



## ST JOSEPH'S COLLEGE ALBANY

### Job Title: Science Laboratory Technician. Commencing in Term 1 2019.

Applications are invited from qualified and experienced Lab Technicians for this position.

**Appointment:** Part- time (0.4FTE or equivalent of two days per week during school term time) ongoing and probationary for the first 12 months.

**General Description:** To provide assistance and support for the Head of Learning Area and Science Teachers.

#### DUTIES:

##### 1. ADMINISTRATION

The Science Technician, as directed by the Head of Science, is responsible for the following administration duties:

- 1.1 Attend General Science Staff meetings and raise awareness of science related issues and present new resources.
- 1.2 Assist in acquiring quotes for new Science equipment.
- 1.3 Write up orders for new resources and stationery.
- 1.4 Ensure Science stock and chemicals are continually updated on a master stock take list.
- 1.5 Assist in the conduct of annual stock take.
- 1.6 Secure and manage Petty Cash.
- 1.7 Maintain a Borrowed Equipment Register.
- 1.8 Assist in compiling and monitoring the science budget.
- 1.9 Update data logger hard drives when updates are available (every 6mths)

##### 2. RESOURCES

The Science Technician is responsible for the organisation and preparation of equipment and materials for all Science classes:

- 2.1 Coordinate and advise on availability of science resources when required.
- 2.2 Care for living organisms established for study purposes.
- 2.3 Instruct and demonstrate use of equipment where necessary.
- 2.4 Construct equipment where feasible.
- 2.5 Procure/collect/store/preserve and dispose of fresh specimens as per relevant legislation.
- 2.6 Shop/purchase petty cash items as necessary.
- 2.7 Prepare technical equipment for excursions.
- 2.8 Clean and, where possible, carry out routine maintenance of equipment and materials.
- 2.9 Prepare laboratory reagents and media preparations.
- 2.10 Set up practical tests.
- 2.11 Organise and prepare ordered equipment and materials for all Science classes.

##### 3. LEGISLATION

The Science Technician is responsible for ensuring that all Science equipment, chemicals, etc. are as per legislation requirements:

- 3.1 Provide and maintain Material Safety Data Sheets for all current chemicals.
- 3.2 Continually maintain chemical register as per legislation.
- 3.3 Advise on and work within the Science Safety Policy.
- 3.4 Undertake professional development to continually update knowledge/ legislation.
- 3.5 Arrange disposal of used/contaminate/hazardous materials safely as per legislation.
- 3.6 Create and maintain safe, tidy environment in the storage and preparation areas and classrooms.
- 3.7 Correctly label all bottles as per current legislation.
- 3.8 Store chemicals in their correct classes and conditions as per legislation.

##### 4. OTHER DUTIES

- 4.1 Provide basic First Aid to students – minor burns, cuts and eyewash.
- 4.2 Other duties as requested by Head of Science.
- 4.3 Other duties as requested by the Principal.
- 4.4 Assist other departments with technical and chemical matters as required.

4.5 Support teachers on excursions when required.

**Qualification**

- Minimum: Certificate IV in Laboratory Techniques, or equivalent.
- Working with Children Check.
- National Police Clearance.

**Other Important Details:**

All staff are expected to be supportive of the objectives and ethos of Catholic Education. The successful applicant will need to complete all necessary requirements associated with Accreditation to Work in a Catholic school.

**Please send your Curriculum Vitae and the details of three referees to:**

**Mr Mark Browning  
Principal  
St Joseph's College  
Martin Road  
ALBANY WA 6330**

or email [admin@sjc-albany.wa.edu.au](mailto:admin@sjc-albany.wa.edu.au)

**CLOSING DATE: Friday 9 November 2018**