



Churchie.

ESTABLISHED IN 1912

POSITION DESCRIPTION AND SELECTION CRITERIA

Position Title:	Laboratory Assistant
School:	Senior School
Faculty:	Science
Supervisor/s:	Head of Faculty - Science
Type of Employment:	Part-Time, Term-Time
Last updated:	July 2021

BACKGROUND

Organisational Environment

The Anglican Church Grammar School (Churchie) is an independent School for day boys and boarders with 1800 students from Reception to Year 12.

Since its inception in 1912 Churchie has pursued a philosophy of preparing students to be well-balanced men, contributing positively to the community. This pursuit is characterised by our emphasis on the four tenets of our education programme: scholastic attainment, spiritual awareness, personal growth and community service. The School's academic programme has implemented the latest National Curriculum and is tailored to assist each student reach his potential. Our aim is to offer world-class educational programmes including an International Baccalaureate Diploma Programme with the Australian Curriculum and QCE to facilitate lifelong learning, by optimising opportunities for leadership, creative excellence, and participation for every student. This combination of academic emphasis and an expectation of high standards of personal discipline will provide the best platform for success for all our students. As a member of the Great Public Schools (GPS) Association, Churchie participates in a range of academic, sporting and cultural competitions against other long-standing Brisbane schools.

As a community we strongly desire to work in a three-way partnership between the student, the parents and the School. We are constantly reviewing our performance and are more effective for the input from this partnership. Creativity and innovation, which bring about change, are a constant, as our young men deserve the best education we can provide.

Information for Prospective Staff

Information can be found at www.churchie.com.au



DUTY STATEMENT

Primary Purpose of Position

The Science Support Team will work together to ensure efficient and effective operation of the Science Faculty laboratories and management of resources. The Team will provide support to the Head of Faculty, Science Teachers and students to effectively deliver and participate in the Science curricula offered by the School. The Laboratory Assistant is required to make a positive contribution to the efficient functioning of the Team as a whole.

An understanding of educational settings is a benefit and in particular, the Assistant must be comfortable working with boys.

Please note the School reserves the right to alter this position description based on operational needs.

Key Accountabilities

The Laboratory Assistant will provide operational support to the Laboratory Technicians and Science Teaching Staff by preparing and providing materials for science practicals and maintaining the inventory of the Faculty equipment for all science disciplines. The Assistant will be an effective member of the Science Support Team and will be able to manage their time to address the requirements of Laboratory Technicians.

Duties and responsibilities include, but are not limited to:

Technical:

- Checking, delivering and removing prepared equipment for laboratory work.
- Safely prepare equipment and resources (including manufacture of items for student activities) for all Science Practical activities as requested by Technicians or Teachers.
- Safe cleaning and storing equipment as required.
- Knowledge of safe chemical disposal requirements.
- Maintain Laboratory equipment and supplies inventory by undertaking regular stocktakes.
- Organise for safe disposal of substances according to legislative requirements.
- Assist with labelling of equipment and ensure correct storage.
- Assist with care and maintenance of organisms.
- When necessary undertake repairs of faulty equipment and/or organise repair or replacement.
- Assist with field trips/excursions in a support role.
- Perform general housekeeping of the Science Laboratories and preparation areas as needed.
- Any other duties as requested by Heads of Subject or Head of Faculty.



Administration:

- Provide administrative support to Laboratory Technicians, Teachers, Heads of Department and Faculty Head.
- Liaise with other schools to share resources when needed.
- Willingness to collect items needed for Faculty activities from suppliers as required.
- Provide administrative support for excursions and field trips.
- Rotate displays, including specimens and organising delivery and collection of borrowed items.
- Maintain Faculty noticeboards, ensuring information is highly visible, clear, neatly organised and current.
- Maintain Faculty display cabinets to ensure the displays are well presented and clean.
- Attend Science Laboratory Staff Team meetings.
- Assist with operational and maintenance records for laboratory equipment and liaise with external providers to organise routine maintenance checks.
- Assist Technicians in the sourcing and ordering of required equipment and supplies.
- Organise payment for purchases.
- File and storage of records.
- Assess workflows for Science Support Team organisational matters and propose improvements as necessary.

Key Characteristics

- Ability to develop and maintain positive, professional working relationships; and communicate effectively with colleagues, teachers, administration staff and students.
- Ability to demonstrate initiative and flexibility and work autonomously within a multidisciplinary team.
- Well-developed organisation and time management skills and a commitment to deliver all duties within specified time frames.
- Effective interpersonal skills with an ability to negotiate, influence and advise others within areas of responsibility.
- Willingness to accept direction and accountability within the interest of team spirit.
- Commitment to the team, and own professional growth.

WORK, HEALTH AND SAFETY

- Take reasonable care to ensure personal safety and health at work and that of other persons in the workplace
- Observe all safe working practices as directed by the supervisor and the use of personal protective equipment as and when provided
- Report ALL accidents, incidents and hazardous situations arising in the course of work.



CHILD PROTECTION

All employees of Churchie are required to familiarise themselves with the Student Protection in Anglican Schools Policy and Procedures. It is required they have a responsibility for the promotion and safeguarding the welfare of students with whom they come into contact and ensure compliance with the Schools' Child Protection Policy Statement at all times. If during the course of carrying out their duties, an employee becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must report any concerns with the Student Protection officer immediately. All staff at Churchie are required to hold, or apply for, and maintain a current Working with Children Check – Bluecard QLD.

OTHER INFORMATION

- Churchie is an equal opportunity employer and is committed to providing a safe and healthy work environment free from discrimination, harassment or bullying
- Applicants are expected to be committed to the principles of Christian education and will comply with the School's values and code of conduct
- Smoking is prohibited in all areas of the School campus which includes but is not limited to buildings and vehicles
- Staff must familiarise themselves with Churchie policy documents that are available on the School's intranet and take the responsibility to maintain currency with these
- Applicants must possess (or be eligible to obtain) a current Blue Card and/or registered with Queensland College of Teachers.

SELECTION CRITERIA

The successful candidate will have:

1. Knowledge of WHS procedures in a science workplace (preferably a school laboratory setting) and capacity to operate safely.
2. Effective team player who can provide high-level customer service to all stakeholders in the Science Faculty with a commitment to ensure the School's learning outcomes are achieved.
3. Well-developed organisational and time management skills and ability to work well under pressure with conflicting demands.
4. Administration skills with understanding of High School Science curricula and practical experience in resource control.
5. Current work rights for Australia.



ACKNOWLEDGEMENT

I have received, reviewed and fully understand the position description. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name _____ Date _____

Employee Signature _____

APPLICATION PROCESS

Applicants should submit:

1. A cover letter (1 to 1.5 pages) addressing the selection criteria by providing/describing examples of actual work that has been done, or actual participation in the relevant activity.
2. A full resume.
3. The names, address and telephone numbers of three (3) recent professional referees who should be in a position to comment about performance in relation to the above criteria. (*Please note:* in the case of those applicants short listed for interview, the School may contact your current employer following the interview).
4. A copy of your current Working with Children Blue Card or acknowledgement of eligibility to obtain a Blue Card.

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