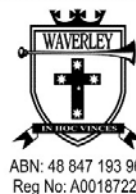


WAVERLEY CHRISTIAN COLLEGE Inc

1248 High Street Road, Wantirna South Vic 3152 | PO Box 395 Vermont Vic 3133
college@wcc.vic.edu.au | www.wcc.vic.edu.au | Tel: +613 9871 8600 | Fax: +613 9887 3907

20 College Drive, Narre Warren South Vic 3805
nws@wcc.vic.edu.au | www.wcc.vic.edu.au | Tel: +613 8765 7700 | Fax: +613 9705 9204



Position Description

Position:	Laboratory Technician
Campus:	Narre Warren South
Employment Status:	FTE 0.3
Reports Directly To:	Head of Secondary

Role

The Secondary Science Laboratory Technician provides general assistance of a supportive nature for teaching staff as directed.

Responsibilities:

- Trial and develop experiments
- Liaise with teaching staff on their needs for practical work
- Provide advice to teaching staff on technical aspects of the curriculum
- Provide advice and assistance to teaching staff in regards to matters of laboratory safety
- Assist with in-servicing of teachers on the use of equipment, emphasising safety aspects for student use
- Maintain order and cleanliness of laboratories, stores and preparation areas
- Care of fauna and flora
- Ensure safe storage and disposal of chemicals in accordance with regulations, including hazardous and toxic substances
- Prepare and maintain Hazardous Substances Risk Assessment forms and obtain relevant Material Safety Data Sheets
- Order supplies of equipment as required
- Maintain stock records and equipment lists
- Assist in conducting regular stock takes
- Plan and implement measures for proper storage, control, handling and disposal of dangerous, hazardous and toxic substances
- Perform routine servicing and maintenance of equipment
- Arrange repair where necessary of equipment by external agencies
- Purchase new or replacement equipment as authorised
- To assist students with activities as directed by the classroom teacher
- To participate in other duties as directed by the Head of Campus or Head of Secondary

Professional Duties:

- Model exemplary classroom practice when supporting students
- Promote the general progress and well-being of individual students, and of any group of students assigned
- Participate in school wide activities wherever necessary e.g. lunch/recess student supervision, student monitoring, etc.
- To ensure all OHS guidelines are complied with
- To actively pursue best practice in the areas of responsibilities, through professional development

Skills and Qualifications required:

- Experience in schools would be highly regarded
- Relevant science qualifications
- Sound knowledge and understanding of the use of Hazardous Substances Risk Assessments and Materials Safety and Data sheets
- Demonstrated knowledge and understanding of the latest developments in laboratory technician practices
- Excellent communication skills

Inherent Requirements of the Position**Assistants**

- Some bending and crouching
- Standing tasks requiring twisting and turning
- Prolonged periods of standing
- Some repetitive actions
- Able to work in an outdoor environment and differing weather conditions
- Ability and license to drive College cars for specific roles

Occupational Health and Safety Responsibilities

- Ensure, so far as is reasonably practicable, that work areas under your control are without risk to health and safety of occupants
- To have knowledge of, and comply with the College's OHS policies and procedures
- To comply with all safe work practices, ensuring reasonable care of your own health and safety and that of other staff, students and visitors
- Participate in relevant training and induction sessions
- To report all incidents and/or potential hazards to the Bursar and Property Manager as soon as possible

College expectations of you include:

- Be familiar with, and supportive of, the College's policies regarding child safety
- Adherence to College Policies and Procedures
- Support of the Waverley Christian College ethos
- Upholding the College staff dress code

Administration/Duties

As part of your employment, you are expected to participate in a range of duties beyond clerical/administration responsibilities. The College Calendar provides additional detailed information. These duties may include, but are not limited to:

- Participation in relevant meetings and in house professional development activities
- Attendance at the first day back for staff, Staff Retreat and end of year function
- Attendance at the General Working Bee
- Undertake Yard Duties as required
- Attendance at School Concerts, Presentation Nights