



POSITION DESCRIPTION

Position Description: Laboratory Assistant

Status: Part time; term time

Reports to: Head of Department

Date: November 2018

Classification: School Officer Level 3

Purpose of Position:

Under the broad guidance of the Head of Department – Science, Health and Physical Education provides support to the Science Teaching programs of the College.

Key Characteristics:

These include the ability to:

- Communicate effectively with staff and students in a way that upholds the dignity of the individual and contributes to the Mission of the College.
- Demonstrate a capacity for self-organisation and an ability to respond and adapt while operating in an environment, which is often demanding and busy.
- Demonstrate tolerance and patience, a capacity for tact and discretion and an ability to maintain confidentiality.
- Apply knowledge with depth in some specific areas and utilises a broad range of skills.
- Exercise discretion and good judgement in planning, selection of equipment, and organisation of supports services.
- Demonstrate an ability to complete a wide variety of tasks in a variety of contexts with complexity in the ranges and choice of actions required.
- Achieve outcomes within specified time lines.
- Work safely in a College environment and meet the requirements of Student protection legislation.
- Demonstrate a helpful, pleasant and empathetic manner even in difficult situations.

Supervision:

- Work will be carried out under general supervision of the Head of Department and may be checked in relation to overall progress. Broad guidance may be provided.
- Head of Department and teaching staff will clarify expected outcomes of support services.

Supervision of Others:

- Peer assistance may be provided to others.

Qualifications:

Tertiary qualifications at Certificate level or equivalent qualifications relevant to the position may be required or such knowledge, qualifications and experience that are deemed by the employee as necessary to carry out the duties of the position.

Typical Duties:

Typical duties performed include, but are not restricted to:

- Practising confidentiality in relation to all aspects of the role
- Acting on the directions of teaching staff/under supervision of an academic staff member, design and demonstrate experiments, within a variety of routines and procedures, where some discretion and judgement are required
- Under direction, prepare, maintain, organise, set up and dismantle equipment and material for experiments within a variety of routines and procedures, and with a depth of knowledge in specific areas.
- Assisting developmentally appropriate student learning either individually or in groups, where some discretion and judgement are involved, in the classroom, on camps and on excursions, under the general supervision of a teacher
- Assisting teaching staff with administrative tasks

Specific Duties:

Specific duties may include but are not limited to:

- Maintaining a stock register of all consumable and non-consumable goods in the Science laboratories
- Purchasing stock as required under the general supervision of the Head of Department in accordance with the College Purchasing Policy
- Checking stock on arrival and processing according to College procedures
- Ensuring chemicals are stored, labelled and disposed of in accordance with safety regulations
- Ensuring Chem Watch is regularly updated
- Ensuring MSDS Forms are completed for each experiment
- Maintaining Science Practical Safety Sheets/Risk Assessment Forms and records of all experiments conducted in the science laboratories
- Assisting with keeping staff up to date with Workplace Health and Safety advice for the science laboratories
- Preparing, setting up and dismantling experiments
- Assisting Science staff in preparation for science excursions and camps
- Assisting student learning in the classroom, on excursions and on camps
- Ensuring laboratories and equipment are clean and properly maintained
- Reporting any damages or concerns for safety to the appropriate person
- Ensuring equipment and glassware are maintained
- Handling and disposing of appropriately, plant and animal matter and microbiological cultures
- Maintaining appropriate spillage kit
- Following humane procedures for handling of live animals