



*"Train up children in the way they should go and when they are old they will not depart from it."*  
Proverbs 22:6

#### **VISION**

**A hope filled Christian community pioneering personalised real-world education.**

#### **MISSION**

**Christ-centred K-12 education that inspires, nurtures and equips students to connect learning to life.**

#### **VALUES**

##### **Christian To The Core:**

- We lead with innovation
- Commit to personalise learning
- Embrace partnerships
- And seek to Serve

## **POSITION DESCRIPTION**

<b>TITLE:</b>	School Laboratory Technician - Assistant
<b>AWARD:</b>	As per the Educational Services (Schools) General Staff Award 2010, the National Employment Standard and in the staffing policy statements of the Board of Leighland Christian School.
<b>DEPARTMENT:</b>	Science
<b>LOCATION:</b>	Ulverstone Campus Staff may be asked to work at either Campus. This applies to both full-time and part-time positions.
<b>TERMS OF EMPLOYMENT:</b>	Part-time: 30.4 hours per week for 41 weeks per year
<b>LINE OF RESPONSIBILITY:</b>	Head of Science – Head of Future Learning (7-12) – Campus Principal Ulverstone

#### **PRE-AMBLE**

Leighland Christian School is committed to providing a safe and effective workplace in accordance with the application of contemporary management practices and principles. All employees are expected to participate in maintaining safe working conditions and practices and to promote and uphold the principle of fair and equitable access to employment/promotion, personal development and training and the elimination of workplace harassment and discrimination. Smoking is prohibited in any building, on the grounds or in any school LCS vehicle.

All employees are expected to work in accordance with the prescribed policies especially in relation to matters pertaining to areas of WH&S, Mandatory reporting, Confidentiality, Duty of Care, Privacy and Legal issues.

#### **POSITION OBJECTIVE:**

Provide technical support to the School's Science unit across all subject areas and undertake associated administrative duties.

#### **LEVEL OF RESPONSIBILITY:**

Required to exercise initiative and judgement in monitoring and advising on safe working practices and WH&S procedures in the School's laboratories; the application of technical standards and provide solutions to a range of technical problems. Report concerns directly and immediately to the class teacher. Complete Incident Reports and escalate concerns to the Head of Science, Head of Future Learning (7-12) and Business Manager as required.

It is to be acknowledged that the Science Teacher responsible for the class is ultimately responsible for the safety of the students in their care. The Lab Technician is not to be left in charge of students nor delegated this responsibility.

#### **DIRECTIONS / SUPERVISION RECEIVED:**

Works within established Science Department protocol under general technical direction and supervision by the Head of the Science Department. Once aware of specific school laboratory routines, is expected to work without close supervision, but according to priorities determined by the Science teachers.

## ESSENTIAL REQUIREMENTS:

### Personal Attributes, Skills, Knowledge and Experience

- Proven commitment to Christian faith including active/regular involvement in a church.
- Must hold a current Working with Vulnerable People card (employee status).
- Be eligible to become a member of the Leighland Christian Parent Controlled School Association Inc.
- Ability to ensure adherence to Work Health and Safety regulations.
- Abide by Staff Code of Conduct policies.
- Display an impeccably high level of trust, integrity, and confidentiality
- Demonstrate a passion and commitment to the vision and values of Leighland Christian School
- Possesses a strong work ethic
- Be flexible and has an ability to adapt and operate effectively in an engaging and evolving environment
- Work and liaise with other Faculty Staff and external suppliers
- Good interpersonal and communication skills
- Capability to work as an individual or as a team member
- Ability to record and maintain accurate records
- Possess a good level of IT skills:
  - Able to produce reports using Word or Excel
  - Maintain Chemwatch database
  - On-line Risk Management system
- Understanding of WH&S protocol and ability to follow protocol
- Operate lab equipment such as microscopes
- Weigh, analyse and measure chemicals
- Perform test practicals
- Maintain plant and animal collections
- Effective time management
- Good organisational skills
- Level 2 First Aid.

### KEY RESPONSIBILITIES:

1. Maintain the storage, safe handling and usage of chemicals and associated materials within the framework of science education. Ensure a high standard of general housekeeping for storage, prep room and lab areas.
2. Prepare chemical and other materials/apparatus for class or individual student experimentation.
3. Supervise the issue and return of chemicals, materials and equipment used in the classroom by teachers and students.
4. Undertake WH&S duties for the unit and provide advice to teaching staff on National and State standards in laboratory procedures.
5. Safe disposal of chemicals and equipment in accordance with State and Commonwealth legislation.
6. Obtain, maintain and breed appropriate varieties of living organisms.
7. Manufacture, maintain and repair basic items of science equipment and apparatus.
8. Maintain chemical and other scientific equipment registers and databases (Chemwatch).
9. Clean, sterilise and maintain laboratory equipment and work areas.
10. Maintain Material Safety Data Sheet database.
11. Maintain Chemical manifests and database and conduct risk assessments.
12. Clearing away materials and equipment as directed by teachers.
13. Maintaining plant and animal collections.
14. Giving technical advice to staff when requested.
15. Organising and storing chemicals, materials and equipment.
16. Assist in the production of policies and procedures for use in the Science department.
17. Keeping stock lists and monitor the replacement of resources and administration of procurement process.
18. Monitoring Science Department budget.
19. Undertake clerical duties as requested by the Head of Science.
20. Provide basic First Aid.
21. Order supplies/equipment as necessary under supervision of the Head of Science.
22. Maintain safety equipment.
23. Attend Science Meetings.

24. Membership on the WH&S Committee.

25. Complete annual chemical audit for Burnie and Ulverstone Campuses, provide reports and update MSDS.

#### **TARGET PROFESSIONAL DEVELOPMENT:**

- Lab Technicians AGM and Conference
- Certificate 4 – Laboratory Technician

#### **KEY WORKING RELATIONSHIPS:**

- Science staff
- Art staff
- Business Manager
- Finance Office staff
- Administration staff

#### **WORKPLACE HEALTH & SAFETY**

As a 'Worker' under the Work Health & Safety Act 2012 (Tasmania):

- Adhere to all 'reasonable care' requirements of a Worker under Section 28 of the Act (summarised as follows):
  - (a) Take reasonable care for his/her own health and safety.
  - (b) Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons.
  - (c) Comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the Board/Leadership to allow the person to comply with this Act.
- Cooperate with any reasonable policy or procedure of the school relating to health and safety.
- Report any potential hazards or perceived risks promptly using the school's online forms.
- Report any incidents involving injury to themselves or others as soon as possible.
- Complete an online Health and Safety Induction.

#### **CHILD SAFE STATEMENT**

Leighland Christian School is committed to providing a child safe environment. We want our students to be safe, happy, and empowered as we support and respect all students, as well as our staff and volunteers. This includes the safety of students from a culturally and/or linguistically diverse background and students with a disability. All staff at Leighland Christian School are required to complete the School's child protection training program. The staff handbook contains copies of the School's Child Protection and Safety Policy, Child Safety and Mandatory Reporting Policy and the Child Safety Code of Conduct, which all staff are required to read.