

POSITION DESCRIPTION

Laboratory Technician (Science)



METHODIST
LADIES'
COLLEGE

OVERVIEW	
Reports To	
Head of Academic Learning Area (Science)	
Department/Section	
Science	
Key Relationships	
Internal: - Head of Learning Area (Science) - Senior Laboratory Technician - Teaching staff - Students	External: - MLC Parents and Caregivers - MLC Wider Community - College visitors
QUALIFICATIONS AND EXPERIENCE	
Essential	
- Certificate IV in Laboratory Techniques or equivalent/higher qualification - Demonstrated experience as a Laboratory Technician in a school Science laboratory environment and, in particular - Confidence when using materials and equipment for biological sciences including PCR, gel electrophoresis, bacterial cultures, digital microscopes, dissections, and other activities - Current knowledge of OHS regulations including requirements for conducting, documenting and identifying risk assessments/hazards - Confidence when using materials and equipment for chemical synthesis including: creating stock solutions, dilution, titration, gas collection, hazardous chemical handling, chemical waste neutralisation and other activities - Highly developed interpersonal and communication skills and the ability to build excellent relationships with staff and students - Exemplary organisational skills, attention to detail and the ability to prioritise and manage tasks efficiently - Enthusiasm, flexibility and willingness to work with a rapidly changing set of priorities - Proficiency with ICT technology including booking systems and learning management systems - The ability to work collaboratively as a team member and also independently - The ability to work occasional extra hours during school holidays to undertake routine laboratory maintenance and resource care - A commitment to all girls' education in an all girls' environment	
Desirable	
- Previous experience in a School laboratory setting - Understanding of physics content and common experiments within the years 7-12 WA Science curriculum	

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POSITION DETAILS	
Role Purpose	
This position assists teachers by preparing laboratory equipment, chemicals and materials for Science classes including both set up and pack down. It also assists with demonstrations and/or experiments as well as maintaining the cleanliness of all classrooms/laboratories and equipment, and ensuring the safe storage of all chemicals and other resources.	
Role Responsibilities	
• Prepare laboratory equipment and chemicals as required for Science classes, including both set up and pack down • Assist Science teaching staff with demonstrations and/or experiments as required • Work collaboratively as a member of the Science technical support team, ensuring that all requests for technical support are managed effectively and efficiently. • Maintain the cleanliness and tidiness of laboratories and preparation areas • Undertake pond and aquaponics management by maintaining water quality, and specimen health of of Koi pond, Yabby tank and Aquaponics garden • Order and maintain Science equipment, chemicals and teaching materials. • Manage the labelling, storage, stocktake, and the safe disposal of chemicals/resources in line with relevant procedures • Apply Workplace Health and Safety requirements at all times • Conduct and document risk assessments relevant to the technician role, including the use of safety data sheets • Maintain First Aid kits in the laboratories and preparation areas • Collect science resources from suppliers when required • Act as area fire warden for the Science department in the event of an emergency and attend related training • Ensure OHS requirements and safe work practices are implemented at all times • Attend staff planning and professional development days as required • Participate in school science technician networks and relevant professional learning • Undertake other duties as directed by the Head of Learning Area or Senior Laboratory Technician • Adhere to the College's policies, procedures and code of conduct at all times • Uphold and model the College's vision, mission and values • Participate in the school holiday	
Terms of Appointment	
Contract Type: Permanent appointment	