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| **Position Title** | **Laboratory Technician** |
| **School/Faculty** | Science |
| **Reports To** | Head of Faculty (Science) |
| **Award** | Independent Schools NSW (Support and Operational Staff) Multi-Enterprise Agreement 2021 |
| **Classification** | School Assistant Level 4 |
| **Date Last Reviewed** | 20 September 2022 |

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| **POSITION DETAILS** |

The Laboratory Technician is responsible for maintaining the operational integrity of the School’s laboratories as well as overseeing, in conjunction with the Head of Faculty, Work Health and Safety issues associated with the running of secondary school laboratories.

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| **KEY ACCOUNTABILITIES** |

* accurately prepare chemical solutions for laboratory use
* ensure the safe disposal of chemical and biological wastes
* maintain updated SDS files for the faculty
* clean and store equipment and materials used by the Science faculty
* advise teaching staff on experimental procedures and/or alternatives as the need arises
* purchase the relevant consumables for the faculty
* in conjunction with the Head of Faculty, place orders for resources and equipment
* prepare teacher requests for use in the classroom/laboratory
* repair/service equipment and teaching aids as the need arises
* place maintenance requests to the School’s maintenance department for equipment/services in laboratories that require repairing
* check that the above requests have been completed
* undertake regular checks of the safety showers, eyewash facilities, and safety glasses
* maintain up to date registers of chemicals, equipment, and resources held by the faculty
* implement new procedures and technologies as and when required
* oversee the repair of equipment by external agencies
* organise regular maintenance of fume hoods, extraction fans, dissecting equipment, and microscopes
* maintain a list of purchase orders placed
* maintain a register of risk assessments
* maintain a register of experiment orders
* assist the Head of Faculty in the preparation of Standard Operating Procedures for equipment and tasks within the faculty

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| **CORE EXPECTATIONS** |

* Maintain strict confidentiality with respect to the School’s business.
* Foster a commitment to continuous improvement and the value of collaboration and sharing of knowledge and information.
* Display a strong dedication to customer service.
* Demonstrate overt support for the School Values.
* Demonstrate a capacity to work in a dynamic team environment with a proven ability to relate professionally and authentically to staff, students and parents alike, developing and maintaining positive working relationships with stakeholders.
* Display strong workload prioritisation and time management skills with the demonstrated capacity to coordinate staff and manage projects or initiatives.
* Display an understanding of and commitment to all policies and procedures of the organisation
* Conduct yourself and your work in line with all HVGS WHS policies and procedures as notified to you

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| **POSITION DIMENSIONS** |

**People Management:**

Nill

**Budget / Expenditure:**

As advised by the Head of Faculty (Science) in conjunction with the Principal and Chief Financial Officer annually.

**Work Pattern:**

* This is a permanent full-time role working 38 hours per week, 44 week per year.

Monday to Friday – 7:30 am to 3:30 pm including a 30-minute unpaid break.

**Significant Working Relationships:**

* Head of Faculty (Science)
* Science Faculty Teachers
* Maintenance Team

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| **SELECTION CRITERIA** |

**The successful applicant will possess the following:**

* Excellent time-management and administrative skills with the ability to meet deadlines.
* Qualifications in a relevant field
* Strong written and verbal communication skills with the ability to build strong professional rapport with multiple stakeholders.
* A high level of interpersonal skills, a willingness to be an active team member and contribute to the broader fabric of the School.
* Extensive knowledge of operations and co-curriculum development.
* A demonstrated clarity of educational purpose, vision, and engagement with our School Values.
* Responsibility for managing one’s own fee payment and maintenance of a current Working with Children Check (WWCC) clearance.

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| **SUBMITTING AN APPLICATION** |

**How to apply**

Suitable applicants may apply by sending a covering letter and resume, addressing the selection criteria to the HR Team at [recruitment@hvgs.nsw.edu.au](mailto:recruitment@hvgs.nsw.edu.au) by **9:00 am Monday 3 October 2022**.

Inquiries regarding the position may be directed to the HR Team, [hr@hvgs.nsw.edu.au](mailto:hr@hvgs.nsw.edu.au) or by contacting the school on (02) 4934 2444.

Applications received after this date will not be considered.

**NB: All staff must hold a current Working with Children Check.**