



Science Laboratory Technician/Assistant

'Inspiring Minds, Hearts & Spirits'

Red Bend Catholic College Forbes, located in a peaceful rural setting with state of the art facilities, is seeking dynamic staff who will Inspire Minds, Hearts and Spirits.

We are currently seeking a Science Laboratory Technician/Assistant

This role will provide laboratory and technical assistance to the Science Faculty. This is currently a part time role.

How to apply

Applicants should forward a written application addressing the selection criteria, accompanied by a personal and professional resume, giving details of background and experience.

Applicants must complete the attached application form and return this with their application, including any relevant documentation.

Please apply by email to **employment@redbendcc.nsw.edu.au**

Selection Criteria

- Demonstrated willingness to support the Catholic Ethos of the College and its Marist Charism
- Previous experience in a similar role
- Ability to work independently and in a team environment
- Have a preparedness to follow the College administrative policies and procedures
- Be able to demonstrate a knowledge of the application of WHS policy and practices as they relate to a Science Laboratory
- Computer skills in office applications
- Applicants who have a full or part Science degree or TAFE equivalent would be advantaged.
- Current First Aid Certificate
- Working with Children Check will be required for the preferred candidate

Science Laboratory Technician/Assistant - POSITION DESCRIPTION

Position Title:	Science Laboratory Technician/Assistant
Reports to:	Principal through Science Faculty Coordinator
Location:	Red Bend Catholic College College Road, Forbes
Enterprise Agreement:	NSW Catholic Independent Schools (Support Staff – Model C) Multi-Enterprise Agreement 2023

ROLE DESCRIPTION

The following list outlines a list of duties to be shared between a Full-time and Part-time technician, but not restricted to:

1. Teacher Support

- Liaise with science teaching staff on their needs for practical work and maintain an efficient system for use and allocation of materials and equipment,.
- Assist science teaching staff with demonstrations, including acting as a demonstrator.
- Advise and assist science teaching staff in safety matters relating to the science laboratory.
- Download and prepare Material Safety Data Sheets (MSDS) for teacher use. Maintain storage of relevant sheets for 5 years and arrange renewal when necessary.
- Liaise with science teaching staff with the preparation of risk assessments and use of hazardous substances. Manage filing and storage of risk assessments.
- Assist with Open Day, information evenings and orientation day displays.

2. Preparation & Maintenance

- General care of the Science Laboratories and preparation rooms and fittings in accordance with WHS standards and safety procedures.
- Preparation of teacher experimental orders, delivery and setting out of teaching laboratories. Collection, cleaning and returning to storage areas all used equipment.
- Perform calculations to prepare chemical stock solutions.
- Labelling , storage and stocktake of chemicals to comply with regulations.
- Prepare solutions, stains and media for use in the laboratory.
- Maintain storage of chemicals in correct classes and conditions as required by legislation.
- Assist with security of science laboratory and equipment.
- Acquire relevant catalogues and price lists.
- Arrange service of and clean simple laboratory apparatus/equipment.
- Develop maintenance procedures for laboratory equipment.
- Maintain and check regularly equipment in student work benches.
- Preparing Biology specimens for use by classes and teachers.
- Assist with maintenance of long term experiments.
- Ensure safe storage and disposal of hazardous waste in accordance with regulations.
- Oversee the cleanliness of Science Laboratories and maintain regular contact with cleaner and the Business Manager.
- Be familiar with the location and operation of water, gas and electrical mains related to the Science Laboratories.

3. Equipment

- Create and maintain inventories; chemical , equipment and risk assessment databases.
- Perform calibration checks and operate specialist laboratory equipment and instruments.
- Evaluate and select equipment, and make recommendations for purchase.
- Maintain stationery supplies.
- Ordering, unpacking, checking and sorting new equipment.
- Oversee maintenance of equipment by specialist personnel. Eg microscope servicing.

4. Other duties

- Care for flora and fauna within the Science Laboratories in accordance with current handling and prevention of cruelty regulations.
- Collect and maintain living specimens for experiment use (in accordance with regulations).
- Collect off campus scientific materials and field samples.
- Have current First Aid Training and Chemical Safety in Schools (CSIS) training or be prepared to undergo training.
- Liaise with organisations and industries for the purpose of acquiring equipment etc, sharing of resources
- Liaise with sales representatives
- Consult the Science Coordinator on Budget requests and maintain records of purchases

5. Responsibilities not expected of the Laboratory Technician

- Science Laboratory technicians are not required to perform teacher photocopying.
- Science Laboratory technicians are not to be in sole care of students, except in emergency situations

6. Other

- Other duties, as directed by the Principal and / or Science Faculty Coordinator

The Principal reserves the right to vary this position description in response to changing needs and what is in the best interests of the College.