



# NAZARETH COLLEGE

## LABORATORY TECHNICIAN

<b>POSITION REPORTS TO:</b> The Deputy Principal (Teaching and Learning) via The Instructional Leader (Science and STEM)	<b>AWARD:</b> Entitlements under the Victorian Catholic Education Multi Enterprise Agreement 2018 (or its successor)
<b>CLASSIFICATION:</b> Educational Support Officer (Category B).	<b>TERMS OF EMPLOYMENT:</b> 12 Month Fixed Term Contract with a possibility of ongoing employment
<b>ANNUAL LEAVE:</b> As per VCMEA Award	<b>REQUIREMENTS:</b> <ul style="list-style-type: none"><li>• Annual Review Meeting</li><li>• Police Record Check</li><li>• Working with Children Check</li></ul>
<b>COMMENCEMENT DATE:</b> January 27 <sup>th</sup> , 2023	<b>TO BE REVIEWED BY AND DATE:</b> Annually

### **CONTEXT**

Nazareth College is a Catholic Co-educational Regional Secondary College established in 1986. It is a learning community centred on the person of Jesus Christ. The Nazareth Community is committed to the safety, wellbeing and inclusion of all students in its care.

Through learning and teaching in the Catholic tradition, we foster a culture of Faith, Wisdom and Knowledge.

***'He returned to Nazareth and became strong, filled with wisdom; And the favour of God was upon Him.'*** (Luke 2:40)

### **OVERVIEW OF ROLE:**

The Laboratory Technician is appointed by the Principal and is accountable to the Instructional Leader (Science and STEM). They will provide Laboratory Technician support at Nazareth for the duties outlined below in accordance with College policies and procedures. They will be required to provide effective leadership with the daily operational and administrative activities relating to Laboratory Technician at Nazareth. They will also be required to ensure OH&S guidelines and relevant Melbourne Archdiocese Catholic Schools (MACS) and Nazareth College policies are followed.

The Laboratory Technician is an integral member of the Science Faculty and under direction will assist in delivering a challenging and enjoyable science curriculum to students across Years 7 to 12. The key responsibilities involve: the preparation and organisation of equipment and materials for Science, Biology, Physics and Chemistry experiments; the maintenance, checking and storage of Science equipment; the management of stock for the Storeroom; and general laboratory upkeep and maintenance. They will be required to assist with the preparation and delivery of equipment and materials for the Science and STEM Instructional Area, maintaining control of equipment and the laboratories in order to support the Science programs throughout the College in line with OH&S standards and current legislation.

The successful applicant will be expected to relate well with other staff and students and will have the capacity to work independently and as a part of a team. They will assist in the management and organisation of resources in an efficient and ordered manner. The position requires excellent interpersonal, organisation and communication skills. Working with the Science team, the position also contributes to the implementation of organizational strategies, policies and practices.

The Laboratory Technician will actively support and promote the values inherent in a Catholic school, be highly professional in all aspects of the role and display proficiency in areas of organisation, communication, consultation and decision-making. They must have a capacity to develop an understanding, rapport and trust with students, staff and families.

The Laboratory Technician is required to be familiar with and comply with the College's Child Safety and Well-being Policy and the Code of Conduct. They will provide students with a child-safe environment, which proactively monitor and support student wellbeing and exercise pastoral care in a manner which reflects school values.

The successful candidate for this position will commence 27 January 2023.

### **DUTIES AND RESPONSIBILITIES**

- Maintain the order, safety and cleanliness of all laboratories, chemical and storage rooms and the preparation room to ensure the efficient operation of the science laboratory area.
- Develop and implement measures for safe handling/storage/disposal of hazardous substances in accordance with relevant regulations.
- Develop and implement operational guidelines and practices for the laboratories (OHS Science Policy, SWPs, Protocols and Information Handbook)
- Conduct safety audits for the science laboratories and maintain and replace any protective clothing and eyewear.
- Keep a data bank of all Practical Requests and Risk Assessment Forms.
- Keep a data bank of relevant past practicals for reference.
- Obtain appropriate licences/permits for the use of plant/animal/chemicals in science.
- Maintain any biological specimens, aqua, terra, animal and plant and liaise with contractors in terms of cleaning tanks and boarding of animals.
- Co-ordinate the use of all science materials/equipment around the school.
- Maintain an asset register of all apparatus, chemicals, audio-visual equipment (including charts, videos, DVDs, etc) and specimens kept in the science laboratories.
- Co-ordinate and liaise between outside bodies and the College for all science and environmental incursions, excursions, speakers and projects.
- Attend Science Instructional area meetings and OHS meetings as required.

