



**Position Title:** Laboratory Technician – in particular Chemistry

**Dated:** October 2023

**Reports To:** Head of Learning - Science

**Prepared by:** Director of Human Resources

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## Position Purpose

To ensure the smooth and safe running of the Science laboratories at the St Leonard's College. The role is to support teaching staff in the laboratories and maintain a leading edge safe, learning environment.

## Position Status

Permanent full time term time position, commencing Tuesday 23 January 2024, the new staff induction day.

Full time: 8 hours per day (including breaks). Access to all College deemed term breaks.

Variable time of start and finish to be negotiated with Head of Learning - Science in conjunction with other laboratory technicians (e.g. one technician may work from 8am to 4pm and another may work from 8.15am to 4.15pm. Staggered start and end times allow better overall support).

## Working Relationships

Lab technicians work with Science teachers providing support for them to prepare for classes. The team leader will determine which of the lab technicians will provide support for each year level/subject.

## Duties and Essential Job Functions

*Each Lab technician will have a main focus of helping with either Biology, Chemistry or Physics depending on their area of expertise. They will have the duties described below relating to providing support for senior classes but will also provide support for general Science classes as determined by the team leader.*

## Biology Laboratory Duties

### Years 11 and 12 (VCE and IB)

- preparation of equipment and reagents for practical sessions
- trial of experiments, development of best techniques for required activity, making equipment to suit experiment
- preparing experiments for individual student investigations
- classroom demonstration as required
- In conjunction with AV staff ensure preparation of audio-visual equipment and computers in classroom
- maintenance of plant displays
- preparation of scientific instrumentation for class use.
- appropriate disposal of materials at end of experiments
- purchase of day to day consumables.

## Chemistry Laboratory Duties

### Years 11 and 12 (VCE and IB)

- preparation of equipment and reagents for practical sessions
- trial of experiments, development of best techniques for required activity, making equipment to suit experiment
- classroom demonstration as required
- preparing experiments for individual student investigations
- In conjunction with AV staff ensure preparation of audio-visual equipment and computers in classroom
- Preparation of scientific instrumentation for class use
- appropriate disposal of materials at end of experiments
- managing hazardous chemical storage, waste and disposal, including maintaining a chemical manifest on Chemwatch (chemicals management software)
- purchase of day to day consumables.

## Physics Laboratory Duties

### Years 11 and 12 (VCE and IB)

- preparation of equipment for practical sessions
- trial of experiments, development of best techniques for required activity, making equipment to suit experiment
- classroom demonstration as required
- preparing experiments for individual student investigations
- in conjunction with AV staff ensure preparation of audio-visual equipment and computers in classroom.
- preparation of scientific instrumentation for class use.
- appropriate disposal of materials at end of experiments
- purchase of day to day consumables.

## General Science

- preparation of equipment for experiments
- daily maintenance of this equipment for use by multiple classes
- dismantling of equipment and appropriate chemical disposal.

## Other Areas of Involvement

- advice and provision of materials and assistance with Primary classes as required.
- assist Head of Science as required (for example, during Science Week, ELC science activities and information night displays)
- assist with preparation for Science extension classes
- upkeep of displays, preserved materials, stationery, plants, etc
- assist when required the other laboratory technicians

## Room Maintenance

- regular organisation of student equipment
- routine cleaning of bench tops, shelving, sinks, desks, glassware, etc
- constant rotation of displays and posters
- ensuring end of school day "shut down" procedures are followed

## Personal Protective Equipment and Safety

- Prepare online risk assessment (using database) for all experiments where safety must be considered by the teacher.
- maintain appropriate levels of equipment
- ensure equipment is clean and fit for purpose

## Computer Skills

- use of computers for record keeping, update of equipment data base, preparation of instruction sheets, labels, stocktaking etc
- data-logging using PASCO interface.
- ability to design and set up experiments using this equipment
- oversee hardware and software management of Science IT resources.

Any other tasks as deemed appropriate.

## Qualifications and Experience

It is a condition of employment that all staff provide a current Employee Working with Children Check or VIT before their position will be confirmed. A Criminal Record check may also be requested in certain circumstances.

For Teachers at the College, VIT registration and a tertiary qualification in Education is required as a minimum.

For General Staff at the College, appropriate qualifications or experience for the specific role is a requirement.

## Child Safe Responsibilities and Requirements

St Leonard's College has zero tolerance for child abuse.

St Leonard's College is committed to the safety and wellbeing of our students.

All employees are required to have a positive history of working with children, and be able to demonstrate their suitability, experience and attributes in relation to child safety.

Prior to commencing employment information will be collected in order to establish suitability for child-connected work as defined in Ministerial Order 1359.

Everyone working at St Leonard's College is responsible for the care and protection of the children and young people within our care and reporting of information about suspected child abuse. This includes not only a strong belief but also a legal requirement to comply with the child safety and protection obligations under Ministerial Order No. 1359, and a strong commitment to be actively engaged in the College's child safe culture.

All members of staff share in the responsibility for the prevention and detection of child abuse, and must:

- Be responsible for understanding and applying the College's Child Safe Policy including being compliant with the Child Safe Code of Conduct and being proactive in reporting any concerns or identified risk, and will be required to read and formally acknowledge their acceptance of the school's Code of Conduct for staff
- Take all reasonable steps to protect children from abuse
- Report any reasonable belief that a child's safety is at risk to the Principal or delegate
- Teachers, nurses and psychologists fulfil their obligations as mandatory reporters
- Report any suspicion that a child's safety may be at risk to their supervisor (or, if their supervisor is involved in the suspicion, to the Principal or delegate)
- Promote the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander children
- Promote the safety, participation and empowerment of children with culturally and/or linguistically diverse backgrounds
- Promote the safety, participation and empowerment of children with a disability
- Provide an environment that is supportive of all children's emotional and physical safety

## General Responsibilities

All staff are to be supportive of the St Leonard's College Mission Statement and to enhance the school's reputation as one which is a warm and caring environment, characterised by efficiency, professionalism and a willingness to meet the individual needs of those within its community.

This position is covered by the conditions stipulated in the *St Leonard's College Agreement 2023*, and any subsequent Agreement.

- The College:
  - is an equal opportunity employer
  - complies with the requirements of the Privacy Act
  - has a strong commitment to Health, Safety and Wellbeing
  - will not tolerate harassment of any kind.
- College Standards - all staff are expected to actively support the following standards:
  - Communication – effective, helpful and positive
  - Confidentiality – Protect the privacy and confidentiality of all personal information (staff/families/students)
  - Teamwork – work together as a team to achieve the best results. Share information and collaborate across all sections of the College; trust, respect and support
  - Accountability – we do our work with honesty, integrity and enthusiasm
  - Performance – we perform to the best of our ability
  - Initiative – looking for opportunities to improve the way we work; flexible, adaptable and efficient.