



ESS – LABORATORY TECHNICIAN (P-12) POSITION DESCRIPTION

Our Mission at Marymede Catholic College is to educate in partnership with parents, young people of courage, ingenuity, humility, commitment, strength, compassion, service and fidelity. This endeavour is possible only within a Christ centered community.

The College recognises staff as its most valuable resource and expects teachers to work in a collaborative way that enhances the spirit and culture of the College community and supports the College Mission, Vision and Annual Action Plan.

Role Responsibilities

The role responsibilities draw upon the *Victorian Catholic Education Multi-Employer Agreement (2018)*. The role revolves around a demonstrated commitment to professional knowledge, professional practice and professional engagement.

The Education Support Staff (ESS) – Laboratory Technician reports directly to the Principal via the Deputy Principal Staff & Operations P-12. Regarding daily responsibilities, this position reports directly to the Science Domain Leader P-12.

Qualifications/Experience Requirements to Meet Position Objectives

- Excellent communicational skills.
- Excellent time management and organisational skills.
- Ability to multitask.
- Prior knowledge of working in a school an advantage.
- Knowledge of the school software system "SIMON" an advantage.
- Sound communication skills both written and verbal.
- First Aid Level 2 minimum

Working Relationships

- Internal liaisons – all staff.
- External liaisons – parents/guardians of students, visitors, contractors, suppliers.

Freedom to Act/Decision Making

- The position, in conjunction with the Science Domain Leader and Deputy Principal Staff & Operations P-12, is required to exercise judgment in ensuring the image of the College presented to the public is in accordance with the Mission and Vision Statements and that appropriate hospitality is extended to all visitors.

Key Responsibilities and Accountabilities

- Liaise with Science teaching staff 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.
- Advise Science teaching staff on technical components of the curriculum.
- Assist Science teaching staff with demonstrations.
- Assist Science teaching staff in instructing students on use/care of equipment during Science experiments.
- Advise and assist Science teaching staff in safety matters relating to the Science Laboratory.
- Prepare safety assessments in relation to preparation tasks.
- Demonstrate Laboratory techniques to Science teaching staff and students.
- Assist with the use of computers and learning technologies within the Domain.

Preparation and Maintenance

- Prepare solutions, stains and media for use in the Laboratory.
- Maintain a safe chemical storage/handling/disposal system in accordance with current regulations.
- Assist with security of Science Laboratory and equipment.
- Maintain an inventory of equipment.
- Acquire relevant catalogues and price lists.
- Assist with labelling, storage, stocktaking and ordering of equipment and chemicals.
- Manufacture simple glassware/general equipment for Laboratory use.
- Develop maintenance procedures for Laboratory equipment.
- Manage petty cash.

Care

- Care for flora and fauna within the Science Domain, in accordance with current handling and prevention of cruelty regulations.
- Collect and maintain living specimens (in accordance with regulations).
- Collect off campus scientific materials and field samples.

Liaison

- Liaise with organisations and industries for the purpose of acquiring equipment etc.
- Liaise with other schools to share resources.
- Be a member of a Professional Association relevant to the duties of the position.

Budget

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- Assist with the Science budget and petty cash system.

Supervision

- Assist the Senior Technician or Laboratory Manager in the core for flora and fauna within the Science Domain.

Attend Professional Development and training required by the College and actively seek opportunities to increase knowledge, experience and skills held.

Where appropriate opportunities present, become involved in the life of the school including attendance at staff meetings and involvement in school events.

Salaries and Conditions

- Salaries and conditions are set by the *Victorian Education Multi Employment Agreement 2018*. The position would be recompensed according to the scale for a full time ESS Category B at Level 2 or 3 depending on experience and qualifications.
- Hours: 8.30am to 4.06pm (30-minute lunch break).

Health & Safety

All staff are expected to:

- Adhere to and implement safe work practices and procedures in accordance with Marymede Catholic College policies.
- Work safely and report any hazards in accordance with College procedures.
- Monitor and take full care of the health and safety of others.
- Participate when required in the resolution of safety issues.

Other Specific Duties

As required by the Principal and as outlined in the *Certified Agreement VCMEA 2018*.