Position Description
Science Laboratory Technician

COLLEGE BACKGROUND
Geelong Lutheran College at Armstrong Creek commenced in 2009 with 57 students from Prep to year 7. The Primary (Prep-year 6), Middle (years 7-9) and Senior Schools (years 10-12) are now established. Ultimately, Geelong Lutheran College will be a P-12 school of approximately 950 students.

College Vision Statement
Growing in knowledge and faith through Christ-centred learning.

College Mission Statement
Geelong Lutheran College shares the mission of all Lutheran schools and aims to encourage and support students, informed and sustained by the word of God, to develop their God-given talents so that they may shape and enrich their world.

POSITION OBJECTIVE
The Science Laboratory Technician will maintain the Science facilities across the college and support the delivery of Science programs by sourcing and preparing materials for practical classes, maintaining stock and equipment, and providing relevant assistance to teachers and students.

At Geelong Lutheran College it is expected that each staff member will support the Christian ethos of the school. A good example for Christian living is to be given to children and parents by words and actions. The Christian Education environment we offer depends largely on the maturity and professionalism of all staff. Therefore, it is expected that staff members will co-operate fully with the Principal, Head of School, other staff and the College Council in adhering to the policies, teachings and fostering the ethos, culture and traditions of Geelong Lutheran College.

Working closely with teaching staff, the Science laboratory technician will be focused on the delivery of quality outcomes on a professional and timely basis.

ACCOUNTABILITY AND EXTENT OF AUTHORITY
The Science laboratory technician is required to provide support and assistance to the College in accordance with various College policies and procedures working with teaching staff and reporting to the Science Faculty Leader.

KEY TASKS AND EXPECTATIONS
The duties of the Science laboratory technician will include (but not be limited to):
1. Coordinating the availability of science resources, particularly the ordering and maintenance of equipment and supplies, together with associated record keeping.
2. Liaising with teachers regarding their needs for practical work.
3. Liaising with students on their equipment and material needs for projects and work requirements, advising them on appropriate safety procedures.
4. Supporting practical classes by preparing chemical solutions, reagents according to recognised procedures, setting up equipment where required, checking and maintaining equipment and organising for repairs, and packing away equipment and materials after use.
5. Trialling experiments and assisting teaching staff with demonstrations and practical classes as required.
6. Maintaining safe storage systems for chemical substances in accordance with current government regulations and recommended practices.
7. Disposing of hazardous materials according to current government regulations and recommended practices.
8. Caring for or arranging appropriate care of, laboratory animals and plants, in accordance with government handling and prevention of cruelty regulations.
9. Following safe working practices.
10. Ensuring that risk assessments are completed for laboratory practical activities.
11. Maintaining the Chemwatch database and ensuring the currency of MSDS sheets.

SKILLS AND QUALITIES (Key Selection Criteria)

(a) Relevant workplace experience and knowledge of science laboratory practices including the management of risk.
(b) Highly developed organisational skills.
(c) Excellent interpersonal skills, and in particular, demonstrated capacity to work well in a team environment, take direction, work toward agreed goals, communicate effectively with fellow staff and students, and form positive relationships in the workplace.
(d) Computer literacy including proficiency with the Microsoft Office suite, email and the ability to readily learn new software applications.

QUALIFICATIONS AND EXPERIENCE

(a) Relevant post-secondary training related to this role and its responsibilities.
(b) Demonstrated work experience in this role or a related role.
(c) Driver’s licence and own car
(d) A Police Check (not more than 6 months old) and a Working with Children Check.

STATEMENT OF COMMITMENT TO CHILD SAFETY

Geelong Lutheran College is committed to being a Child Safe organisation. Geelong Lutheran College has a zero tolerance for child abuse and is committed to acting in children’s best interests and in keeping them safe from harm. Geelong Lutheran College regards its child protection responsibilities with the utmost importance and as such, is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations and maintain a child safe culture.

EMPLOYMENT CONDITIONS

Hours of Duty

Geelong Lutheran College is a new and growing school requiring additional staff resources, which will be met through increases in time allocations and the differentiation of existing roles as the College grows. Therefore, this position description will be subject to regular review. In 2017, the time allocation for this role is for 20 hours per week during school term time.

Award

Salary and conditions of employment are in accordance with the Lutheran Education South Eastern Region (Victorian Schools) Multi Enterprise Agreement 2014 School Officers Scale.

Revised December 2016