

Position Description

Position	Science Laboratory Technician
Award	Educational Services (Schools) General Staff Award 2020
Classification	School Operational Services, Grade 2
Directly reports to	Science Laboratory Manager <i>All professional services positions ultimately report to the Business Manager</i>

This position description summarises the essential responsibilities, activities, qualifications, and skills for this position and may be reviewed or modified by the Principal or their delegate, in response to the strategic direction of the school and the development of skills and knowledge for this position.

Position Summary

Science Laboratory Technicians (Lab Techs) support the work of teachers in the delivery of the teaching and learning program in Science. Under the direction of the Science Lab Manager and the Curriculum Leader - Science, Lab Techs are responsible for the preparation of materials and apparatus for practical classes, the organisation of the laboratories, including the inventory and ordering of stock, and have a thorough and up to date understanding of all compliance and regulatory requirements pertaining to safety and the handling, storage and disposal of potentially hazardous materials. The Science Lab Manager works to facilitate all of the above through their team and ensure accountability is maintained accordingly.

Lab Techs are integral members of the Science Team. Reporting to the Science Lab Manager, they also have a reporting relationship with the Business Manager who has a responsibility for all the administration and professional service operations of the School.

Key Result Areas

Responsibilities	Performance Outcomes
To promote and enable the Ivanhoe Strategic Vision	The Purpose and Ethos of the Strategic Vision are evident in the observable behaviours and professional practice of all staff at Ivanhoe Grammar School
Provide students with a child-safe environment	A demonstrable understanding of appropriate behaviour and legal obligations relating to child safety. Compliance with the School's Child-Safe Policy and Code of Conduct, and any other policies or procedures relating to child safety
To oversee the daily operations of all Science laboratories and preparation areas	All laboratory activities are well managed and supported. Apparatus and chemicals for practical work and demonstrations are prepared

The laboratories and preparation areas are kept clean and hygienic as well as safe and secure.

Order and cleanliness of laboratories, stores and preparation areas is maintained at all times

Proper and timely storage of apparatus and materials; including digital resources is maintained

Repair or replacement of equipment is attended to as required.

Stock is monitored and materials ordered ensuring the timely preparation and submission of requisition orders.

The environmental impact by the Science Department is minimised

Flora, fauna and all living specimens are collected, maintained and cared for respectfully and in accordance with regulations related to handling and the prevention of cruelty

The Buckley House Science program is supported as required

Liaison and regular communication with other support services to ensure:

- Building maintenance and minor repairs occurs as required
- Software and hardware needs are met
- Library acquisitions, trial exams and other relevant resources along with stationary supplies are maintained

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To maintain and manage the learning environments of the Science laboratories	Science laboratories are bright and stimulating learning environments Collaboration with Science teachers is evident to ensure labs demonstrate and showcase student learning
To ensure all compliance requirements are met with regards to safe handling, storage, and disposal of potentially hazardous materials	Safe storage and disposal for chemicals is carried out in accordance with regulations, including hazardous and toxic substances Hazardous Substance Risk Assessment forms and Material Safety Data Sheets (MSDS) for chemicals are maintained as per compliance requirements MSDS and other OH&S/Risk Management forms are current, known and readily available. The Chemicals Register is accurately maintained. Regular safety audits are conducted
To support the work of Science teachers	Collaboration and liaison with teaching staff on their needs for practical work is evident Assistance is provided with in-class experiments as required by teachers Experiments are trialled and developed Experiments demonstrated to teachers and students including technical assistance and advice as required, especially in relation to experiment safety risk assessments. Assistance and support is provided to staff in the operation of new equipment and familiarisation with the related experimental procedures. Assistance is provided to staff in overseeing students cleaning up laboratories after practical sessions and the storage of apparatus.
Work within the annual budget, in consultation with the Business Centre.	Contributing to the preparation of the annual budget for the Science Domain. Assisting with the planning and organisation of excursions, fieldwork and Science co-curricular activities including accompanying staff as required.

Other duties as directed by the Business Manager

Attend various meetings at the invitation of the Business Manager

Engage in projects or other duties as directed by the Business Manager

Key Challenges

- Build on the School's reputation as a contemporary centre of excellence in education.
- To create conditions for learning that are student-centred, outcomes-based, incorporate a diversity of approaches and promote excellence.
- Develop Ivanhoe as a school recognised for exceptional success in ensuring International Students receive their University offers of preference.

