POSITION DESCRIPTION

LABORATORY TECHNICIAN

POSITION HOLDER:	Vacant
Section:	Science Faculty
POSITION REPORTS TO:	School Science Laboratory Co-ordinator
REPORTS TO POSITION:	Nil
CLASSIFICATION:	The Friends' School (General, Early Learning & Fitness Staff) Enterprise Agreement 2024 – General Staff - Classification TFS Level 9
Student Care:	Yes
PERIOD OF APPOINTMENT	Permanent
HOURS PER WEEK:	38 hours per week

PURPOSE

This position is a Laboratory Technician role working in years 7-12.
This role provides essential support to Science Faculty activities by working with the Laboratory Coordinator to ensure that all buildings, specialised laboratories and equipment operate at an optimal level and that the environment is a safe workplace for all. The role encompasses practical, technical, budgetary, coordination and safety compliance elements.

PRIMARY DUTIES

- Ensure that you report any child safeguarding issues with the appropriate mandatory reporting processes and promote a culture where children feel empowered to voice their concerns in creating a child safe environment.
- Control the storage, safe handling, disposal and use of chemicals and associated materials within the framework of science education. Ensure that all school policies, procedures and documentation for Science are followed.
- Maintain a clean and safe laboratory environment, including regular cleaning and maintenance of glassware and other equipment.
- Prepare chemical, biological, electronic and other materials for class or individual student experimentation.
- Research, give guidance and, if relevant, suggest alternatives regarding the suitability of materials and equipment.

- Obtain, maintain and breed appropriate varieties of living organisms as required for use in the Science laboratories.
- Undertake repairs and maintenance of science equipment and apparatus or source appropriate repairers.
- Advise Science teaching staff on technical components of curriculum and demonstrate and suggest alternative practical activities and skills. Assist teaching staff with demonstrations, including acting as a demonstrator. Assist teaching staff in instructing students on use/car of equipment during Science experiments.
- Provision of support and advice to senior students in development of International Baccalaureate Internal Assessment tasks and other individual investigation tasks.
- Participate in and network with scientific professionals within the educational environment and wider community. Join professional associations.
- Work with the Laboratory Coordinator to develop structures and processes to reduce risks and hazards in the school laboratories, including the preparation of risk assessments as required. Supporting the Laboratory coordinator to supervise the risk compliance of the laboratories and Science teaching staff.
- In consultation with the School Science Laboratory Co-ordinator assist with the development, management and delivery of the Science laboratory operational budget and purchases within the Science Faculty (7-12).
- Maintain an inventory of 7-12 science equipment and chemicals in consultation with the School Science Laboratory Co-ordinator, including purchase and transport where necessary.
- Keep accurate records of 7-12 Campus purchases/incoming orders in consultation with the School Science Laboratory Co-ordinator.
- In consultation with the School Science Laboratory Co-ordinator develop and implement Standard Operating Procedures for 7-12 Campus laboratory equipment.

Delegations

Nil

Key Relationships

- Learning Leader (Science)
- Science teachers
- Other Science Technicians
- Custodians of Chemicals throughout the school
- Staff across the school through chemical safety audits

1. Understanding and experience of the 10 National Child Safe Standards which strive to protect children and young people from abuse and neglect
2. A Diploma of Laboratory Technology or equivalent qualifications and extensive relevant experience or transferrable industry skills or a relevant science degree.
3. Proven experience in the operation of a school or analytical laboratory and the application of technical processes to scientific undertakings.
4. A sound theoretical understanding of the general sciences including chemistry, biology, physics, geology and electronics.
5. An excellent understanding of work health and safety practices and standards in a science environment. Have the ability to work safely in a school and be fit to carry out the duties of the position.
6. Knowledge of and experience in the use of personal computer applications including inventory management and databases, especially in a science environment (including Microsoft/Mac applications).
7. Knowledge of chemical safety management and compliance requirements.
8. Demonstrated interpersonal and communication skills and the ability to work effectively in a school team environment with both staff and students. Prior involvement with professional associations would be an advantage.
9. Good organisational skills, demonstrated personal initiative and motivation skills and the ability to work with minimal supervision.
10. Experience in the care and sustenance of living organisms.
11. Willingness to participate in the School's professional Learning program.
12. The ability to work safely in a classroom, laboratory and School environment and be fit to undertake the inherent requirements of the position.
13. Show Strong support for the Purpose and Concerns and ethos of The Friends' School.
14. Must hold a current Tasmanian Working with Vulnerable People registration (employment), and have a National Police Check (less than 6 months old).

CONFIDENTIALITY

A School environment is one where you will have access to highly confidential information, therefore it is critical for the School to explicitly state the following:

Definition

Confidential Information includes, with the exception of information in the public domain, any information:

- disclosed to you by or on behalf of The Friends' School;
- which comes into your possession, or is generated by you, in the course of your employment, whether or not the information was originally supplied by The Friends' School;
- relating to the dealings, financial arrangements, transactions, general affairs, details of suppliers, staff members, agreements entered into with The Friends' School and the financial position of The Friends' School and other matters that do or may affect the financial position or reputation of The Friends' School; and
- relating to internal management of The Friends' School, the structure of The Friends' School businesses, The Friends' School personnel, policies, strategies, plans, or aspects of its future activities.

Your obligations

You are expected to:

- use Confidential Information solely for the purpose of performing your duties;
- take all reasonable precautions as may be necessary to maintain the confidentiality of Confidential Information;
- not remove any Confidential Information from the School's premises without its prior consent;
- not (except in the normal course of carrying out your duties) copy or duplicate any Confidential Information without the consent of The Friends' School and
- immediately notify The Friends' School of any suspected or actual unauthorised use, copying or disclosure of Confidential Information.

Signed acceptance of the above position description.

Signature:

::SIGNATURE::

Name: ::FIRSTNAME:: ::LASTNAME::