

Staff at St Columba's College are called to be coworkers in the ecclesial mission of witnessing and proclaiming God's reign.

The Laboratory Technician is appointed by the Principal and is directly responsible to the Domain Leader Science. Matters concerning conditions of employment shall be directed to the Head of Human Resources.

The Laboratory Technician is expected to support science staff in the preparation and delivery of practical classes and to ensure that science equipment and supplies are maintained and ready for use.

As a staff member of St Columba's College, the Laboratory Technician is expected to support the College philosophy and the values as articulated in the College Mission and Values Statement – Learning, Community, Hope, Justice and Faith.

KEY AREAS OF RESPONSIBILITY

General Duties

1. To prepare materials required for individual practical classes when requested. At least two days written notice is normally required. Larger units require at least one week's notice.
2. To assist with the deployment of apparatus required by science staff for teaching purposes.
3. To assist science teachers with the supervision of practical classes and to attend excursions, when necessary.
4. To assist with the collection, cleaning and storage of apparatus and materials used by science staff for teaching purposes.
5. To assist with the trial and evaluation of new experiments and the improvement of current experiments.
6. To ensure that Risk Assessments are available for each experiment that includes the use of hazardous chemicals (with reference to appropriate MSDS).
7. To ensure that the MSDS Folders are updated (located in the Science Department and Front Office).
8. To assist with the order and cleanliness of the laboratories, stores and preparation rooms.
9. To assist with the care, maintenance, security and systematic storage of apparatus and materials and report any defective apparatus.
10. To report any faults in gas, water and electrical supplies and ensure that any such faults are attended to.
11. To assist with the maintenance of Safety and First Aid Equipment.
12. To carry out basic maintenance of apparatus and inspect chemical and biological stocks to ensure that new supplies are ordered, when necessary.
13. To assist in keeping accurate records of the loan of science equipment.
14. To be responsible for the safe disposal of biological and chemical residues and other waste materials.
15. To attend relevant inservice activities when time is available (subject to the Domain Leader's approval).
16. To assist science staff in the delivery of workshops at conferences.

Specific Duties

1. To keep glassware clean and in the correct place.
2. To replenish contents of reagents bottled from stock solutions.
3. To make up stock solutions and reagents, as required.
4. To be primarily responsible for the set up of Senior and Junior Science Laboratories as delegated by the Domain Leader Science.

End of Term Duties

1. To undertake general cleaning and maintenance of laboratory apparatus and facilities
2. To assist with stock taking and inventory control
3. Trial of new experiments

Other Duties

To undertake other duties as directed by the Principal and the Domain Leader Science (and /or the Head of Human Resources in their absence).

CONDITIONS

Conditions are as per the *Victorian Catholic Education Multi Enterprise Agreement 2013* (The Agreement) and St Columba's College employment policies.

Hours of Duty: Days and hours to be negotiated

Leave: Seven weeks leave (pro-rata). One week each term break and four weeks leave during the Christmas break (dates to be negotiated with the Head of Human Resources and/or Business Manager)

Salary Scale: School Officer Category C salary, as per The Agreement

St Columba's College is a child safe environment. Our College actively promotes the safety and wellbeing of all students, and all College staff are committed to protecting students from abuse or harm, in accordance with their legal obligations including child safe standards. The College's Child Safety Code of Conduct is available on the College's website.

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