Trinity Grammar School, Kew
Position Description
Laboratory Technician (Physics)

Members of Staff at Trinity Grammar School, Kew are expected to support and extend the school’s ethos and culture, foster in their students the enjoyment of learning, provide opportunities for them to participate in the wider life of the school and personal excellence and inspire a broad world outlook. Staff should also be prepared to continue professional development and/or further education throughout their career.

Reports to
Head of Science Faculty – day to day
Business Manager

Purpose

The Laboratory Technician (Physics) is responsible for assisting with the efficient operation of the physics laboratories at Trinity Grammar School. This includes assistance with preparation of practical tasks and classroom set ups as required by the Science staff. The Laboratory Technician (Physics) is expected to support the School’s vision and wider program in all dealings with students, staff, parents and the public.

Major Duties

- Preparation of physics experiments and demonstrations.
- Proper labelling of potentially hazardous equipment to ensure compliance in accordance with regulations of safety standards
- Maintain inventory system
- Order and receive supplies as instructed by the HOF.
- Ensure safe and tidy storage of all equipment
- Overseeing the collection and disposal of equipment no longer useful to the department
- Compiling, maintaining, updating of risk assessments for physics and junior science practicals
- Calibrate, maintain and operate basic laboratory equipment, analytical balances, pH meters, colorimeter, laminar flow fumehood
- Updating MSDS file and implementing MSDS procedures
- On occasions, assist in the set-up of chemical experiments
- Provide technical support and assistance to teachers
- Liaise with Science 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
- Timely and professional preparation and presentation of laboratory equipment, media and other materials for science classes or for general use
- Liaise with our sister school (or others) to share resources
- Manufacture simple circuits or demonstrations for laboratory use
• Liaise with outside organisations and industries for purpose of acquiring equipment and materials
• Develop maintenance procedures for laboratory equipment
• Acquire relevant catalogues and price lists
• Assist with the safe and efficient clearing of demonstrations/activities after the classes are complete
• Carry out simple maintenance on laboratory apparatus/equipment and materials
• Report damage to equipment and arrange repairs
• Negotiate permits and licences
• Foster safe work practices in the Science laboratory by applying Occupational Health and Safety legislation
• Assist with the security of Science laboratories and equipment
• Assist Science teaching staff with the implementation of safety measures
• Know and apply laboratory First Aid procedures and treatments
• Advise Science teaching staff on technical components of curriculum
• Undertake searches of the Internet and library for suitable resource materials
• Demonstrate laboratory techniques to Science teaching staff/students
• Assist Science teaching staff with demonstrations
• Assist Science teaching staff in instructing students on use/care of equipment during Science experiments
• Provide support to teaching staff in the monitoring and conduct of scientific experiments and in the analysis and interpretation of findings

Support the Wider Program of the School

• As directed by the Head of Science, assist with preparations for activities that form part of the school’s broader program
• Any other duties as directed by the Head of Science or the Business Manager

Autonomy and Responsibility

The Laboratory Technician (Physics) is responsible to the Head of the Science Department for day-to-day operations of the Physics laboratory. The Physics laboratory works in partnership with the teaching staff to deliver effective learning to our students. He/she supports the Science faculty across a wide variety of technical and other tasks.

The Laboratory Technician (Physics) must communicate effectively and relate easily to both students and staff. He/she must accept responsibility readily, take initiative, have well-developed organizational skills and demonstrate a capacity not only to accept direction by also to work independently.

The scope to exercise independent judgment will be limited by the need to apply establishes procedures and guidelines even though, at times, these procedures will be complex.

The Laboratory Technician (Physics) informs the Head of the Science Department of any major problems and/or potential issues that may arise in course of the day.
Attributes and Knowledge required for this position

- Commitment to the values of Trinity Grammar School
- Collaborative team member
- Commitment in achieving high standards
- Initiative and flexibility
- The ability to remain calm under pressure and a sense of fun
- Experience in laboratory work, preferably in a school environment
- A TAFE qualification or Diploma in a related area would be an advantage
- A current Victorian Drivers Licence is desirable
- Computer literacy, particularly with Microsoft software is desirable
- A current First Aid Certificate should be held or obtained
- Knowledge of occupational health and safety legislation and practices
- Excellent organisational and time management skills
- Strong oral and written communication skills
- Sound skills with the use of information technology
- Commitment to ongoing Professional Growth