

Role Description

Science Laboratory Technician

Overview

The Science Laboratory Technician assists our Laboratory Manager and Science staff to prepare and support the delivery of their science lessons.

Hours

Monday to Friday, 7.30am – 3.30pm, term time only

Key Responsibilities

- Prepare chemicals, equipment and items required for practical lessons and assessments
- Maintain the chemical register and safety data sheets
- Maintain the prep rooms and chemical storage areas in accordance with WHS requirements
- Prepare and issue chemicals as requested
- Assist in constructing and setting up demonstrations
- Set up equipment for practical assessments
- Repair equipment as required
- Monitor and maintain stock levels
- Order and collect equipment supplies
- Clean glassware and other equipment
- Other related duties as requested.

Skills, Knowledge and Attributes:

- Technical and practical laboratory skills, preferably with experience in a school or tertiary setting
- Knowledge of the appropriate use and storage of chemicals
- Proactive and energetic with a positive approach to work
- Able to work collaboratively with teaching staff
- Strong written and verbal communication skills
- Meticulous attention to detail, accuracy and record keeping skills
- Excellent skills in Microsoft Word, Excel, Access and use of *RiskAssess.com.au*
- Able to exercise sound judgement in determining work priorities.
- Able to deal tactfully and confidentially with staff and students
- Able to problem solve appropriately
- Ability to meet tight deadlines, prioritise workload and manage multiple tasks.

Work Health and Safety

- Take reasonable care of their own and others' safety during the performance of work
- Cooperate with School initiatives to fulfil legal obligations and improve safety
- Report all incidents, accidents or near misses to the Science HOD as soon as practical
- Be familiar with chemical handling, storage and labelling requirements
- Use safe practices when handling dangerous equipment
- Prepare risk assessments in collaboration with teaching staff
- Ensure that first aid kits and other safety equipment is regularly maintained and complete
- Ensure safe disposal of hazardous waste.

Personal Qualities

- Be able to work consistently and independently, as required
- Be organised, cooperative, efficient and flexible
- Be responsive to instruction and thorough in completion of tasks
- Be willing to seek advice where needed, and to learn
- Bring personal presentation commensurate with the ethos and reputation of the School
- Be willing to fully embrace and support the Christian ethos of Meriden as an Independent Anglican School
- Be loyal to the Principal, Meriden and positively promote the School.