



Position Description

Position Title	Laboratory Assistant
Address	77 – 81 Willesden Road, Oakleigh
Appointed by	Principal
Responsible to	Deputy Principal – Teaching and Learning
Position Description Revised	February, 2023
Position in Context. The Science Laboratory Assistant is responsible for assisting in the efficient operation of the Senior School Science laboratories. This includes providing technical support, training and practical set ups as required by the staff. In addition, the position involves further support in General Science practical activities and is required to work in a collegiate manner in partnership with fellow teachers and members of the Oakleigh Grammar Community.	

1. Key Responsibilities

The Laboratory Assistant is responsible for:

- Preparing practical activities and demonstrations as requested by teachers
- Maintaining an efficient system for the use and allocation of materials and equipment, setting a priority system where necessary
- Advising Science teaching staff on technical components of curriculum as requested
- Assisting teaching staff with demonstrations, Open Day displays and excursions, including acting as a demonstrator as required
- Trialling practical activities and modifying as appropriate
- Training relevant personnel in the operation of new and existing equipment
- Organising the printing of practical handouts and other teaching materials and order revision materials for students
- Advising and assisting Science teaching staff in safety matters relating to the Science Department
- Preparing risk assessments for operations within Science preparation area and in conjunction with teaching staff for practical classes
- Assisting teachers with the development, preparation and transport of displays and activities to conferences and workshops
- Maintaining current knowledge of technical developments and practices, and the availability of equipment and supplies
- Maintaining order and cleanliness of laboratories, storage and preparation areas
- Ensuring safe handling, storage and disposal of chemicals in accordance with regulations, including hazardous and toxic substances and advising teachers on these procedures
- Planning and implementing measures for proper storage, control, handling and disposal of dangerous, hazardous and toxic substances
- Manufacturing simple equipment and carry out routine maintenance of science equipment

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- Assisting with maintaining the security of the Science laboratories and equipment.
- Replacing or upgrading existing damaged, lost or out-dated equipment within budgetary constraints
- Identifying new equipment to replace or upgrade exiting lost/broken or out-dated equipment
- Suggesting items to be included in the annual Budget
- Attending the Science faculty meetings as appropriate
- Preparing materials and chemical for use in the laboratory and practical activities

Administration

- Conduct regular stocktakes of equipment and chemicals in area.
- Maintain Science resource material for teachers and students
- Order and distribute Trial Exams and prepare practice examination booklets.
- Provide administrative support for School Assessed Coursework (SACS).
- Assist with development of electronic and physical resources.
- Prepare and maintain Hazardous Substances Risk Assessment forms and maintain current Safety Data Sheets in a Chemical Register for Science.
- Generate and maintain a current database of chemical MSDS for inclusion in Risk Assessments.
- Maintain current knowledge of emergency procedures and act as a Warden if required.
- Collect scientific materials and supplies when delivery not practical or possible.
- Maintain inventories of chemical stock, records and equipment.
- Order general supplies and maintain records of all purchases.
- Manage purchase orders and invoices in conjunction with the Accounts Department.

Other Duties

- Perform various other duties as required

2. Key Relationships & Authority

Internal

- Head of Science
- Science Teaching Staff
- Students
- Finance Team

External

- Relevant professional associations and commercial suppliers on technical developments and the availability of equipment and consumables

Direct Reports

- N/A
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Expenditure Authority

- Authority to incur School expenditure in line with approved authority limits

3. Position Requirements

Knowledge & Skills

- Experience with analytical instruments including UV-Vis Spectrometry, Atomic Absorption Spectrometry and Gas Chromatography
- Handling of hazardous and dangerous materials and toxic substances.
- Sound knowledge and understanding of the use of Hazardous Substances Risk Assessments and Material Safety and Data Sheets.
- Detailed understanding of safe work practices and Occupational Health and Safety regulations.
- Demonstrated knowledge and understanding of the latest developments in laboratory technician practices.
- Effective technology skills including experience in using specialist science software (e.g. data logging, computer simulations, etc.).
- Computer skills as required, particularly using Microsoft Word, PowerPoint, Excel, e-mail and online learning management systems.

Qualifications

- Science or Applied Science Degree / Diploma – preferable
- Current Driver License
- Maintain Level 1 First Aid Certificate

Competencies, Behaviours & Attributes

- Strong oral and written communication skills.
- An ability to relate effectively and work with teachers.
- Display excellent organisational and time management skills.
- A collaborative team member
- Participant in regular Professional Development
- Ensure adherence to all School policies, procedures and the organisational goals, values and principles
- Ensure the appropriate care and use of School assets and equipment at all times
- Positively demonstrate OGS's workplace values

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Child Safe Standards

Oakleigh Grammar School is fully committed to ensuring the safety of all children and young people in our school environment and outside of school hours.

We are committed to ensuring that all those engaged in our school promote the fundamental right of children and young people to be respected and nurtured in a safe school environment.

We have zero tolerance of child abuse and expect all of our staff to:

- Be aware of, understand and comply with the School's Child Safety Policy and Code of Conduct, including the Child Safe Standards, and demonstrate behaviours in accordance with these;
- Complete all required Child Protection training prior to beginning at the School;
- Participate in regular training and professional development in Child Safety;
- Respond according to the School's policies and procedures when interacting with children, taking all allegations and concerns very seriously;
- Be committed to providing a safe environment for all children, promoting physical, emotional and cultural safety.

All staff employed by the School are required to hold current VIT (with National History Check) registration or a current Working with Children Check (for employees) (provided by you) and adhere to the School's Staff Code of Conduct Policy and Child Safe Policy. These policies can be viewed at <http://www.oakleighgrammar.vic.edu.au/Policies&Procedures>.

Mark Robertson

Principal

B Ed, M Ed St, AMACEL, MACE, AFAIM, MAICD

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