislation and procedures in the areas of Child Protection and Mandatory Reporting.</li> <li>• Attend and supports College activities, from time to time these may occur outside normal working hours.</li> </ul>
<b>Reports Directly to</b>	Learning and Teacher Leader (Science) and Business Manager
<b>Last reviewed</b>	May 2023
<b>Qualifications, Skills and Experience</b>	<ul style="list-style-type: none"> <li>• Commitment to the ethos of a Catholic school;</li> <li>• Understanding of the operations of a secondary school science laboratory;</li> <li>• Well-developed interpersonal and verbal communication skills;</li> <li>• Computer skills in MS Office Suite; and</li> <li>• Previous work experience in an education setting (highly desirable).</li> </ul>