



Position Description

TITLE: SCIENCE LABORATORY TECHNICIAN – COBBLEBANK CAMPUS

Report to: Domain Leader - Science

Days of Work: 0.6, days TBC

Hours of Work: 8.00am - 4.00pm

Category: Education Support Category B

The Science Laboratory Technician is expected to commit to the vision and values of St Francis Catholic College (the College) and carry out the role in a manner that reflects the vision and values articulated in the College Mission Statement in accordance with the School Implementation Framework (SIF) and the College Annual Action Plan (AAP).

STATEMENT OF DUTIES	
Commitment to Catholic Education	• Demonstrate an understanding of the ethos of a Catholic school, in particular, the Franciscan and House Charisms. • Demonstrate an understanding of Church teachings and the staff members role in the mission of the Church. • Demonstrate ability to help students understand and appreciate Catholic teachings through personal example. • Demonstrate a commitment to Franciscan education informed by the Franciscan Schools Australia Framework.
Commitment to Child Safety and Wellbeing	• 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. • Demonstrate duty of care to students in relation to their physical and mental wellbeing. • Actively promote the development and maintenance of a rigorous and vigilant culture of child safety at the College. • Provide students with a child-safe environment. • Be familiar with and comply with the College child-safe policy and code of conduct, and any other policies or procedures relating to child safety. • Provide an exemplary standard of pastoral care to staff, students and parents.

STATEMENT OF DUTIES	
Duties and Responsibilities	• Adhere to and implement the Cobblebank Campus Laboratory Operational Guidelines and Practices. • Collaborate across campus to ensure a One school Two Campus consistent approach to the delivery of the Program. • Ensure that all laboratories have adequate supplies of glassware, equipment, cleaning goods and consumables. • Ensure the cleanliness of all sinks and benches within the laboratories. • Undertake regular audits of laboratories to ensure a safe working environment that meets all OH&S requirements. • Organise storage of equipment and maintain all preparation areas in a logical and safe manner. • Prepare stock solutions, culture media, biological stains etc. as required. • Prepare practical equipment and resources for classes as required. • Clear away all practical equipment and resources when no longer required. • Liaise with Domain Leader Science and teaching staff. • Trial, in conjunction with teaching staff, practical activities before implementation as required. • Assist teaching staff in the supervision of experiments, investigations and field work as required. • Support new Science staff, student teachers and CRT staff as required. • Assist teaching staff with the use of specialised equipment. • Assist with annual stock-takes of all equipment and chemicals. • Maintain relevant administrative records. • Assist with the maintenance and/or calibration of specialist equipment as required. • Organisation of displays and interactive activities for promotional days. • Participate in professional development and remain a life-long learner. • Attend all relevant College meetings, after hour events, services/assemblies, sporting events, mass, community and faith days, and professional learning opportunities. • Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures. • Adhere to and implement the GHS guidelines regarding safe handling, storage, and disposal of hazardous substances and dangerous goods in accordance with relevant regulations and legislation. • Adhere to and implement all safe working practices and procedures in accordance with best practice. • Monitor and take full care of personal health and safety and that of others within the area of responsibility. • Ensure, as far as practical, that all preparation areas are secured from unauthorised entry. • Maintain currency of first aid, mandatory reporting, asthma, diabetes, and anaphylaxis training. • Demonstrate professional and collegiate relationships with colleagues. • Other tasks as requested by the Principal.

SELECTION CRITERIA	
Commitment to Commitment to Catholic	• Demonstrated capacity to model the ethos of a Catholic school and its mission, in particular, the Franciscan Charism and House members role in the mission of the Church.

SELECTION CRITERIA	
Education	• Ability to help students understand and appreciate Catholic teachings through personal example. • Demonstrated commitment to Franciscan education formed by the Franciscan Schools Australia Framework.
Commitment to Child Safety and Wellbeing	• Demonstrated understanding of child safety. • Experience working with children, demonstrating understanding of appropriate behaviours when engaging with children. • Ability to actively promote development and maintenance of a rigorous and vigilant culture of child safety at the College. • Familiarity with legal obligations relating to child safety including mandatory reporting and reportable conduct. • Demonstrated capacity to provide a duty of care for students in relation to their physical and mental wellbeing.
Skills and Experience	• Demonstrated ability to work as part of a team – highly relational. • Demonstrated ability to contribute to the efficient operation of the team. • Proven capacity to work independently. • Maintain currency of professional knowledge and skills. • Demonstrated high level organisational skills and attention to detail, ability to prioritise tasks, multi-task and work efficiently. • Demonstrated understanding of professionalism, courtesy, and cooperation. • Demonstrated ability to accurately maintain records and documentation associated with your work. • Demonstrated outstanding oral and written communication skills, relating to staff, students, parents, College support groups, and members of the community. • Demonstrated self-motivation and confidence with an ability to build capacity in others. • Demonstrated ability and willingness to accept policy directives. Essential: • Relevant post-secondary qualifications. • At least VCE, with experience as a minimum. • Certificate IV in Laboratory Techniques and experience. • Complete First Aid (training provided). • CPR qualifications (training provided).