



CATHOLIC REGIONAL COLLEGE CAROLINE SPRINGS

Assistant Science Laboratory Technician

Title	Assistant Science Laboratory Technician
Classification	Category B Part Time (0.4FTE)
Level	2-4 (\$61,783 p.a. – pro-rata per FTE)
Length of Appointment	Fixed Term 28 January 2022 to 24 June 2022
Conditions	Victorian Catholic Education Multi Enterprise Agreement 2018
Membership	Science Learning Area STEM Learning Area
Direct Reports	Learning Area Leader (Science) Learning & Teaching Leader (Curriculum Innovation) Science Laboratory Technician Deputy Principal Staff & Operations

Purpose of the Position

The Assistant Science Laboratory Technician is an integral member of the Science and STEM Learning Areas. Working in collaboration with the Science Laboratory Technician, they Assistant Science Laboratory Technician will provide assistance in the efficient management and administration of the Science and STEM facilities at Catholic Regional College Caroline Springs.

The Assistant Science Laboratory Technician performs duties as directed by their direct reports, working independently with little supervision to perform responsible tasks associated with the efficient operation of the laboratories and in-class practical investigations.

Key Roles and Tasks

The Assistant Science Laboratory Technician is responsible for a range of tasks to ensure the ongoing efficient operations of the Science and STEM Learning Areas. These are further outlined below.

Laboratory Servicing

- Ensuring all laboratory actions, such as the preparation of chemicals and experiments, are performed in accordance with hazardous chemical regulations, other relevant regulations and the information outlined in the Material Safety Data Sheets and Risk Assessment.
- Preparing the materials, stock and standard solutions, specimens and apparatus required for class practical activities and teacher demonstrations prior to the commencement of the lesson.
- Assisting in setting up and testing the demonstration experiments and ensuring they function successfully.
- Recovery of residues, correct disposal of residues and sterilisation of apparatus.



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- Care of animals and plants kept for observations and experimental purposes.
- Assisting in the pack up of class practical activities and teacher demonstrations.
- Cleaning of apparatus if it is too difficult or dangerous to be cleaned by students.
- Assisting in the inspection of furnishings, equipment and services within the Science Laboratories and Preparation Room.

Construction and Repair

- Maintaining apparatus and equipment in good working order, carrying out repairs or arranging for the undertaking of repairs by an outside source.
- Construction and/or modification of laboratory apparatus where it is feasible, including mounting and displaying or arranging for the undertaking of modification/construction by an outside source.
- Testing of new experiments and assisting in designing new practical work.

Safety

- Ensuring all safety procedures (during the preparation of chemicals and experiments) are performed in accordance with hazardous chemical regulations, other relevant regulations and the information outline in the Material Safety Data Sheets and Risk Assessment.
- Safe disposal of biological and chemical residues and other waste in accordance with the hazardous chemical and hazardous substances regulations.
- Inspection, maintenance and correct use of safety equipment.
- First aid treatment of minor laboratory injuries and the maintenance of first aid equipment in the laboratory area.
- Safety inspection of furnishings, equipment and other fixtures within the laboratory area.

Administration

- Ensuring all administrative actions, such as the storage of chemicals and operation of experiments, are performed in accordance with hazardous chemical regulations, other relevant regulations and the information outline in the Material Safety Data Sheets and Risk Assessment.
- Obtaining relevant Material Safety Data Sheets, maintaining the Hazardous Substances Risk Assessment forms and the Hazardous Substances Register.
- Have an understanding of current health and safety regulations.
- Maintaining sufficient stock of scientific equipment, especially to cater for situations when the same two experiments are running at the same time.
- Being responsible to the Learning Area Leader (Science) and STEM Learning for the maintenance and upkeep of the Science Laboratories and advising of any improvements which can be made in this respect.
- Operating and assisting with stock control and ordering procedures, preparation of requisitions, obtaining quotations, checking deliveries.
- Organising laboratory stores to have an efficient system of stocking, storage, issuing, transporting and distributing all items used in the Science Learning Area in accordance with hazardous substances regulations.



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- Assisting Learning Area Leader (Science) in accounting for purchases and balancing this against the budget allocation.
- Operating laboratory documentation systems – inventories, the Hazardous Substances Register, breakage records, filing, cataloguing experiment/activity sheets and Risk Assessments, resource material, and other documentation systems as required.
- Advising the Learning Area Leader (Science) and STEM Learning Area Leader when extra cleaning assistance is required in cleaning laboratories and the equipment within.
- Maintaining sufficient stock of necessary materials for construction of scientific apparatus.
- Ensuring that all equipment, substances and apparatus required for class practical activities and teacher demonstrations are prepared and available prior to the commencement of the lesson.
- Assisting in the organisation of excursions and attending fieldwork and excursions at outside venues (if required).
- To assist Science and STEM staff with demonstrations and practical work when required or requested.

Child Safety

1. Have a clear understanding of Ministerial Order 870 on Child Safety as it relates to the College's Code of Conduct, policies, procedures and practice
2. Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety
3. Provide students with a child-safe environment
4. Uphold a zero-tolerance attitude towards child abuse
5. Ensure cultural safety for Aboriginal children and children from culturally and/or linguistically diverse backgrounds
6. Provide a safe and accessible environment for children with a disability
7. Implement strategies that promote a healthy and positive learning environment

Selection Criteria

Applicants to the position should demonstrate:

- An understanding and full support of the Catholic Regional College Caroline Springs Vision and Mission Statement and the values that underpin it.
- Excellent organisational and administrative skills.
- Highly developed interpersonal and communication skills.
- An ability to work collaboratively and independently.
- A sound understanding of the position description requirements, and ability to fulfil these.
- Appropriate qualifications and educational experience



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Final Statement

The purpose of the position description is to provide an overview of the major tasks and responsibilities of the position. It is not intended to represent the entirety of the position. The incumbent may be requested to perform other tasks, not specifically stated, and the College may modify the position description in consultation with the incumbent from time to time, depending on the operational needs and requirements of the College.