### **BUDGET**

- Conduct a yearly stock take, evaluate all equipment and make recommendations for budgetary purchases (both capital and recurrent).
- Order and purchase equipment/chemicals, consumables as stock supplies run low or as required.
- Maintain the science budget by keeping an accurate record of all purchases/incoming orders and invoices

### **TEACHER SUPPORT**

- Advise and assist science teaching staff in safety matters relating to the science laboratories (OHS, protocols, PPE, SDSs, Risk Assessments, etc).
- Prepare safety assessments for activities in the preparation area and, in conjunction with the teaching staff, in the teaching laboratory.
- Liaise with science teaching staff on their needs for practical work and maintain an efficient system for the use and allocation of materials and equipment.
- Demonstrate laboratory techniques to science teaching staff and students.
- Demonstrate use and care of specialised equipment and apparatus within the science laboratories to science teaching staff and students.
- Assist science teaching staff in instructing students on use/care of equipment/chemicals during practical experiments.
- Assist science teaching staff with demonstrations and practical experiment classes including acting as a demonstrator.
- Attend and assist in the supervision of science incursions and excursions.

## **PREPARATION AND MAINTENANCE**

- Manufacture/repair simple apparatus/glassware needed for practical lessons.
- Service and clean simple laboratory apparatus/equipment.
- Liaise with organisations and industries for the purchase, maintenance/repair of any equipment, apparatus and chemicals.
- Prepare all equipment/chemicals for practical experiments using a tray/trolley system.
- Clean all equipment used in practical experiments when finished with.
- Prepare and dispose of appropriately all solutions, stains, culture biological materials to be used in the laboratory.
- Collect off-campus scientific materials and field samples for laboratory use.
- Prepare and update displays within the science laboratories noticeboards (displaying student work where possible).
- Liaise with maintenance staff (IT and general) with regards to any minor repairs needed within the laboratories and report any faults in gas, water, electricity and fire extinguishers.
- Liaise with the First Aid Officer/Student Services in the maintaining and replenishing of the first aid kits kept in the science laboratories.

## **SCHOOL EVENTS AND COMMITTEES**

- Prepare all equipment, chemicals and displays for Science Week.
- Prepare all equipment, chemicals and displays for Open Day in the science laboratories.
- Prepare all equipment, chemicals and displays on request for any showcasing the College events in the science laboratories.
- Prepare all equipment and chemicals for Year 7 Orientation Day and taster days
- Attend and assist science teaching staff on Open Day, Taster days, and Year 7 Orientation Days.

## **KEY PERFORMANCE INDICATORS**

- Participate in monthly review meetings.
- On an annual basis a formal review will be undertaken.
- Ensure all of the specific duties are carried out.
- The school from time to time may arrange an external auditor to ensure compliance to relevant policies and procedures.

## **COMMUNICATION**

- Attend to all correspondence in a timely and professional manner
- Absolute discretion and the ability to maintain confidentiality with all aspects of the role.
- Liaise with students and staff regarding issues in a calm, professional, efficient manner.
- Build and sustain positive relationships with all members of the Nazareth community.
- Facilitate and provide quality and efficient written and verbal communication between all members of the School community, actively promoting the School's mission

## **PROFESSIONAL LEARNING**

- Is an essential component of school improvement and staff development.
- Is valued and recognised, as a major contributing factor towards improvement in student learning outcomes.
- Nazareth will offer diverse opportunities to staff to further develop their skills, knowledge and experiences.

