



Position Description

Laboratory Technician

Roseville College is an established, respected independent day school for girls in Preparatory to Year 12, centrally located in Roseville on Sydney's North Shore since 1908. Ours is a learning community where girls and staff are truly known, and where every individual is valued. Our vision, to raise future-ready women who lead proficiently with strong character, is underpinned by the Christian faith.

The Roseville College staff comprises visionaries, innovators, pioneers and co-learners, who appreciate this as a meaningful, inspiring and progressive workplace where they are enriched, equipped and empowered for a fulfilling career and to make a positive impact on student generations.

Broad objective

The Laboratory Technician is an important member of the Science Department team, providing a high standard of administrative and technical support. Working collaboratively with the Head of Science and the Department, the Laboratory Technician will ensure that the Science preparation areas and resources are maintained in a safe, clean and orderly condition, and will facilitate the requirements for practical lessons and students' projects in Science.

Key relationships

Staff

Reports to

Head of Science

Director of Business Services

Direct reports

N/a



Laboratory Technician

Key responsibilities

Preparation and provision of support for practical Science lessons:

- Approve and prepare staff equipment requests for practical lessons including examinations using the web-tool Risk Assess.
- Set up practical demonstrations when requested by class teachers.
- Assist with practical demonstrations in laboratories, when requested by class teachers.
- Prepare equipment for student projects, such as the students' Depth Studies, Science Extension, Science Fair and Young Scientist competitions as requested by class teachers.
- Maintain a log of student requests for equipment, when authorised by a class teacher.
- Maintain a "near miss" register for any safety incidents reported by class teachers and work with the Head of Science to update policies and procedures accordingly.

Implementing and managing WHS procedures in accordance with NSW legislation:

- Work with the other science laboratory technician as well as the Head of Science on creating, updating and implementing relevant department policies and procedures.
- Identify any potential Workplace Health and Safety issues related to working with students in Science laboratories and work with the Head of Science to communicate these within the Science faculty.
- Label all chemicals in accordance with Chemical Safety Code and Chemical Safety in Schools requirements.
- Adhere to strict procedures in maintaining a safe and effective storage system for all equipment, chemicals and other dangerous goods and hazardous substances in accordance with relevant code and legislation.
- Maintain the Science Department's MSDS registry, with access for all Science staff.
- Liaise with the maintenance department to organise tagging of all electrical equipment according to CSIS requirements.
- Prepare and authorise submitted risk assessments for practical lessons and demonstrations via Risk Assess.
- Prepare and supply safe work procedures for practical work involving dissections, lasers, radioactive sources and any other equipment identified.
- Organise the safe disposal of chemicals and hazardous materials in accordance with Sydney Water guidelines.
- Prepare sterilised agar plates and dispose of appropriately, as required.
- Prepare and maintain microbiological samples for Depth Studies and Science Extension projects.
- Maintain a safe working environment (adequate ventilation, properly serviced fume cupboard etc).
- Assist staff with first aid procedures within the Science facilities, as required in an emergency.
- Assist with the cleaning up of chemical spills.
- Assist with equipment breakages as required by class teachers.

Maintaining stock and supplies of department resources:

- Source and purchase chemicals, equipment, additional teaching textbooks for staff and consumable materials to meet requirements for practical lessons and safety.
- Ensure that an inventory of all equipment, chemicals and other stock is conducted on a regular basis.
- Manage and maintain records of petty cash expenditure.

Maintenance of Science Department facilities:

- Maintain a safe and clean work environment across preparation areas and storage rooms.

Roseville College is proudly a Child Safe Organisation, putting the best interests of children and young people first. All appointments at Roseville College are subject to Child Protection Legislation.

Roseville College 27 Bancroft Avenue Roseville NSW 2069 rosevillecollege.com



Laboratory Technician

- Replace glassware and other science equipment in science laboratories as required.
- Organise the service and repair of science equipment as required.
- Report maintenance issues as required.
- Oversee the maintenance and repair of science equipment, including the collection and cleaning of glassware.

Other related duties

- Accompany class teachers on Science excursions as required.
- Assist teachers in the lab with the set-up and demonstration of equipment during class.
- Assist with the care of live specimens including animals and plants.
- Assist with the display of Science work on noticeboards and in display cabinets.
- Perform all other reasonable duties as may be assigned by the Principal.
- Assist with the purchase and preparation of materials for STEAM related activities within the Science program and Department.

Additional Responsibilities

- Fulfil the requirements of this position description and other duties as reasonably required from time to time.
- Consistently uphold Roseville College's values and comply with all school policies and procedures.
- Any other ad hoc requests per the needs of the College or at the request of the Principal or delegates.

Child Safety

- Uphold the highest standard of child safety culture and awareness.
- Report all concerns regarding the safety of our students to the Principal or their delegate, in accordance with the College's child protection policies.
- Develop and maintain a thorough understanding of child protection obligations by reviewing the College's child protection policies and completing mandatory induction and ongoing training.

Risk and Compliance

- Adhere to the College's policies and procedures, importantly the Critical Incident Management Plan, Work Health and Safety (WH&S), code of conduct, child safety and emergency response practices.
- Consistently uphold Roseville College's values and comply with all school policies and procedures.

Qualifications, skills and experience

- Actively supportive of the Christian mission and values of the College.
- Tertiary qualifications in Science and appropriate Certificates/Diplomas in Laboratory Technology and Techniques.
- Experience and knowledge of the content and working scientifically skills of the NSW Science Curriculum Stages 4-6, in particular Chemistry and Physics – highly desirable.
- Experience and knowledge of the requirements for the Stage 6 Depth Studies and Extension Science Programs – highly desirable.
- Strong understanding of WHS requirements.
- Previous experience in school or university laboratories – highly desirable.

Roseville College is proudly a Child Safe Organisation, putting the best interests of children and young people first. All appointments at Roseville College are subject to Child Protection Legislation.



Laboratory Technician

- Ability to manage the workflow and proactively resolve issues in an efficient manner.

Essential characteristics

- Demonstrated commitment to Christian values.
- Highly organised with excellent attention to detail with the ability to identify priorities.
- Customer focused and results driven.
- Collegial and collaborative.
- Conflict resolution skills.
- Emotional resilience.
- Initiative.
- Innovative.
- Organised.
- Approachable.