



Role Description Science Laboratory Technician

October 2023

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

Position:	Science Laboratory Technician
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 a Category B, Level 2 Educational Support Officer position.
Hours of Work	8.00am – 4.00pm This role requires flexibility of hours 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 Science Laboratory Technician is to deliver a high-quality support system for the Science teaching staff, non-teaching staff, students, parents and members of the wider College community. The Science Laboratory Technician works in collaboration 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 Science Laboratory Technician is also responsible for 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 Support

- 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
- Trialling of experiments
- 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
- Support teaching staff if completing an accident/near miss report on CompliSpace as needed
- Assist science teaching staff with demonstrations if requested
- Assist science teaching staff in instructing students on use / care of equipment during science experiments
- Demonstrate laboratory techniques to science teaching staff/ students as necessary
- Train staff on the use of new equipment
- Assist with the use of computers and learning technologies within the department
- In consultation with Learning Leader: Science and Science teachers, prepare materials required for science excursions, camps or events such as Science Week
- 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
- 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

- Attend appropriate professional development activities to maintain skills and expertise

6. General Accountabilities for All Staff

- Demonstrate duty of care to students in relation to their physical and mental wellbeing
- Be well informed and comply with the College's obligations in relation to Child Safe Standards and processes for reporting suspected abuse
- Be familiar with and comply with all College policies and procedures
- Demonstrate professional and collegial relationships with colleagues
- Adhere to the College's professional dress code for staff
- Attend all relevant staff meetings, assemblies, College masses, community days and staff professional learning days / sessions
- Attend and participate in College community evenings and events relevant to the role
- Commit to and actively support the College's agenda for continuous improvement through participation in school improvement planning
- Demonstrate alignment and support for the Catholic, Kildare Ministries and Brigidine ethos of the College
- Support the Vision, Mission and Values of the College

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 experience working in a school environment preferred
- 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 team work and working collaboratively with others
- Excellent interpersonal, organizational and communication skills
- Enthusiasm, motivation and initiative
- A commitment to their ongoing professional learning and development.