ST MARY'S COLLEGE

Role Description
Laboratory Technician

Position Title	Education Support Officer – Laboratory Technician
Reports to	Business Manager
Location	Edmund Rice Campus & Presentation Campus
Basis of Employment	Part-time 0.5FTE – Fixed Term
Category	ESO - B
Date	January 2022

St Mary's College is a Catholic coeducational school in the Edmund Rice tradition, and it is understood that the Laboratory Technician will support and respect the mission of the College. This includes upholding the religious and spiritual values of the College, the pastoral and community values that drive all interactions with students and colleagues and St Mary's priorities in teaching and learning. The Laboratory Technician is expected to optimistically engage with a range of important cultural characteristics of Edmund Rice education that include commitments to; the safety and wellbeing of children, the EREA Touchstones, and the values of St Mary's College of Learning Always, in ways that are Transformative, Contemporary, Together and Sustainable.

Child Safety

In relation to child safety specifically, the Laboratory Technician should:

- Be familiar with and comply with the St Mary's College Child Safe Policy and the Code of Conduct, and any other policies or procedures relating to child safety
- Assist in the provision of a child-safe environment for students
- Demonstrate duty of care to students in relation to their physical and mental wellbeing
- Exercise pastoral care in a manner which reflects school values
- Implement strategies which promote a healthy and positive learning environment.

General responsibilities of the role include:

Faith Dimension

- Supporting the Faith, Religious dimensions and values of the Catholic Church and Edmund Rice education
- Participating in St Mary's community activities that uphold the objectives and traditions of Edmund Rice education, in particular the four EREA Touchstones: Liberating Education, Inclusive Community, Gospel Spirituality and Justice and Solidarity.

Professional Conduct

- Engaging with students and parents, by employing appropriate and professional modes of interaction that are consistent with the requirements of Catholic Education Commission of Victoria and Edmund Rice Education Australia.
- Interacting with all staff in a respectful and responsible manner that is consistent with the requirements of Catholic Education Commission of Victoria, the Victorian Institute of Teaching and Edmund Rice Education Australia.

- Managing professional information by applying discretion and confidentiality
- Representing the College to students, parents, professional bodies and the wider community in a professional manner
- Being familiar with and complying with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety
- Assisting in the provision of a child-safe environment for students
- Demonstrating duty of care to students in relation to their physical and mental wellbeing
- Committing to ongoing professional development in your area of work
- Being open to researching areas of interest relevant to directions provided in the school's strategic plan
- Continuing development of ICT skills as technologies evolve
- Contributing to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures
- Attending school events, including meetings and after school services/assemblies, sporting events, mass, community and faith days as required by the Principal
- Attending the College in appropriate professional attire that is consistent with the St Mary's College Professional Dress Code.

Professional Development

- Attending College Professional Development and Faith Development days
- With the approval of the Director of Staff, attending professional development
- Continuing development of ICT skills as technologies evolve, Occupational Health and Safety requirements, Hazardous Substance Handling, MSDS and safe work practices
- Participating in the staff appraisal process

Specific responsibilities of the role include:
General and Administrative Duties

- General administration duties, including fielding enquiries, attending to calls, visitors and students.
- Providing support for College events, as directed by the Business Manager
- Maintaining currency of first aid, mandatory reporting, anaphylaxis training and a current driver's licence
- Being a member of, and contributing to, the work of the College Occupational Health and Safety Committee.
- Maintaining the currency of applicable Occupational Health and Safety certifications.
- Demonstrating duty of care to students in relation to the physical and mental wellbeing
- Demonstrating professional and collegiate relationships with colleagues
- Any other duties as requested by the Principal that are consistent with the Victorian Catholic Education Multi Employer Agreement 2013 (VCEMEA).

Laboratory Duties

- Responsibility for the efficient operation of the science laboratory areas
- Maintaining order and cleanliness of laboratories, stores and preparation areas
- Developing and implementing measures for safe handling/storage/disposal of hazardous substances in accordance with relevant regulations
- Developing and implementing operational guidelines and practices in laboratory (e.g. safety policy for science)

- Obtaining appropriate licences/permits for use of plant/animals/chemicals etc in the science laboratory
- Co-ordinating use of all science materials around the school
- Using department computers for record keeping and classroom experiments
- Maintaining asset register and performing an annual stock take
- Conducting safety audits for the science laboratories

Finance Duties
- Assisting the Learning Leader – Science by keeping accurate records of purchases/incoming orders
- Developing budgetary proposals for the laboratories with the Learning Leader – Science

Teacher Support Duties
- Trialling of experiments and assisting science teaching staff with demonstrations and experiments
- Reviewing, evaluating and modifying laboratory practice – suggesting alternatives/developing practical work
- Providing input into unit formulation and curriculum planning

Equipment Duties
- Creating and maintaining chemical and equipment databases
- Performing calibration checks and operating specialist laboratory equipment and instruments
- Overseeing maintenance of equipment
- Evaluating and selecting equipment, and making recommendations for purchase

Liaison Duties
- Liaising with other organisations, including companies regarding excursions/use of materials, other schools to share laboratory resources, sales representatives

Key Characteristics
- A demonstrated understanding of the ethos of a Catholic school and its mission
- A demonstrated understanding of child safety
- A demonstrated understanding of appropriate behaviours when engaging with children
- Be a suitable person to engage in child-connected work
- Must hold or be willing to acquire a Working with Children Check card and must be willing to undergo a National Police Record Check, and a current First Aid qualification
- Working knowledge of databases and MS Office (Excel, Access, Word and Outlook)
- Ability to work as part of a team
- Excellent interpersonal and communication skills
- Good oral and written communication skills, including ability to communicate with children, parents and the school community
- Proven capacity to work independently
- Sound organisational skills including strong attention to detail
- Proven time-management skills
- Self-motivation