Education and Experience

- Current Working with Childrens Check
- Diploma of Applied Science, Certificate IV Laboratory Technician or equivalent qualifications
- Chemical Safety qualification is desirable
- Experience with PASCO Data logging would be highly regarded
- Sound knowledge of child safety protocols and compliance requirements.

Knowledge and Skills

- Outstanding interpersonal skills including a demonstrated ability to build community.
- Strong capacity to consult, collaborate and interact with staff, students and parents / guardians.
- Highly competent in the use and application of digital technologies.

Attributes:

- Be a suitable person to engage in child-connected work.
- Supportive and an avid promoter of the Ivanhoe Grammar ethos and values.
- Highly developed verbal and written communication skills.
- Demonstrated ability to work with others towards a common goal.
- Personal resilience, enabling effective management of multiple and conflicting demands.

Reporting Relationships

Reports to: Curriculum Leader - Science

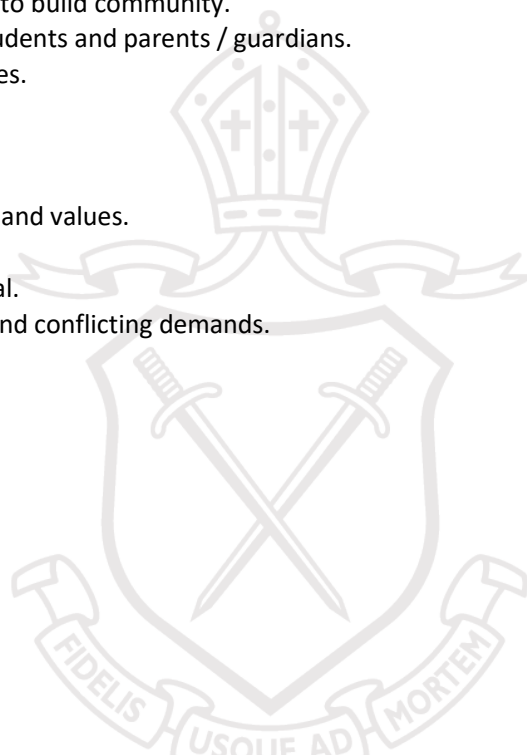
Associated Relationships: Science Teachers
Students

Team/s: Science

Additional Information Relating to the Position

Administrative Staff Commitment

All members of the Administrative Staff team are expected to support each other in achieving operational and strategic goals and work towards the continuous improvement of the School's systems and programs. Administrative staff must be willing to assist and support other members within the team in accordance with our School's



expectations of collegiality and teamwork. The Business Manager or their delegate may assign reasonable duties in addition to those listed in this position description.

Child Safety Commitment

All schools have a moral responsibility for the safety and wellbeing of students. At Ivanhoe Grammar School we take this responsibility very seriously. We are committed to a school culture where protecting children forms a part of our everyday thinking and activity. Protecting students is the responsibility of everyone who is employed at, or is engaged by, Ivanhoe in child-related work. Detailed information about our commitment to child safety and wellbeing, is set out in our code of conduct, policies and procedures located on our Child Safety page.

Committed to child safety, children's wellbeing and protecting children from abuse, the School requires that all staff comply with the School's Child Safety Code of Conduct, Child Safety Policy, Child Safety Concerns Management Procedure, Health and Safety Policy and Respectful Workplace Behaviour Policy.

All teachers and non-teaching staff working directly with or caring directly for students are required to have a working knowledge and understanding of our Child Safety Code of Conduct, Child Safety Policy and Child Safety Concerns Management Procedure.

Where any staff member breaches any of the School's policies or codes of conduct, the School will take appropriate disciplinary action.

Occupational Health and Safety (OHS) Commitment

All School staff are required to take reasonable care for their own health and safety and that of other staff who may be affected by their conduct.

All staff are responsible for:

- Participating in OHS related training
- Reporting OHS hazards and incidents
- Actively participating in the development of risk assessment and or job safety analysis
- Assist with workplace inspections
- Adhere to Ivanhoe Grammar School's OHS policies and procedures

Policies and Procedures

All employees of Ivanhoe Grammar School are expected and required to understand and adhere to all School policies and procedures. It is a condition of employment that all employees participate in all training provided to them regarding policies and procedures in accordance with legislative requirements. A breach of School policy may result in disciplinary action.

Approval

Developed by	Head of Human Resources
Approved by	Business Manager
Approval date	May 2023
Next review date	May 2027

