



SACRED HEART COLLEGE - CHAMPAGNAT CAMPUS LABORATORY TECHNICIAN - SCIENCE

Position Information Document

CONTEXT

Sacred Heart College is a Catholic College in the Marist tradition. “A Marist school is a centre of learning, of life, and of evangelizing. As a school it leads its students and staff to learn to know, to be competent, to live together and most especially to grow as persons” (Institute of Marist Brothers of the Schools, 1998, p.49).

The Laboratory Technician – Science provides assistance and support to the Learning Area of Science. This position is required to provide timely and accurate support in preparing for lessons, as well as in-class support to staff and students of Science.

ESSENTIAL QUALIFICATIONS:

- Computer skills
- Workplace Inspection experience
- A high standard of written communication skills
- Strong organisation, planning and time management skills
- Hold or have the capacity to obtain appropriate Police/Child Protection clearances

DESIRABLE QUALIFICATIONS, SKILLS AND EXPERIENCE

- Risk assessment experience
- Testing and tagging experience
- Previous laboratory experience
- Experience working in a school or College environment
- Well-developed communication and problem solving skills
- Ability to work in a self-directed manner without supervision, as well as collaboratively and in a team

PERSONAL ATTRIBUTES

- Understanding and support of the Catholic and Marist tradition, culture, and ethos
- Friendly, positive, and supportive of others
- A commitment to maintaining confidentiality of personal records and information
- A willingness to support progress/change

KEY AREAS OF WORK

- Set up and provide assistance with Laboratory practicals as directed
- Knowledge of equipment and how to use as well as secure and safe chemical storage
- Administrative and record keeping
- Provide courteous and professional assistance to students and other staff
- Support staff with risk assessments and entering practicals
- In collaboration with the Learning Area Coordinator - Science, manage the bookings of the practical laboratories
- Work in partnership with the Science, Food, Textiles & Art Support Officer

General

- Perform any other duties in line with your current classification as required from time to time at the discretion of the Principal, Deputy Principal or Head of Campus.

PERFORMANCE REVIEW

- All employees are required to proactively participate in the College's Performance Development Program including periodic review

BEHAVIOURAL EXPECTATIONS AND FAIR TREATMENT IN THE WORKPLACE

- Comply with the Code of Conduct for Staff Employed in Catholic Education SA
- Comply with legislation, policies, procedures and protocols regarding the non-acceptance of any unfair workplace treatment – Discrimination, Harassment and/or Bullying
- Report any concerns and/or ask questions or seek assistance regarding anything you are unsure about

ACQUIRE AND MAINTAIN

- Police clearance to work in Catholic Education SA
- Approved Mandatory Notification training
- BELS First Aid Certificate
- Relevant certifications or registrations required for the safe and effective execution of the role
- Be aware of and comply with police check and screening procedures for employees, volunteers and contractors

WORK HEALTH AND SAFETY (WHS)

Workers (as defined under the SA WH&S Act 2012) have a responsibility to:

- take reasonable care to not adversely affect another person at work through acts or omissions
- follow reasonable instructions given to ensure health and safety, and
- co-operate with reasonable policies and procedures made available to staff, which are designed to protect people at work

In practical terms this means to:

- use appropriate equipment and safe work procedures designed to ensure health and safety
- participate in training programmes as requested
- report unsafe/unhealthy conditions (hazards) in their work environment
- report incidents or near misses which have or could have caused injury, and
- become familiar with and follow the policies, procedures and information about WHS available to staff on Complispace

TERMS AND CONDITIONS

Employer: Sacred Heart College

Award: SA Catholic Schools Enterprise Agreement 2017

Category: Education Support Officer

Stream: Resources

Classification: Grade: 3 Year: *TBA*

Type of Appointment: Replacement

Hours of Work: 23 hours per week, 40 weeks per year

Hours of work will be based on the requirements of the College, between the hours of 8.00am and 5.00pm, Monday to Friday.

Reasonable overtime may be required, and must be authorised prior to the work being done. Overtime will be paid for authorised overtime only.

Primary Location: Champagnat Campus, Mitchell Park with flexibility to work at Marcellin Campus, Somerton Park as required

REPORTING/WORKING RELATIONSHIP (to whom you report, staff for whom you are responsible and other significant connections and working relationships within the school)

Immediately responsible to: Learning Area Coordinator – Science

The College Principal is responsible for general employment conditions.

By signing below, you acknowledge understanding of the expectations of the role and agree to undertake the duties described.

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Shana Bennett
Principal – Term 1, 2020

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TBA
Laboratory Technician - Science

Date:

Date:

REFERENCES: Institute of Marist Brothers (1998). *In the Footsteps of Marcellin Champagnat: a vision for Marist education today*. Institute of the Marist Brothers of the Schools; Sydney, Australia.