DUTY STATEMENT

ESO (Laboratory Technician)

Position Title: Education Support Officer (Laboratory Technician)

Responsible to: Principal

Line Manager: Deputy Principal

Status: Permanent part time (subject to probationary period of 10 weeks)

Load: Initially 0.2 FTE (8 hours pw, 8.00am – 4.00pm, each Friday during school term)

Classification: Subject to qualifications and experience

Commencement: Negotiable, but can be immediate

Role description: The current Laboratory Manager will reduce her work load to four days each week and the successful applicant will join us to maintain the delivery of high quality laboratory services. In essence, you will job-share with our current Laboratory Manager. You are expected to have an understanding of the needs of science practical work and demonstrations (Biology, Chemistry and Physics) at the senior secondary level.

The duties of this part time position entail:

1  Maintain the day-to-day routine in the Jordan Laboratories:

   • In all matters related to this position you are responsible to the Deputy Principal.
   • Liaise with Laboratory Manager in all matters pertaining to the delivery of laboratory services.
   • Provide assistance in the laboratories as required.
   • Maintain science equipment and laboratory apparatus as required.
   • Prepare, set up and maintain science practicals as requisitioned.
   • Ensure that all facilities provided on Level 1 of the Jordan building are kept safe, tidy and clean.
   • Assist in preparing Level 1 for scheduled Open Days.
   • Liaise with reception staff in the Jordan building regarding receipt of deliveries.
2 Work, Health and Safety (WH&S):

- Responsible Floor Warden for Level 1, Jordan building while on site.
- Provide copies of risk assessment guidelines (SDS data) for each practical or demonstration.
- Ensure safe handling and disposal of all laboratory materials.
- Responsible for First Aid provided on Level 1 of the Jordan building.
- Maintain the “Accident & Near Miss Register” for Level 1 of the Jordan building.

3 KEY SELECTION CRITERIA:

- Proven experience in a similar role is highly desirable.
- Formal qualifications as a Laboratory Technician are desirable.
- Successful completion of science education at senior secondary level is highly desirable.
- Possess a professional demeanour, be task orientated with an attention to detail.
- Ability to organise, prioritise and work efficiently under pressure.
- Proven ability to work co-operatively in a small team environment.
- Demonstrated capacity to relate to senior secondary students, including those from overseas.
- Sound communication skills, both verbal and written are essential.
- Knowledge of GHS labelling and SDS requirements for all laboratory activities.
- Proficient with Microsoft Office suite and possess strong word processing skills.
- Entitlement to work in Australia.
- Police clearance (Australian National Criminal History Check).
- Current certification in Basic First Aid.*
- Current certification in ‘Responding to Abuse and Neglect’. *

* NOTE: Appropriate training can be arranged for the successful applicant.

Bob Holloway

PRINCIPAL

7 February 2017