



Role Description Senior Laboratory Technician (Science)

February 2024

Kilbreda College is governed by Kildare Ministries and administered by the Kildare Education Ministries Board.

Position:	Senior Laboratory Technician (Science)
Reports to:	Learning Leader: Science
Key Internal Liaisons:	Other laboratory staff Science Teachers
Conditions	Conditions are as per the Catholic Education Multi Enterprise Agreement (CEMEA 2022) This is an Education Support Employee, Category B, Level 3
Hours of Work	8.00am – 4.00pm This role requires flexibility of hours at times due to the timing of events

All staff members of Kilbreda College are expected to support Catholic education in the Brigidine tradition as expressed in the College's vision and mission statements. Staff are expected to reflect the values of Kildare Ministries in the way that they perform their role and in the relationships they form with all members of the College community. Each staff member's role is designed to contribute to the best possible educational outcomes for all students, enhance the community's strengths and ensure careful stewardship of the College's resources.

The primary objective of the Senior Laboratory Technician (Science) is to deliver a high-quality, high level technical support and be an advisory system (as required) for the Science teaching staff, non-teaching staff and students. The Senior Laboratory Technician (Science) works in partnership with the Learning Leader: Science, other laboratory staff and the Science Teachers to ensure that all Science classes are conducted in a safe and effective manner. The Senior Laboratory Technician (Science) is also responsible for testing and demonstrating experiments with Teaching Staff, while ensuring that all science equipment and supplies are maintained in accordance with the required safety regulations.

Child safety: It is an expectation that every staff member be familiar and comply with, the College's Child Protection and Safety Policy, Code of Conduct and any other policies or procedures relating to child safety.

KEY RESPONSIBILITY AREAS

1. Teacher Assistance

- Provide technical assistance and advice, as required
- Prepare practical activities for teaching staff who have complied with the Science Faculty requirements including risk assessments and notification period

- Set out equipment and materials for classroom use
- Trial new experiments and provide suggestions regarding adjustments and/or techniques for efficiency and effectiveness where appropriate
- Inform teaching staff of modification of practical activities to meet safety requirements or due to restricted access to equipment
- Assist science staff with enforcement of safety measures
- Advise staff on possible safety hazards
- Make available material safety data sheets (MSDS), risk assessment sheets for teacher use
- Maintain files for a five-year period of all experiments with signed MSDS and risk assessments for safety and audit purposes
- In the event of a safety incident, assist the teacher in responding to the incident
- Support teaching staff if completing an accident/near miss report on CompliSpace as needed
- Assist science teaching staff with testing and demonstrations
- Assist science teaching staff in instructing students on use / care of equipment during science experiments
- Demonstrate laboratory techniques to science teaching staff/ students
- In consultation with the Learning Leader: Science, provide induction to the laboratories and procedures to teachers and other laboratory staff
- Train staff on the use of new equipment
- Assist with the use of computers and learning technologies within the department
- In consultation and in partnership with Learning Leader: Science and Science teachers, prepare materials required for science excursions, camps and events such as Science Week and Open Days
- Preparation of solutions, stains, and media for laboratory use

2. Equipment

- Maintain chemical and equipment databases
- Perform calibration checks and operate specialise laboratory equipment and instruments
- Oversee maintenance of equipment
- Maintain safety gear in good working order including laundering of lab coats
- Complete purchase orders within Alii for approval by the Learning Leader: Science, monitor budget expenditure and assist with the preparation of the annual budget.
- Evaluate and select equipment and chemical supplies, and make recommendations for purchase to the Learning Leader - Science
- Assist with security of science laboratory and equipment
- Implement measures for safe handling, storage and disposal of hazardous substances
- Maintain current knowledge of emergency procedures
- Generate risk assessments for all chemicals for lab tech reference in prep rooms
- Maintain simple glassware / general equipment and ensuring its cleanliness and service for laboratory use
- Assist with labelling, clearly labelled storage of equipment and chemicals
- Maintain clean, neat and safe preparatory rooms

3. Specialist cleaning

- Clear classroom demonstrations and activities
- Disposal of chemicals and biological residues in accordance with current regulations

- Service and clean laboratory equipment

4. Care

- Care for the fauna within the science department, in accordance with current handling and prevention of cruelty regulations
- Collect and maintain living specimens (in accordance with regulations)
- Collect off campus scientific materials and fields samples

5. Liaison

- Liaise with other schools to share resources
- Liaise with LTB STAV, LabTech Associations for Laboratory Technicians in Schools
- Maintain professional network and memberships in the field
- Attend appropriate professional development activities to maintain skills and expertise

GENERAL ACCOUNTABILITIES FOR ALL STAFF – Staff will:
<ul style="list-style-type: none"> • Demonstrate alignment and support for the Catholic, Kildare Ministries and Brigidine ethos of the College • Support and enact the Vision, Mission, and Values of the College • Develop and maintain a productive and supportive network of relationships with staff, students, parents and the wider College community • Commit to and actively support the College's agenda for continuous improvement through collaboration with colleagues and participation in school improvement planning • Be familiar with, and comply with, all relevant KM/KEM and College policies and procedures • Attend all relevant staff meetings, assemblies, College masses, community days and staff professional learning days / sessions • Demonstrate duty of care to students in relation to their physical and mental wellbeing • Adhere to the College's professional dress code for staff • Attend and participate in College community evenings and events relevant to their role
<ul style="list-style-type: none"> • Have current registration with the Victorian Institute of Teaching or a current Working With Children Check • Have a demonstrated understanding of child safety and appropriate behaviours when engaging with children • Be familiar with legal obligations relating to child safety (e.g. mandatory reporting, reportable conduct) • Comply with the College's Child Safety Policy, Child Safe Code of Conduct and Professional Boundaries Policy, KEM Professional Standards Policy
<ul style="list-style-type: none"> • Comply with legislated occupational health and safety practices and participate in consultative processes • Observe safe work practices in accordance with training and instruction given • Identify, report and where appropriate, action risks/hazards in order to eliminate or mitigate against the risk recurring • Promote and implement occupational health and safety and risk mitigation processes within and across this area of responsibility

This statement of duties is not intended to be an exhaustive or exclusive list of duties assigned to the position. They are intended as a guide as to the responsibilities of the role. The position is subject to review and modification by the Principal (or nominee), in negotiation with the appointee, in response to the evolving needs of the College, and experience and expertise of the appointee.

Any significant additions to the responsibilities may be requested by the Principal (or nominee) through consultation and mutual agreement with the appointee.

KEY SELECTION CRITERIA

- Demonstrated commitment to Catholic Education and an understanding of the importance of charism and spiritual tradition in the life of an order-owned Catholic school
- A commitment to the safety, wellbeing and protection of all children
- An appropriate Science or Laboratory Technician qualification with previous experience working in a school environment in a similar role
- Knowledge of the requirements for VCE Biology, Chemistry, Physics and Psychology an advantage
- Strong ICT skills, including the use of Microsoft Office applications
- Demonstrated experience working effectively as part of a committed client focussed team
- Personal skills of flexibility, adaptability as well as a high degree of motivation
- Demonstrated ability to establish positive and effective working relationships with staff and students
- A strong commitment to teamwork and working collaboratively with others
- Excellent interpersonal, organizational and communication skills
- Enthusiasm, motivation and initiative
- A commitment to ongoing professional learning and development.