

## Position Description

### Laboratory Assistant

#### OVERALL PURPOSE OF THE POSITION

- To provide expert technical support to teachers and students in Science, Agriculture and STEAM.
- Work cooperatively within the laboratory team in the preparation of equipment requirements for classes and ensure necessary documentation is maintained.
- Work with the laboratory team in reviewing and managing laboratory safety standards and procedures, communicating these standards to all staff as applicable.
- Ensure that appropriate standards of work, health and safety are incorporated into the work undertaken; taking steps to ensure the health, safety and well-being of self and others in the workplace; support the School's Wellbeing programs.

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#### PRIMARY DUTIES & RESPONSIBILITIES

- To work as part of a team to provide expert technical support to teachers and students in Science, Agriculture and STEAM, reporting directly to the Head of Science and under the direction of the lead laboratory staff.
  - Ensure that teachers have appropriate laboratory equipment and resources for the conduct of their teaching programs, assessments, excursions, competitions, practical examinations and special events.
  - Ensure that all equipment is well maintained and in working order.
  - Assist in sourcing equipment, chemicals, live specimens and any other resources needed for teaching of the Science curriculum.
  - Advise teachers of any issues regarding equipment that would limit the success of their lessons and endeavour to correct the issue as soon as possible.
  - To ensure all chemicals and equipment are properly stocked, maintained, and meet safety regulations
  - Ensure records are maintained and secured
- Assist, seek, and share information and communicate with all members of the team.
- To maintain appropriate professional development through identifying new skills and training.
- To attend regular departmental and team meetings.

The laboratory team report directly to the Head of Science and the daily responsibilities are organised by the laboratory workflow leader.

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#### ESSENTIAL PERSONAL ATTRIBUTES

- Tertiary qualifications – Science Degree or Science Technician Certificate.
- Experience in working in a science laboratory setting, with preferable experience also in a school setting.
- Physical capability for lifting, carrying and moving equipment across 25 laboratories and 3 buildings.
- Highly developed organisation and communication skills underpinned by a genuine interest in people.
- Innovative problem solver, with initiative and resourcefulness who can undertake tasks with minimal supervision. Tasks include preparation of laboratory work and general support of the teaching staff.
- Exceptional personal standards of honesty, integrity and professionalism.
- Team player willing to foster a strong service culture.
- Commitment to the School's Mission, Vision and Values.
- Ability to support the Christian values and ethos of the School

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**ACCOUNTABILITY****Child Safety**

Barker College has an abiding commitment to the safety, protection and well-being of all children and young people in our care. All staff members will be held accountable for ensuring adherence to the policies of the School, in particular those relating to the safeguarding of children.

**General**

Breaches to a staff member's responsibilities and/or authority will be managed through the School's Disciplinary Management Procedures. This defined accountability is underpinned by the Barker College Staff Code of Professional Practice, Complaints and Performance Management procedures.

**Work Health and Safety**

All staff members will be held accountable for their actions and omissions where it affects their own or another person's workplace safety.

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**SPECIAL CONDITIONS**

- Prepared to undertake any additional training to complement the position.
- Flexible working hours may be considered.
- Attend conferences and seminars as required and appropriate for the position.
- Attend Barker College professional development and wellbeing seminars as required.
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**QUALIFICATIONS**

**Tertiary:** Science Degree or relevant Science Technicians Certificate

**Other:** Maintain membership with ASET, Assoc of Science Education Technicians.

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**ORGANISATION CHART RELATIVE TO POSITION**

**The Supervisor's Supervisor:** Head of Curriculum Strategy

**The Immediate Supervisor:** Head of Science

**This position:** Laboratory Assistant

**APPROVAL**

This position description accurately details the primary duties and responsibilities of a **Laboratory Assistant**.

*Approved by Head of Science on 19 March 2024*

**ACCEPTANCE OF POSITION DESCRIPTION**

Position description accepted by:

**Name of Staff Member:**

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**Signature of Staff Member:**

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**Date:**

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