



**TRINITY
GRAMMAR
SCHOOL, KEW**

Position Title	Science Laboratory Technician
Employment Type	Full Time
Award	Educational Services (Schools) General Staff Award 2010
Reports to	Head of Science Faculty
Direct Reports	Nil

At Trinity Grammar School Kew (Trinity) responsibility for the protection of children is shared because children are safeguarded only when all individuals accept responsibility and work together and play their part in keeping children and young people safe from harm and abuse.

All Educational Support Staff are required to:

- Support and adhere to the School's Child Protection Policy, Staff Code of Conduct and child abuse reporting policies and procedures
- Attend and take part in child protection training including the completion of online modules on the detection and reporting of child abuse.
- Report cases of suspected child abuse in accordance with Trinity policy and legal obligation.

Position Summary

The laboratory technician (Biology) is responsible for assisting with the efficient operation of the biology and science laboratories at Trinity Grammar School. This includes assistance with preparation of practical tasks and classroom set ups for biology, biotechnology, general science and primary school science as required by the science staff. The laboratory technician is expected to support the School's vision and wider program in all dealings with students, staff, parents and the public.

Key Responsibilities

- Care for and maintain live animals;
- Prepare and present the laboratory equipment, media and other materials required for biology /biotechnology classes, demonstrations, experiments and for general use;
- Maintain an inventory system for the laboratories;
- Order and receive supplies as instructed by the Head of Faculty;
- Acquire relevant catalogues and price lists to facilitate ordering of supplies;
- Ensure safe and tidy storage of all equipment;

- Calibrate, maintain and operate basic laboratory equipment including autoclave, analytical balances, pH meters, colorimeter, laminar flow fume hood, pipettes, PCR machines, gas cylinders;
- Develop maintenance procedures for laboratory equipment;
- Carry out simple maintenance of laboratory apparatus/equipment and materials;
- Maintain and prioritise an effective system for the allocation and use of materials and equipment;
- Oversee the collection and safe disposal of items used during dissection and other classroom activities;
- Maintain and manage a petty cash system;

Faculty and Classroom Support

- Provide support to teaching staff in the monitoring and conduct of scientific experiments and in the analysis and interpretation of findings;
- Advise Science teaching staff on technical components of curriculum;
- Undertake searches of the internet and library for suitable resource materials;
- Assist with the safe and efficient clearing of demonstrations/activities after the classes are complete;
- 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;
- Book excursions and activities involving special programs and outside speakers;
- As directed by the Head of Science, assist with preparations for activities that form part of the school's broader program;
- Administrative support and other tasks and duties as determined by the Head of Science Faculty;
- Support and promote the School's policies and practices for Occupational Health and Safety, Equity and Harassment;
- Support and adhere to the School's Child Protection Policy, Staff Code of Conduct and child abuse reporting policies and procedures;
- Attend and take part in child protection training including the completion of online modules on the detection and reporting of child abuse;
- Report cases of suspected child abuse in accordance with Trinity policy and legal obligation.

Key Selection Criteria

- Excellent organisational and time management skills;
- Sound skills with the use of information technology;
- Highly developed oral and written communications and interpersonal skills;
- Demonstrated ability to liaise effectively with all areas of the School;
- Strong attention to detail;
- Ability to gather and process information quickly;
- Ability to time manage;

- Ability to work without supervision;
- Ability to foresee potential problems and provide positive solutions;
- Respond to and act upon internal/external enquiries.

Performance Criteria

- Proven ability to coordinate laboratories;
- Timely set up and clean up of science practical classes;
- Ability to complement School curriculum through technical support for the faculty;
- Highly developed communications and interpersonal skills;
- Demonstrated ability to liaise effectively with all areas of the School;
- Ability to meet deadlines under pressure through effective time management;
- Ability to multi-task.

Special Requirements and Qualifications

- A TAFE qualification or Diploma in a related area would be an advantage;
- Experience working in a laboratory, preferable in a School;
- A current Victorian Drivers Licence is desirable;
- All employees of Trinity Grammar School, Kew must hold a valid Working with Children's Check.

Approval

This position description was approved by the Human Resources Manager, April 2019.