## **PROFESSIONAL EXPECTATIONS**

- Implement decisions and procedures as directed by college leadership
- Exercise a shared responsibility to ensure that the mission of the Catholic Church is brought to life in the College. The role is predicated on the belief that to be effective, the work will be informed by a vision of Catholic education that is Gospel-based, people-centred, inclusive and holistic.
- Foster an environment of professional trust, empowerment and learning
- Show an active and supportive interest in College events

- Attend College functions, meetings and events as required
- Adhere to College policies and procedures
- Show collegiate support of all staff.
- Participate in professional learning to broaden knowledge and improve practice
- Take an active role in the Co-curricular programs
- Interact positively and proactively with all members of the school community to build strong relationships
- Communicate information of a serious nature to the Deputy Principal, or leadership team
- Ensure Nazareth College continues to build its reputation as a school of choice

### **CHILD SAFETY**

Every person employed or volunteering at Nazareth College has a responsibility to understand the importance and specific role they play individually and collectively to ensure that the wellbeing and safety of all students is at the forefront of all they do and every decision they make. Such responsibility requires employees to:

- Provide students with a safe environment and proactively monitor and support student wellbeing.
- Be a suitable person to engage in child-connected work.
- Be experienced in working with children.
- A demonstrated understanding of child safety and protection.
- A demonstrated understanding of appropriate behaviours when engaging with children.
- A thorough knowledge of legal obligations relating to child safety under Ministerial Order No. 1359 Child Safe Standards and expectations of MACS, PROTECT, VIT and VRQA.
- A demonstrated understanding of and commitment to Child Safety protocols, codes of conduct and to ensuring Nazareth College is a Child Safe School
- In conjunction with the Child Safety Officers, implement the child safe policy and code of conduct and any other policies or procedures relating to child safety
- To ensure all protocols relating to reporting an issue of child safety and mandatory reporting are adhered to in the protection of the safety and wellbeing of all students

### **OCCUPATIONAL HEALTH AND SAFETY**

There is responsibility, incumbent on all staff, to ensure that the regulations associated with Occupational Health and Safety are adhered to. Staff are advised that they are to:

- Contribute to the provision of a safe and healthy working environment for employees, contractors, students and others by assisting the school to ensure compliance with OH&S objectives.
- Ensure that proper procedures, training and supervision are in place to minimise occupational health and safety risk.
- Take reasonable care of their own safety and health and safety of others affected by their acts or omissions;
- Report hazards, accidents or incidents (near misses) in accordance with agreed college procedures;
- Follow established safe working procedures, instructions and rules;
- Cooperate with the employer with respect to any action taken by the employer to comply with any requirement imposed by or under the act;
- Not wilfully or recklessly interfere or misuse anything provided in the interests of health and safety or the welfare of others;
- Not wilfully place at risk the health and safety of any other person in the workforce.

### **OTHER DUTIES**

- The incumbent may be required to attend meetings, functions and School events outside normal working hours. Some duties will need to be performed at times other than during the School day or when students are in attendance. Time in-Lieu will be negotiated as required.
- No position description can be entirely comprehensive, and the incumbent will be expected to carry out such other duties as requested by the Principal, or his delegate as may be required from time to time and are broadly consistent with the responsibilities of this position description

- Duties may vary based on operational requirements of the organisation
- The position is subject to review and modification by the Principal (or nominee), through consultation and agreement with the appointee, in response to the evolving needs of the College, and experience and expertise of the appointee.
- The successful applicant will require a commitment to ongoing professional learning and growth in skills
- All employees at Nazareth College are to follow College policies and procedures, including the Occupational Health and Safety Act 2004 and Equal Opportunity Act.

