



St Leonard's College

# General Staff

## Position Description

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<b>Position Title:</b>	STEM Technician
<b>Prepared:</b>	February 2020
<b>Reports to:</b>	Head of Learning – DigiSTEM
<b>Prepared by:</b>	Head of Human Resources

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### Position Purpose

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

### Position Status

Fixed term part time-term time, days and times to be decided as timetable dependent, approximately 24 hours per week.

This role commences Tuesday 14 April and ends Monday 14 December 2020. This role will be reviewed in October 2020 with the possible opportunity of an ongoing position being offered.

### Duties & Essential Job Functions

The expansion of STEM with the introduction of Systems Engineering has created the need for an additional technician to complement our current team of Science Technicians.

#### Key Tasks

- Ordering of items for DigiSTEM
- Managing any repair of equipment
- Inventory management including managing and logging purchased equipment
- Maintaining and managing 3D printers and printing
- Assist technology teaching staff with the resources for possible curriculum changes and lesson activities
- Liaise with the Junior School staff involved in teaching STEM
- Assist laboratory technicians and teaching staff when required
- Assist with organisation and maintenance of the Junior School STEM Space
- advice and provision of materials and assistance with classes as required.
- assist Head of DigiSTEM as required
- assist with preparation for DigiSTEM co-curricular activities and be available for after school activities when required
- upkeep of displays, equipment, etc.

## Other areas

### 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

- maintain appropriate levels of equipment safety
- 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
- oversee hardware and software management of DigiSTEM resources.

**Any other tasks as deemed appropriate.**

## 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.

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

- The College:
  - is an equal opportunity employer;
  - complies with the requirements of the Privacy Act;
  - has a strong commitment to OH&S;
  - 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.

## **Child Safe Responsibilities**

St Leonard's 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. In this context, the College implements a comprehensive Child Safe Programme across the entire College community.

All staff are 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.

Where students are under staff care, there is an obligation to take all practical steps to protect students where a risk to students' safety has been identified.