

St Francis de Sales College

LABORATORY MANAGER (EDUCATION SUPPORT OFFICER)

Position Information Document



Stream: Resources
Grade: 4
Employment Category
Permanent <input checked="" type="checkbox"/> Replacement <input type="checkbox"/> Temporary <input type="checkbox"/> Casual <input type="checkbox"/>
Hours worked per fortnight: 65 (8.30am to 3.30pm - Mon to Fri)
Weeks per year: 43
Commencement date: 20 January 2025

At St Francis de Sales College we aim to provide opportunities for the growth and development of all of our community members so they may 'be who they are and be that well.' We strive to inspire all to develop a love of learning and enable them to reach their full potential by living, through a Catholic lens, the College's seven Heart Values of *Faith; Perseverance; Compassion; Integrity; Respect; Wisdom and Justice*. This is the foundation and the essence upon which this role is based.

'Be who you are and be that well'

Key Working Relationships

- College Principal / Deputy Principals
- College Business Manager
- 7-12 Science Learning Area Teaching Staff
- College Work Health & Safety Coordinator
- College Staff, students and external contractors, as applicable

Broad Purpose

St Francis de Sales College staff are expected to work collaboratively with colleagues, parents and Catholic Education South Australia (CESA) personnel to ensure that student learning demonstrates a commitment to personal excellence.

The Laboratory Manager is accountable to the Business Manager for ensuring the effective and efficient operation of the science laboratories by managing and co-ordinating the day to day administrative and laboratory support requirements, and for Work Health and Safety matters by co-ordinating the implementation and maintenance of required practices, activities and reporting obligations within the science area, on behalf



of the Principal, contributing to the safety of staff and students and the achievement of educational outcomes of students.

The Laboratory Manager will provide a professional service to support the Science Laboratories and associated areas and coordinate day to day operational activities including the preparation and development of tasks for Science practical activities and Work Health and Safety and emergency practices, protocols and procedures

DUTY STATEMENT

Duties include, but are not limited to:

- Demonstrate experiments or laboratory techniques.
- Develop and implement measures for proper laboratory storage control and handling or disposal of dangerous and toxic substances.
- Prepare equipment and materials for teachers and students to undertake complex practical activities.
- Be responsible for the diet and housing of flora and fauna and lodge required government reports.
- Maintain complex scientific equipment, monitor its performance, standardise and calibrate as necessary.
- Prepare risk assessments and safe operating procedures for complex tasks performed.
- Plan, schedule and timetable the use of science area facilities and negotiate with teaching staff on suitable room allocations.
- Undertake purchasing associated with the science area.
- Recommend alternative experiments and/or substitute substances.
- Advise on chemicals or solutions deemed as dangerous and conditions for their use.
- Dispose appropriately of chemicals and dangerous or toxic substances.
- Actively participate in regular performance reviews and undertake training and professional development activities as required.
- Perform other reasonable duties as directed by the Principal (or delegate).

Work Health & Safety

- Perform other reasonable duties as directed by the Principal (or delegate).
- Ensure compliance with WHS policies, practices and priorities, within area of responsibility.
- Maintain laboratory equipment to meet all WHS obligations and requirements.
- Ensure adequate protective clothing and equipment is available and properly utilised when undertaking tasks requiring it.
- Assist in conducting WHS inspections and audits, and take appropriate corrective actions, as required.
- Participate in any WHS-related activities, as required.

PERSON SPECIFICATION

- Perform other reasonable duties as directed by the Principal (or delegate).
- A Diploma of Laboratory Technology (or equivalent) and/or relevant demonstrated knowledge and experience in a comparable role.
- Demonstrated high level of practical laboratory experience. Experience working in a school in a comparable role is highly desirable.
- A commitment to uphold and contribute to the Catholic ethos of the school.
- Demonstrated experience in supervising, instructing/training other staff and students.
- Demonstrated comprehensive technical skills and experience working in a laboratory environment including the ability to plan and conduct scientific experiments and instruct others to do the same in a safe and responsible manner.
- A high level of interest and comprehensive knowledge of science and science experiments suitable for a learning environment with students and an excellent understanding of and ability to develop Standard Operating Procedures (SOPs).
- Demonstrated high level of knowledge, ability and experience to safely and responsibly work in a laboratory environment and correctly maintain and use scientific equipment, chemicals, solutions and other materials and instruct others to do the same.
- Excellent computing skills and knowledge, able to effectively utilise Microsoft Office and maintain online and hardcopy records and produce reports, as required.
- Excellent interpersonal and communication skills to conduct presentations, interact professionally and work collaboratively and cooperatively with all members of the school community, contractors, and visitors.
- Demonstrated ability to take initiative, give and take direction effectively to others as well as take responsibility for own outcomes in relation to areas of responsibility, specified quality and WHS standards.
- Work with little or no guidance and utilise a high degree of initiative, discretion, and capacity to self-manage and be responsible for own outcomes.
- Ability to analyse, diagnose, design, and implement solutions across a broad range of functions within areas of responsibility.
- High level organisational skills including flexibility, prioritising, and ability to calmly lead and respond to challenging situations in a measured manner.
- Lead and demonstrate best practice WHS at all times.
- Demonstrate an understanding of professional boundaries and the need for confidentiality.
- Display a neat and tidy standard of dress that promotes safety and suits the practical demands of the workplace including wearing appropriate personal protective clothing to fulfil role requirements.

SPECIFIC REQUIREMENTS

- Current and acceptable Working with Children Clearance and screening to work in Catholic Education SA.
- Applicable First Aid Certificate relevant to the role requirements.
- Current valid Responding to Risks of Harm, Abuse and Neglect – Education and Care certificate.
- CESA Staff do not need to be vaccinated against COVID-19 as a condition of employment, with the exception of CESA Staff working in High-Risk Settings. CESA Staff are however strongly encouraged to have and maintain an Up-To-Date Vaccination Status in accordance with the ATAGI statement. The vaccination requirement for CESA Staff working in High-Risk Settings is a condition of employment or engagement unless an exemption is approved in accordance with the CESA COVID-19 Vaccination Policy.

WORK HEALTH & SAFETY

This role is deemed to be a Worker under the South Australian Work Health and Safety (WHS) Act 2012.

As a Worker, while at work you must:

- take reasonable care for your own health and safety.
- take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons.
- comply, in so far as you are reasonably able to, with any reasonable instruction given by the employer.
- cooperate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers.

(Reference: Division 4, Section 28 – SA WHS Act 2012)

This position information document indicates the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks and outcomes.