



Pymble Ladies' College

POSITION DESCRIPTION

Title: Science Laboratory Assistant

Reports to: Science Laboratory Manager

ORGANISATION SUMMARY

Pymble Ladies' College is a K-12 day and boarding school of the Uniting Church in Australia committed to providing quality educational opportunities for girls within the context of the Church ethos. The College is non-selective and welcomes girls of Christian and non-Christian faiths. With over 2200 students and more than 800 employees, Pymble Ladies' College is a dynamic and progressive educational organisation.

One of the key elements of our strategic plan *Towards 2020: Striving for the highest* is the provision of a personalised education for all girls that is universally acknowledged for its quality, innovation and excellent opportunities. This is underpinned by a strong focus on the development of an innovative and relevant academic and co-curricular curriculum that reflects individual and unique strengths, interests and promotes the wellbeing of girls and young women.

POSITION SUMMARY

The Science Laboratory Assistant reports to the Science Laboratory Manager through to the Head of Learning Area – Science and is responsible for providing quality support to the staff and students in relation to the requirements for science classes and to maintain the laboratories in a WHS compliant manner.

KEY RESPONSIBILITIES

1. Laboratory management

- 1.1 Monitor the Prep Rooms and Laboratories' work flow on a day to day basis
- 1.2 Manage and maintain store rooms, preparation rooms and laboratories in a clean, safe and orderly manner in accordance with WHS guidelines
- 1.3 Reporting any maintenance issues to the Science Laboratory Manager or the Head of Learning Area – Science where appropriate
- 1.4 Oversee safe and correct storage of chemicals in accordance with WHS

- 1.5 Organise disposal of hazardous chemicals and safe disposal of biological waste within the Science faculty
- 1.6 Manage and maintain laboratory and prep room equipment and apparatus, initiating, organising or carrying out repairs as required
- 1.7 Maintain chemical stock records and conduct stock take of materials and equipment
- 1.8 Test equipment to assess safety and ensure it is in good working order, prior to use for experiments
- 1.9 Problem solving for experiments and malfunctioning equipment
- 1.10 Repair and maintain equipment
- 1.11 Trial new experiments, troubleshoot, develop and document protocols for new or existing experiments.

2. Preparation

- 2.1 Prepare and where necessary deliver to classroom/s) demonstration apparatus and scientific experiments
- 2.2 Prepare solutions of known concentration from bulk supplies including concentrated acids
- 2.3 Maintain display cases
- 2.4 Provide technical support to teaching staff.

3. Administration

- 3.1 Maintain a database of science resources
- 3.2 Notify staff of new resources and equipment
- 3.3 Maintenance of stocks of equipment and chemicals
- 3.4 Organisation of laboratory maintenance and of the building as a whole
- 3.5 Develop and maintain a catalogue for the assistance of teachers and laboratory staff including information about resources and their location within the science centre for Science topics in Years 7 to 12
- 3.6 Monitor first aid requirements in the science department in line with WHS requirements.

4. Communication

- 4.1 Conduct all communication with students, staff, parents and members of Pymble Ladies' College community and external entities in a professional and respectful manner
- 4.2 Ensure all written communication is courteous, professional, accurate and reflective of the professional standards of the College
- 4.3 Contribute towards the development of effective communication through developing positive and professional relationships with all staff.

5. Risk and Compliance

- 5.1 Ensure that work undertaken is done within the policy of Risk Management and WHS practices
- 5.2 Meet the expectations for safety in the workplace and report potential risk to the Science Laboratory Manager
- 5.3 Remain informed about Emergency Response procedures and be capable of following and applying these should it become necessary
- 5.4 Report directly to the Principal on any matters relating to child protection
- 5.5 Ensure personal protective equipment is worn at all times as required
- 5.6 Maintain laboratory safety and procedural checklists
- 5.7 Responsible for the update of chemical Risk Assessments annually and audit chemical labels in accordance with WHS
- 5.8 Develop and maintain a comprehensive directory of standard procedures with detailed instruction for safe handling and use of equipment and chemicals
- 5.9 Consistently adhere to College policies and procedures.

6. Professional Learning

- 6.1 Remain abreast of current and best practice standards
- 6.2 Identify and participate in training programs that will enhance innovation and improve knowledge and skill.

7. Other duties may be required from time to time

POSITION REQUIREMENTS / CAPABILITIES

- Willingness to support the ethos and values of the College
- The ability to provide support in an open, friendly, and professional manner with senior school students and staff
- Display a willingness to work productively and collaboratively as a member of a team and when supervising others is responsible for maintaining the quality of work of those supervised
- Ability to continually update and quickly acquire knowledge in laboratory techniques and apply practices and procedures to ensure a safe and efficient work environment
- Ability to assemble laboratory apparatus and equipment and handle chemicals used in science programs in a safe manner and to assist academic staff with practical lessons
- Strong time management skills and ability to multitask
- Be physically capable of carrying and transporting stock and equipment on campus as required (as reasonable within WHS standards)
- A minimum of a Bachelor of Science with Chemistry and Biology at first year level
- Laboratory experience (at least 5 years desirable) preferably in a school context
- Sound knowledge of WH&S principles
- Strong knowledge of workplace practices and procedures including a detailed knowledge of complex procedures relevant to the position
- Resolves complex operational problems and co-ordinates work within the science laboratories
- Highly developed problem solving skills, initiative and judgment
- Ability to be proactive regarding future departmental needs in the science laboratories
- Ability to give careful attention to detail
- Demonstrated commitment to continuous improvement
- Willingness to actively participate in the College's coaching program and culture
- Ability to demonstrate professional conduct and discretion at all times.