



# ESO | Laboratory Technician/Assistant

## Position Information Document

### Laboratory Technician/Assistant

Grade	ESO Grade 4 (Curriculum Stream)
Engagement	Replacement (Maternity Cover) 26 February 2025 – 15 April 2026 Part-time 34 hours per week, 41 weeks of the year
Responsible to	Laboratory Manager

### Context

As a Catholic school in the Mercy tradition and inspired by the Gospels, we work in partnership with families enabling students to flourish in all aspects of their humanity and thus contribute to a better and more peaceful world.

It is our vision to be a sustainable, internationally minded world-class school, providing a holistic educational experience for our students within a unique culture and community where we honour our Catholic traditions and live the Mercy Keys of Compassion, Loyalty, Justice, Integrity, Responsibility and Mutual Respect in our daily interactions and strategic decisions.

### Purpose

The Laboratory Technician / Assistant is responsible under the general direction of the Science Coordinator for the preparation of resources for laboratory sessions for all College laboratories including Physics, Chemistry, Nutrition, Psychology, Biology and General Science, as well as for providing assistance to the Science faculty in providing practical learning activities for students.

### Key Working Relationships

- Principal
- Science Faculty
- Contractors
- School Staff
- Students
- Parents/caregivers/families

### Key Responsibilities

- Ensure by personal work, or through liaison with others, laboratory equipment, and consumables necessary to undertake practical activities are available to meet Science faculty requirements.
- Assisting teaching staff in the planning and preparation of practical activities.
- Set up, adjustment, calibration and operation of laboratory equipment to meet lesson specifications and achieve student outcomes.
- Preparation of test solutions and other chemical materials to pre-determined formulations.
- Preparation of apparatus for practicals.



- Preparation of audio-visual material.
- Care of living material.
- Distribution of materials – chemicals, apparatus, etc. in class sets.
- Cleaning and sterilisation of laboratory equipment, apparatus and glassware.
- Ensure hazardous chemicals are securely stored at the end of each day during school terms.
- Ensure the care and protection of College resources, assets and property under his/her control.
- Ensure relevant Legislative Acts, Regulations, Council Policies and Procedures are complied with at all times.
- Any other duties as required by Laboratory Manager, Science Coordinator or Principal.

### Person specification

- Ability to work under limited supervision and plan and prioritise work accordingly.
- Ability to exercise judgement and initiative to resolve issues encountered in sports event management.
- A proven ability to organise and prioritise work to meet deadlines.
- Ability to ensure effective consultation with all faculty members and to work effectively and efficiently within a team structure.
- Good interpersonal skills and an ability to work positively and effectively with a wide range of people and stakeholders.
- A sound knowledge of and demonstrated competence in the use of ICT applications, preferably including Microsoft Office (appropriate training will be provided if necessary).
- Sound knowledge of and familiarity with the fundamental nature of Science practice.
- Ability to perform work in an organised manner, prioritising tasks to meet deadlines
- Undertake work in a cooperative, supportive and professional manner at all times
- Strong awareness of Workplace Health and Safety obligations
- Support for the Catholic ethos of the College
- Knowledge of appropriate Policies, Standards and Codes of Practice related to public, participant and spectator safety at sporting events.
- Knowledge of appropriate Policies, Standards and Codes of Practice and Safe work instructions, particularly those related volunteer coordination and student transport.
- Ability to abide and act in accordance with the privacy and documentation policies of the College.
- All College staff are required to adhere and assist in the maintenance of WH&S requirements with Mercedes College as per Appendix 1.
- Acceptance, respect and understanding of the Catholic tradition, culture and ethos of the College

### Qualifications and Experience

- Relevant experience in working in a team environment within a laboratory or with laboratory resources and equipment.
- Senior First Aid Certificate (preferred).
- A good understanding of WH&S practices, with particular regard to hazards and material used in laboratories.
- Sound knowledge of and familiarity with the fundamental nature of laboratory practice, the nature of general repairs and maintenance and the functional purpose of a range of laboratory machinery and equipment appropriate for Physics, Chemistry, Biology, Nutrition, Psychology and General Science practicals for Years R to 12.
- Knowledge of appropriate Policies, Standards and Codes of Practice and Safe work instructions, particularly those related to worker and student safety.
- Good knowledge of ICT equipment and specialised Science software used in laboratories.



- Good computer skills, with a demonstrated ability to utilise Microsoft Office suite products and ability to learn and adapt to new ICT systems.
- Acceptance, respect and understanding of the Catholic tradition, culture and ethos of the College.
- Developed time management, organisational and planning skills. Must have well developed problem solving skills.
- Experience in working within tight time constraints.
- Current Police Clearance in accordance with the Child Protection Policy of the South Australian Commission of Catholic Schools (SACCS).
- Approved Mandatory Notification Training or equivalent (training will be provided as required).

### Conditions of Employment

Salary: In accordance with the 2020 Enterprise Agreement, in force or as varied or replaced from time to time.

Other: Out of school hours work may be required from time to time.

This Position Information Document (PID) indicates the general nature and level of work performed in this role and is not a comprehensive listing of all responsibilities, tasks and outcomes.

### Approval of Position Description

This Position Information Document (PID) accurately reflects the duties and skill requirements for the position and the document has been discussed with the incumbent.

Signed (Employee) \_\_\_\_\_ date / /20\_\_



## **APPENDIX A - Workplace Health Safety & Welfare**

### **Commitment**

- Supporting the development and maintenance of a best practice WH&S culture within your work area.
- Adhering to safe work practices.
- Encourage colleagues and others on the worksite to adhere to safe work practices.

### **Legal and Policy Requirements**

- Comply with all relevant policies and procedures.
- Improve systems of work and safe work practices.

### **Plans and Budgets**

- Implement relevant actions in WH&S plans as required by your supervisor or the Principal.

### **Performance and Training**

- Participate in relevant WH&S training programmes.
- Provide appropriate WH&S training for persons using designated areas.
- Include WH&S goals in your performance plans in consultation with your supervisor or the Principal.

### **Risk Management and Hazard Control**

- Report Hazards and unsafe work practices associated with the workplace to your supervisor or the Principal.
- Suggest improvements or recommend changes to avoid, eliminate or minimize workplace hazards.

### **Incident Reporting and Investigation**

- Report work related injuries and incidents in accord with the Catholic Church Safety Manual.
- Participate in the investigation of potential hazards, dangerous occurrences and near misses in accord with the Catholic Church Safety Manual.

### **Consultation**

- Raise WH&S issues with their work colleagues, supervisor or the WH&S committee and assist in their resolution.
- Regularly discuss WH&S issues with other staff at Staff Meetings.
- Regularly consult with colleagues on WH&S issues and actively participate in WH&S meetings if required.

### **Monitoring**

- Monitor and evaluate their WH&S performance.
- Monitor the health, safety and wellbeing of work colleagues, to ensure that they undertake their work safely.
- Participate in workplace WH&S inspections/audits and assist in the maintenance of WH&S facilities, resources, equipment and information.
- Monitor workplace WH&S performance and progress of the WH&S action plan for the site.