

ROLE DESCRIPTION

Laboratory Technician

POSITION	Laboratory Technician
RESPONSIBLE TO	Head of Science
CLASSIFICATION	Education Support Officer Category B
EMPLOYMENT TERMS	<ul style="list-style-type: none"> • Employment is in accordance with terms and conditions as outlined in the Victorian Catholic Education Multi-Employer Agreement (VCEMEA 2018) • Remuneration is in accordance with the VCEMEA 2018 and dependent on skills and experience
PREPARED BY	Head of Science
ISSUE: 03	DATE: July 2018

All staff members of Siena College are expected to support and promote the College's mission. Siena College, a Catholic secondary school in the Dominican tradition, engages young women in a challenging education that empowers them with the personal resources to make a difference in the world, by searching for truth through a culture of lifelong learning.

The College has a universal expectation for the protection of the young women in its care and is committed to ensuring that all staff promote the inherent dignity and fundamental right of students to be respected and nurtured in a safe school environment. This commitment is drawn from and inherent to the teaching and mission of Jesus Christ, with love, justice and the sanctity of each human person at the heart of the Gospel. The College has a zero tolerance of all forms of child abuse and actively works to listen to and empower students. The College has policies and processes in place to protect students from abuse and takes all allegations and concerns seriously, and responds in line with the organisation's policies and procedures.

The Laboratory Technician provides technical support to the Science Faculty and Science Teachers in a range of areas.

1. General Responsibilities

- 1.1. Safe storage and disposal of chemicals and biological residues in accordance with government regulations
- 1.2. Timely preparation of appropriate equipment and provision of adequate materials for the conduct of science classes
- 1.3. Storage of equipment and materials and the specialist cleaning and maintenance of laboratory equipment and work areas (other than general classroom cleaning)

2. Duties

- 2.1. Ensure the efficient and safe operation of all Science Laboratories
- 2.2. Develop and implement operational guidelines and practices for laboratories and the preparation area

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- 2.3. Co-ordinate the use of Science resources throughout the College
 - 2.4. Maintain a Science Assets Register
 - 2.5. Oversee maintenance and recurrent replacement of all science equipment
 - 2.6. Develop and implement measures for safe handling, storage and disposal of hazardous substances in accordance with relevant regulations
 - 2.7. Conduct annual safety audits of the laboratories and provide a report and documentation of the audit, to the Principal and Head of Science
 - 2.8. Provide induction and assistance as appropriate for new staff
 - 2.9. Review, evaluate and modify laboratory practices and suggest alternatives as appropriate
 - 2.10. Evaluate and select equipment, and make recommendations for purchase to the Head of Science
 - 2.11. Liaise with sales representatives as appropriate
 - 2.12. Report maintenance matters relating to Science laboratories to the Business Manager or via the Maintenance Register as appropriate
 - 2.13. Meet regularly with the Head of Science
 - 2.14. Order and maintain an adequate supply of chemicals, biological supplies, equipment and other materials
 - 2.15. Store chemicals in the correct zones in accordance with the current Government Hazardous Chemical Regulations
 - 2.16. Maintain storage and preparation areas, ensuring as far as practicable that these areas are kept secure from unauthorised access
 - 2.17. Set up laboratory equipment and materials for Science practical work, trial experiments where necessary, clear away and store equipment when no longer required
 - 2.18. Ensure that preparation of chemical solutions and other laboratory reagents is according to recognised procedures having regard to Government Regulations on the safe handling and labelling of chemicals and the use of MSDS sheets for all chemicals
 - 2.19. Consult with Science Teachers on their needs for practical work and maintain an efficient system for use and allocation of materials and equipment, setting a priority system where necessary
 - 2.20. Dispose of chemical residues and biological waste, including deteriorated and/or obsolete stock, having regard to current Government regulations on such disposal
 - 2.21. Liaise with other schools to share resources and collect and return such materials and equipment
 - 2.22. Demonstrate experiments and laboratory techniques as appropriate
 - 2.23. Advise the Head of Science and Science Teachers on chemical and equipment safety matters where appropriate
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- 2.24. Make minor items of equipment for use within the Science Department
- 2.25. Be responsible for the care of animals and plants within the department, in accordance with current Government handling and prevention of cruelty regulations
- 2.26. Liaise with students sent to the preparation area to pick up materials and equipment for practical work, and advise students on the safe handling procedures required
- 2.27. Attend appropriate professional development programs
- 2.28. Provide support and assistance with the organisation of special programs such as those relating to Science Week, competitions, environmental projects and excursions and the College Open day
- 2.29. Be a member of the College's OH&S Risk Committee

3. General Accountabilities for all Staff

- 3.1. Demonstrate duty of care to students in relation to their wellbeing
- 3.2. Be well informed and comply with the College's obligations in relation to Child Safe Standards and processes for reporting suspected abuse
- 3.3. Adhere to the College's professional dress code for staff
- 3.4. Attend all relevant staff meetings, assemblies, College Masses, community days and staff professional learning days
- 3.5. Demonstrate professional and collegial relationships with colleagues
- 3.6. Commit to and actively support the College's agenda for continuous improvement through participation in school improvement planning as required
- 3.7. Demonstrate alignment and support for the Catholic and Dominican ethos of the College
- 3.8. Support the Mission, Vision and Values of the College as articulated in the Strategic Plan
- 3.9. Be familiar with and comply with all College policies and procedures