



Position Description

Laboratory Technician (Term Time)

Position:	Laboratory Technician (Term Time)
Department:	Science Faculty
Responsible to:	Principal
Reports to:	Head of Faculty – Science

About Sheldon College

Committed to its basic philosophy of **Love, Laughter and Learning**, Sheldon College caters for children from 15 months of age through to Year 12. The College campus is located on 56 acres in a semi-rural setting on Taylor Road in Sheldon. The College was established in 1997 and is committed to providing a quality education for all students in a safe, secure learning environment which is characterised by high standards for both staff and students in the areas of dress and appearance, behaviour and individual scholarship and work habits.

About the Role

The primary role of the position of Laboratory Technician is to provide academic staff with a high level of assistance and support for classroom activities and ensure that a quality educational service is provided to all students. The role of Laboratory Technician contributes to the effective and efficient management of the College Faculty of Science across a diverse range of activities.

The position of Laboratory Technician is responsible to the Principal and reports directly to the Head of Faculty - Science.

The position of Laboratory Technician is a non-academic term time position.

Responsibilities of Laboratory Technician

Laboratory Support

- Liaise with Science teaching staff on their needs for practical work and maintain a system for recording allocation and use of materials and equipment, setting a priority system where necessary;
- Provide advice as required to Science teaching staff on technical components of the curriculum.
- Carry out trial experiments prior to laboratory lessons;





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- Develop and maintain safe chemical storage/handling/preparation and disposal of laboratory wastes in a safe manner and in accordance with Science Faculty guidelines;
- Organise the distribution and collection of class sets of equipment for practical work;
- Prepare chemical solutions of known concentration from bulk supplies including concentrated acids, stains and media for general classroom use.
- Assist Science teaching staff with demonstrations and in the instruction of students on use/care of equipment during science experiments and field trips;
- Maintain classrooms in a clean, safe, orderly and secure manner;
- Demonstrate laboratory techniques to science teaching staff and students;
- Provide technical input into unit formulation or curriculum planning across the full range of the Science Educational Program;
- Develop and maintain laboratory Standard Operating Procedures (SOP's);
- Wash and store glassware/equipment.
- Collect and care for flora and fauna within the Faculty of Science, in accordance with current handling regulations;
- Conduct safety audits for the laboratories;
- Monitor chemicals and associated supplies and prepare orders;
- Perform calibration checks and operate specialist laboratory equipment and instruments;
- Prepare and maintain scientific displays and collections;
- Prepare and sterilise potting mixtures
- Prepare samples (by measuring, drying, grinding etc) for subsequent analysis;
- Produce scientific resource materials of a technical nature;

Maintenance and storage

- Collect and/or receive deliveries of stock, unpack, check invoices and mark the delivery date and store appropriately;
- Create and maintain the chemical and equipment databases;
- Maintain a chemical stock register and monitor chemicals and ensure provision of associated supplies;
- Obtain quotes and prepare orders for equipment;
- Oversee laboratory animal feeding, aquarium cleaning and water changes;





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- Oversee labelling, secure storage, control and maintenance of equipment and apparatus;
- Oversee maintenance of equipment, glasshouses and aquariums and/or Science audio visual equipment;

Administrative

- Conduct annual stocktake of materials and equipment within the Faculty of Science;
- Develop budgetary proposals for the laboratories in conjunction with the Head of Faculty - Science.
- Evaluate and select equipment, and make recommendations for purchase;
- In conjunction with the Head of Faculty, develop and implement operational guidelines and practices in laboratory procedures (e.g. safety policy for science and Standard Operating Procedures (SOP's));
- Maintain databases and asset registers - annual stocktake, hazardous substances register, dangerous goods register, chemical manifest, dissection register, alcohol register or any other relevant registers as required by legislation;
- Obtain appropriate licences/permits for use of plant/animals/chemicals etc. in the Science laboratory;
- Provide specialised advice to the school community on complying with the Dangerous Goods Act;
- Undertake general administrative activities, data entry and word processing for the Faculty of Science as required.
- Assist in field trip preparations that may include arranging bookings and collating appropriate materials.

Selection Criteria

Mandatory Requirement - A relevant nationally recognised Certificate IV qualification or higher in a science or related field.

- Demonstrated ability to work unsupervised in a school Science laboratory/Faculty and within guidelines provided by the Head of Faculty - Science/Principal.
- Demonstrated ability to coordinate the use of scientific equipment, assembling, cleaning and storing of laboratory apparatus and equipment; and to safely store, handle, prepare and dispose of chemicals used in a school Science program.
- Demonstrated ability to apply workplace health and safety standards in the school Science environment and programs, in relation to laboratory and chemical use, application and secure storage of chemical & biological materials.
- Ability to demonstrate specialist equipment usage to teachers and students during science practical lessons and fieldwork, and instruction of students within faculty guidelines.
- Demonstrated skills in the use of scientific computer software packages.





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Requirements

- Maintain a very high level of confidentiality.
- Highly developed organisational skills and the ability to prioritise tasks to ensure deadlines are met;
- To work effectively in a team with high levels of communication required at all times;
- Must have a positive Blue Card or the ability to apply for one;

