



## Science Laboratory Technician

<b>Responsible to:</b>	Business Manager.
<b>Reports to:</b>	Curriculum Leader - Science.
<b>Hours of work:</b>	Monday to Friday 8.00am - 4.00pm (½ hour for lunch)
<b>Leave:</b>	School Holidays

### The Role:

The Science Laboratory Technician is responsible for the efficient daily functioning of laboratories, and assisting science staff with all experimental work.

The Science Laboratory Technician works mainly with Years 7-12 which includes Senior VCE and IB Chemistry, Physics and Biology and may assist in the Primary years.

This position is ongoing, full time & will commence as soon as possible.

### Duties:

It is expected that the Science Laboratory Technician will work as a team in performing the following duties:

- Trial, develop & prepare practical activities and demonstrations.
- Liaise with teaching staff on their needs for practical work.
- Provide advice to teaching staff on technical aspects of the curriculum.
- Provide advice and assistance to teaching staff in regards to matters of laboratory safety.
- Assist with in-servicing of teachers on the use of equipment, emphasising safety aspects for student use.
- Maintain order and cleanliness of laboratories, stores and preparation areas.
- Ensure safe use, storage and disposal of chemicals in accordance with new GHS regulations, including hazardous and toxic substances.

- Prepare and maintain Hazardous Substances Risk Assessment forms and obtain relevant Material Safety Data Sheets.
- Assisting the teachers to do risk assessments on laboratory experiments planned by teaching staff and conducted by students
- Carrying out risk assessments for preparation of stock solutions of chemicals to be used in practical classes or any other purpose in science
- Maintaining the electronic version of The Ridgeway Campus Site Chemical Register.
- Assisting other departments to add to The Ridgeway Campus Site Chemical Register, set up and maintain chemical manifests and MSDS folders.
- Conduct risk assessments for any new chemicals to be brought to the site and advise on suitability for a school environment.
- Maintain stock records and equipment lists and assist in conducting regular stock takes.
- Help prepare and maintain visual displays.
- Assist with collecting materials and preparing experiments and displays for Science Week and Science Club
- Plan and implement measures for proper storage, control, handling and disposal of dangerous, hazardous and toxic substances.
- Perform routine servicing and maintenance of equipment.
- Care for Fauna and Flora within the Science Department in accordance with current regulations.

#### **Skills and Qualifications:**

- Significant experience in a similar role in schools would be highly regarded.
- Diploma of Applied Science or equivalent qualifications would be an advantage.
- Excellent inter-personnel skills and an ability to work as part of a team are essential.
- Demonstrates a strong work ethic to achieve academic goals.
- Experience with PASCO Data logging would be highly regarded
- Displays effective multi-tasking, time management skills and shows initiative.
- Demonstrated ability to work autonomously with minimum supervision.
- Specific experience with STEM based programs is desirable but not essential.
- Sound knowledge and understanding of the use of Hazardous Substances Risk Assessments and Materials Safety and Data sheets.
- Understanding of Occupational Health and Safety requirements, and safe work practices.
- Demonstrated knowledge and understanding of the latest developments in laboratory technician practices including Information & Communication Technologies (ICT).

#### **Other:**

- Current First Aid Certificate would be an advantage.
- Be prepared to attend Professional Development workshops that will assist in successfully meeting the objectives of this role.
- A current Victorian Driver's Licence is desirable.

## **Working with Children Check:**

- Employment is subject to the provision of a current Employee Working with Children Check.

This position description is an overview of the duties and responsibilities of this role and does not represent the entirety of this position. Ivanhoe Grammar School reserves the right to vary this position description to meet the changing needs of the School.

Ivanhoe Grammar School is a Child Safe organisation. All staff are required to adhere to the School's Student Wellbeing Policies and Staff Code of Conduct. Where a staff member breaches these policies or Code, the School will take appropriate disciplinary action.

Please refer to the School's website [www.ivanhoe.com.au/currentvacancies](http://www.ivanhoe.com.au/currentvacancies) for the application process.

Only applications using the Schools online Application for Employment form will be accepted.

Applications will close when a successful candidate has been appointed and should be addressed to:

Human Resources Department  
Ivanhoe Grammar School  
The Ridgeway Campus  
IVANHOE VIC 3079