



KING'S COLLEGE

Christian Education Kindergarten to Year 12

Position Description

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| Position | Science Laboratory Technician |
| Classification | Educational Services Level 3 |
| Reports to | Science Teachers |
| Supervises | No staff currently report to this position |
| Position Purpose | The role of Laboratory Technician at King's College is to contribute to the College's provision of a quality educational service by assisting Science teachers, and facilitating high standards in the College science laboratory. |
| Qualifications/ Experience | <p>Current <i>Working with Children</i> Check (www.justice.vic.gov.au/wps/wcm/connect/justlib/working+with+children) is mandatory</p> <p>3-5 years successful similar experience is desirable.</p> <p>A qualification in Laboratory Technology or similar.</p> <p>Highly developed organisational skills are desirable.</p> <p>A demonstrated interest in Science disciplines, particularly Chemistry, is desirable.</p> |

Key Accountabilities

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| <p>Statutory Responsibilities</p> | <p>This position is required to support the achievement of the College’s mission and values together with the aims of the Strategic Plan:</p> <p>Values</p> <ul style="list-style-type: none"> • Faith • Excellence • Integrity • Respect • Perseverance • Humility <p>Mission</p> <p>King’s College provides a caring Christian education to effectively prepare confident young people as lifelong learners equipped to know and serve God in a changing world.</p> <p>This position is responsible for adhering to all legislative requirements as they pertain to the position of Laboratory Assistant.</p> <p>King’s College is a child safe employer with a zero tolerance for child abuse. VIT registration or a valid Working with Children Check is mandatory for all staff.</p> |
| <p>Commercial Management</p> | <p>No accountabilities for this position</p> |
| <p>Fiscal Management</p> | <p>Where this position is accountable for the management of any College funds, such management must be in accordance with operating guidelines as determined by the Business Manager or Principal.</p> |
| <p>Consultation and Communication</p> | <p>This position is responsible for the development and maintenance of effective and positive relationships with students, staff and parents.</p> <p>All College employees are required to promote and maintain a positive College image and good community relations.</p> |
| <p>Business Development and Innovation</p> | <p>No accountabilities for this position</p> |
| <p>Asset Management</p> | <p>The College must manage its resources to ensure optimum life. All employees are expected to assist the College to maintain resources provided for the delivery of educational and support services in a safe environment and in good order.</p> |
| <p>Risk Management</p> | <p>This position is responsible for contributing to support Science teachers to minimise risk in all practical Science activities.</p> <p>This position is responsible and accountable for directing any safety concerns to the Science Co-ordinator or Principal immediately.</p> |

Duties

- Ensure Science Laboratories are maintained to a high standard
- Maintain and appropriately store Science equipment and resources
- Arrange testing of fume cupboard to meet legislative requirements
- Ordering and management of new Science equipment and chemicals required by teachers
- Replenish reagent bottles, find and prepare biological specimens, prepare microscope slides and other practical preparation as required
- Prepare and return all apparatus and chemicals for class experiments when required
- Assist in the construction of apparatus and preparation of apparatus including distillation equipment
- Assist teachers with demonstrations and practicals as required
- Organise registrations, as required, that relate to the conduct of Science experiments or practical activities
- Collate all information relating to legislative and ethical requirements concerning the use of animals in Science classes
- Assist with College Science excursions/camps as required
- Maintain accurate records for risk assessments for all practicals
- Maintain OH&S Safety Register including current Material Safety Data Sheets (MSDS) sheets.
- Accept responsibility for the behaviour of all College students. Ensure the Science Co-ordinator or Deputy Principal is advised of any inappropriate behaviour
- Foster family confidence in all aspects of King's College
- Act as a positive role model for students
- Other duties consistent with the operations of the Science Preparation Room/ Laboratory as requested by the Principal

Performance Appraisal

All staff of King's College are required to undertake a goal setting process. In this process the employee and supervisor negotiate:

- Goals for the next period
- Strategies that will assist the employee to achieve the goals
- Time frame for interim review and achievement of goals

Working Relationships

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| Internal | Students Teachers Principal Business Manager Other staff at all levels across the College |
| External | Clients – College Families External providers of College services relevant to the Science program in the secondary years |

Position Dimensions

The position of Laboratory Technician currently has no personnel or financial delegations.

Key Selection Criteria

KSC 1: Demonstrated ability to provide a high standard of organisational skills and a comprehensive understanding, or the ability to rapidly acquire such knowledge, of the operations of a school science laboratory.

KSC 2: High-level of interpersonal skills with a proven client service focus, including the ability to communicate both orally and in writing with a broad range of people at all levels.

KSC 3: A demonstrated ability to communicate effectively with students, including the use of consistent behaviour management strategies that contribute to a supportive learning environment

KSC 4: A demonstrated willingness to become actively involved in the College's science program and all aspects of College life.

KSC 5: A demonstrated commitment to child safety and the protection of every child from harm.

Additional Factors

- Prospective employees of King's College are required to disclose any criminal history (including convictions which are not recorded) and/or current charges. A criminal conviction or charge will not automatically exclude an applicant from consideration for employment with the College. Criminal history checks will be undertaken on the preferred applicant.
- Prospective employees of King's College are required to disclose any disciplinary history at the time of interview. A disciplinary history will not automatically exclude an applicant from consideration for employment with the College.
- A no-smoking policy is effective on the College campus, at College activities and in College vehicles.
- A high standard of professional dress is expected for all employees of King's College.
- Employees of King's College are expected to participate fully in the co-curricular life of the College.
- Travel may be a requirement of this position.