### **QUALITIES**

- Outstanding organisational and time management skills with an ability to prioritise tasks, meet set deadlines and concurrently manage a number of competing tasks.
- Exemplary interpersonal and communication skills, with demonstrated ability to build rapport and interact effectively with all members of the school community
- Solution-orientated with an ability and desire to identify and bring about significant improvement, streamlining of processes, systems and record keeping.
- By their dress, demeanour, respect for others, support and involvement, will provide an exemplary example
- Be knowledgeable of, and active in promoting Child Safety policies and protocols
- Be professional, positive, warm and welcoming.
- Demonstrate a respect for and acceptance of difference in students, parents and staff.
- Ability to work independently and collaboratively as required
- Meticulous attention to detail and a strong commitment to deliver exceptional service.
- Genuine interest in supporting teachers
- Displays a strong work ethic, empathy, enthusiasm, commitment and is highly motivated
- Is flexible and has an ability to adapt and operate effectively in a challenging and changing environment and has the capacity to remain calm under pressure.
- A pro-active approach to the role and the ability to work autonomously, prioritise work and deliver to deadlines, attention to detail and a well-ordered approach to work.
- Well-developed initiative and problem-solving skills to improve processes and practices

### **KEY PERFORMANCE INDICATORS**

- Accountability and efficiency in the carrying out of the duties of the position.
- Be committed to the safety and protection of all students
- Be approachable and responsive to staff, students and parents
- Demonstrated support of and respect for the School's vision, policies and procedures.
- Effective, positive and cohesive working relationships with all members of the school community and relevant external stakeholders.
- Ability to work collaboratively and respectfully as part of a team
- Willingness to build trust through managing and delivering on expectations
- Ability to respond flexibly to the dynamic nature of the School environment
- Exceptional written, verbal, visual & non-verbal communication skills

### **SELECTION CRITERIA**

Nazareth College, Noble Park North recognises and values the unique gifts, talents and experience of each applicant. The criteria listed below will inform the selection process

1. Support of the vision and mission statements of our learning and faith community
2. Communicate effectively and positively, ensuring productive interchange and professional conversation with the school community to achieve improved outcomes for students.
3. Well-developed interpersonal skills including a demonstrated ability to work and communicate within a team environment and a capacity to show initiative in working independently.
4. Experience working as a Laboratory Technician in a school is highly desirable
5. Sound knowledge and skills in using various digital technologies
6. A commitment to pursuing and maintaining professional knowledge and skills
7. Create an environment where the safety, wellbeing and participation of all is paramount.

8. Proven ability to demonstrate initiative, prioritise workload, set goals and achieve targets in a changing environment
9. Well-developed organisational and interpersonal skills including a demonstrated ability to work effectively, independently and collaboratively in a team environment. including the ability to manage information and correspondence with confidentiality, discretion and diplomacy with staff, students, families and key stakeholders
10. Enthusiastic and highly motivated to contribute
11. Maintain high work standards with minimal supervision;
12. Sound understanding of Child Safe standards and mandatory reporting requirements as they apply to Nazareth, and a strong commitment to providing a child safe environment
13. First Aid Certificate (Or willingness to Obtain)
14. Anaphylaxis Awareness Training (Or willingness to Obtain)
15. COVID Infection Module (Or willingness to obtain)
16. Protecting Children-Mandatory reporting and other Obligations Certificate
17. Ability to promote the cultural safety, participation and empowerment of students and their families identified as vulnerable, students with a disability, linguistically and culturally diverse students and Aboriginal and Torres Strait Islander students

#### **KEY ORGANISATIONAL RELATIONSHIPS**

<b><u>INTERNAL</u></b>	<b><u>EXTERNAL</u></b>	<b><u>MEETINGS</u></b>
Principal Science Teachers Staff Students	Key stakeholders Contractors Suppliers Networks	Staff Meetings Science Instructional Meetings Annual Reviews.

#### **TENURE, CONDITIONS AND REQUIREMENTS**

CLASSIFICATION:	Education Support Officer (Category B)
TENURE	12 Month Contract with the possibility of ongoing employment
APPRAISALS	Annual Review Meeting
ENTITLEMENTS	Entitlements under the <i>Victorian Catholic Education Multi Enterprise Agreement 2018</i> (or its successors)
REQUIREMENTS	Police Record Check/Valid Working with Children Check

#### **EMPLOYEE ACKNOWLEDGMENT**

I (the undersigned) have read and understand the content of this position description and undertake to meet the key accountabilities in an appropriate manner.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### **Authorised by Principal or Representative**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_