

St John's Regional College is a Catholic Co-Educational College, with a proud Lasallian and Presentation Heritage and is governed by Melbourne Archdiocese Catholic Schools Ltd (MACS).

The College is committed to the safety, wellbeing and inclusion of all students. All employees are required to have a sound knowledge of Child Safety Standards, Policies and Procedures and must adhere to the Child Safety Code of Conduct.

All staff engaged in any capacity for MACS are required to acknowledge and accept that, in the performance of their duties and responsibilities, they act in accordance with the MACS Statement of Mission and the Code of Conduct.

### POSITION OBJECTIVES

The Casual Laboratory Technician supports the day to day delivery of Science and Technology programs by providing practical assistance to teachers and students as required. Working on an as needed basis, this role helps ensure laboratories are prepared, organised, and ready for effective teaching and learning.

Key responsibilities include preparing materials, solutions, and equipment for experiments and demonstrations, maintaining stock and resources, and ensuring that laboratory spaces are clean, safe, and functional. The role may also involve caring for plants and animals, and providing support for classroom activities and occasional excursions.

From time to time, the Laboratory Technician may assist with setting up displays or supporting events such as Open events. As a casual position, flexibility and the ability to step in and support the Science department when needed are essential.

### GENERAL DUTIES

#### Support for Science Classes

- Preparing the materials, stock and standard solutions, specimens and apparatus required for class practical work and teacher demonstrations
- Assist the teacher and students during practical demonstration and experiments, ensuring they are working satisfactorily
- Assist with cleaning up at the end of the class
- Advise and assist science teaching and learning support staff in safety matters relating to the science laboratory
- Demonstrate laboratory techniques to science teaching staff and students

#### Managing stock

- Maintain a safe chemical storage/handling/disposal system in accordance with current regulations
- Maintain supply of simple glassware/general equipment for laboratory use

#### Maintaining the Laboratories and all equipment

- Preparation of distilled and de-ionised water. Recovery of residues, sterilisation of apparatus;
- Cleaning of apparatus (eg: glassware) if it is too difficult or dangerous to be cleaned by students;
- Service and clean simple laboratory apparatus and equipment
- Regularly check equipment for repair and replacement and inform learning area leader
- Ensure that classrooms are clean and tidy
- Responsible for washing and cleaning all laboratory coats and other items

### POSITION REQUIREMENTS

#### Skills and Experience

- Demonstrated ability to prepare, set up and maintain laboratory equipment, materials and solutions for practical activities
- Sound understanding of safe laboratory practices, including chemical handling, storage and disposal
- Experience working in a school laboratory or similar environment
- Strong organizational and time management skills with the ability to prioritise tasks and respond to changing demands
- High level of attention to detail to ensure accuracy in preparation and safety compliance
- Very well developed interpersonal, verbal, and written communication skills
- Proven ability to work autonomously and a demonstrated, well-developed ability in time management and organisational skills, including prioritisation and meeting deadlines in a fast-paced environment with competing demands.
- Capacity to work collaboratively, sustain professional relationships and build an effective team culture
- Demonstrated problem solving and analytical skills

#### Personal and professional conduct:

- Demonstrate a commitment to the Catholic ethos, policies and practices of St John's Regional College;
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships within the school community
- Have regard for the need to safeguard students' well-being and respecting individual differences and diversity by following relevant statutory guidance along with MACS and College policies and procedures
- Professional and neat appearance
- A personal sense of initiative, enthusiasm and a high level of energy
- Demonstrate a positive, can-do, go-the extra-mile attitude
- Ability to show empathy and act in a confidential and professional manner
- All employees and volunteers will be required to comply with our Child Safety and Wellbeing Policy and our Child Safety Code of Conduct. This includes:
  - Ensuring adherence to all child safety standards and mandatory reporting requirements
  - Attending training to maintain compliance with all child safety legislation, standards and regulations
  - Completing all mandatory reporting in a timely manner
  - Escalating and reporting all matters related to student safety immediately
  - Understanding and working diligently to deliver student duty of care responsibilities

#### Working with others

- Recognise and respect the role and contribution of other professionals, by liaising effectively and working in partnership with them
- Work collaboratively with subject teachers and other colleagues, including visitors

### CONDITIONS

Conditions are as per the Catholic Education Multi Employer Agreement 2022.

<b>Classification</b>	Education Support Employee
<b>Employment Status</b>	Casual
<b>Other Requirements</b>	Working With Children Check for Victoria National Police Record Check Level 2 First Aid (including asthma and anaphylaxis)

### OCCUPATIONAL HEALTH AND SAFETY

At St John's Regional College, we are committed to creating a safe and healthy workplace for everyone.

- All employees play an important role in upholding our Occupational Health and Safety (OHS) standards. We all share responsibility for maintaining a safe environment, and we ask that you:
- Look out for yourself and others by taking reasonable care in everything you do and avoid any actions that would put others at risk.
- Speak up by reporting any hazards, incidents, or near misses through our established procedures.
- Follow safety guidelines by adhering to our policies, procedures, and instructions.
- Work together by cooperating with any safety measures or initiatives

The complete Occupational Health and Safety College Policy may be viewed through accessing the College Policies via SEQTA and Teams

### CHILD SAFETY

St John's Regional College promotes the safety, wellbeing and inclusion of all children. We are a child safe employer committed to the welfare of young people in our protection.

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- Attending training to maintain compliance with all child safety legislation, standards and regulations
- Completing all mandatory reporting in a timely manner
- Escalating and reporting all matters related to student safety immediately
- Understanding and working diligently to deliver student duty of care responsibilities