



## DUTY STATEMENT

Position	School Assistant – Laboratory Technician
Reports to	Head of Faculty
Type	Part time; 8.00am to 4.00pm, Monday to Friday with a half hour for lunch during student term time.
Classification	School Assistant Level 3; Independent Schools ACT (Support and Operational Staff) Multi-Enterprise Agreement 2017
Last updated	June 2019

### THE ROLE

The Laboratory Technician is responsible for the preparation and servicing of classes in the Science and Technology Faculty. Responsibilities include maintaining the prep-room laboratory and ensuring the equipment, tools, chemicals and other materials are adequately stocked and kept in working condition for the teachers and their classes. The laboratory technician provides guidance to teachers and students on the use of the laboratory facilities in a safe manner. They are involved in setting up the experiments and practical demonstrations and help to maintain compliance with Work, Health and Safety requirements.

### DUTIES

- General care and maintenance of the Science laboratories, fittings and equipment;
- Setting up equipment and apparatus for lessons and experiments, and packing away after completion;
- Liaise with teaching staff on their needs for practical work and maintain an efficient system for use and allocation of materials and equipment, setting a priority system where necessary;
- Assist teaching staff in instructing students on use/care of equipment during science experiments and demonstrate laboratory techniques to teaching staff/students;
- Familiarity with the correct procedures for preparing chemical solutions, the correct handling and storage of radioactive sources, the correct handling and storage of chemicals and the disposal of dangerous wastes;
- Prepare safety or risk assessments for activities in the preparation area and, in conjunction with the teacher, for the classroom;
- Maintain a safe chemical storage/handling/disposal system in accordance with current regulations;
- Assist with security of science laboratory and equipment;
- Service and clean simple laboratory apparatus/equipment;
- Arrangement of the supply, preparation and disposal of biological specimens;
- Maintenance and replenishment of stocks of chemicals, solutions and other materials and equipment in use in the laboratories;
- Maintenance of guarantee and service records of equipment, and the arrangement of repairs where necessary and maintain an inventory of equipment;
- Receipt, checking and sorting of new items; the preparation of requisitions; control of the stock book; and stocktaking;
- Carry out and/or coordinate labelling, storage, stocktaking and ordering of equipment and chemicals; and
- Undertake such other duties as may be required by the Principal.

## ESSENTIAL SKILLS/ EXPERIENCE

- A Diploma of Applied Science or equivalent would be highly regarded;
- Experience in a related field;
- Knowledge of the correct procedures for preparing, handling, storing and disposing of chemicals and other scientific materials;
- Demonstrated experience working in a team;
- Attention to detail; and
- A current First Aid Certificate or a willingness to obtain.