



Loyola College

Position Description

Laboratory Assistant: (Contract, Part-Time)

Basic Functions:

The Laboratory Technician is responsible to the Head of Science, for laboratory support to the Science Faculty both in the maintenance of laboratory supplies and the preparation for classroom experiments.

Scope:

The Laboratory Technician is responsible for:

- Purchasing, keeping inventory and safe storage and/or disposal of all chemicals and equipment.
- Preparation of sets of equipment, chemicals and all other items required for classroom use.
- General tidiness of storage areas, classrooms and laboratories.
- Maintenance of suppliers' lists, purchasing records and stock records.
- Conduct rolling stocktakes throughout Loyola College.
- Assist in general maintenance of the science laboratories, including checking the IT equipment.

Duties:

Maintenance and storage of Laboratory stocks:

- Order chemicals, glassware and equipment from suppliers. In some cases pick up items from local suppliers (only once authorized by the Business Manager or DP Staff).
- Keep inventory of all items on stocksheets.
- Maintain stocks of general classroom items (tape, staples, stationery, etc.).
- Label storage areas, develop storage listing.
- Check and confirm invoices to office for payment.
- Keep records of expenditure and advise Head of Learning - Science of expenditure and any queries or concerns.
- Establish files on suppliers.
- Establish safe storage practices and ensure compliance with HAZCHEM requirements.
- Maintaining the Material Data Safety Sheets and ensuring the College is compliant with the OH&S requirements regarding Chemicals and other supplies.

Teacher and Classroom Lesson Support -

- Prepare individual sets of equipment for practical classes.
- Trial experiments where necessary.
- Ensure practical class equipment is adjacent to the correct classroom before each lesson.
- Ensure items of classroom equipment are serviceable e.g. light boxes.
- Remain available during each and every science lesson to provide teacher support as required.
- Put away equipment after use. Restore usable chemicals and solutions.
- As directed provide and rotate classroom displays.
- Ensure gas and water are turned off in each laboratory at 3.30pm each school day.

- Be familiar and comply with the College's Commitment to Child Safety, Child Safety Policy, Safeguarding Children and Young People – Code of Conduct and any other policies or procedures relating to child safety.

General Tidiness of Science areas -

- Clean benches in science classrooms weekly.
- Ensure continued cleanliness of lockers, side cupboards and sinks in laboratories. Thoroughly clean during each vacation.
- Check aquariums, feed fish, clean aquariums regularly.
- Dispose of broken glassware.
- Repair or replace broken items of equipment and furniture. Seek support from the Business Manager for replacement of furniture beyond repair.
- Thoroughly clean chemical storage areas each vacation.
- Arrange dry cleaning of laboratory coats.
- Each year dispose of uncollected students' work and sort out student workbooks.
- Ensure all laboratories and preparation areas are clear and tidy at all times.

Other Duties:

- Conduct rolling stocktake during term vacations of all school equipment and furniture and enter stocktake data into school stocktake records.
- Other tasks as directed. (This may include some administrative tasks.)

Selection Criteria:

- Completion of an appropriate qualification.
- Experience in a laboratory.
- Experience and/or interest in working with students and teachers within the environment of a secondary school.
- Good written and oral communication skills.
- Demonstrated ability to work flexibly as a member of a team, and to carry out each of the duties with a minimum of supervision.
- Senior First Aid Certificate (preferred).

Hours of Work:

This is a part-time position of 19.5 hours per week. Hours of work are currently Monday: 8.30am – 3.45pm, Tuesday: 8.15am – 3.30pm, Thursday: 8.15am – 3.30pm. A 45 minute unpaid lunch break applies.

Salary, conditions and benefits:

- The conditions of the Victorian Catholic Education Multi Enterprise Agreement apply to this position.
- The position is an Education Support: Level 2.
- Salary will be decided based on experience and qualifications and will be in the range of \$55,596 - \$60,610 (FTE). Superannuation and Leave Loading will be paid as per current Government legislation.
- Contract position on account of a Leave Replacement.
- *Category C* - Seven weeks annual leave. One week is taken in each of the Term's break and four weeks are taken at the end of the school year (except that the last week of January is not available for leave).