



Churchie.

ESTABLISHED IN 1912

POSITION DESCRIPTION AND SELECTION CRITERIA

Position Title:	Laboratory Technician
School:	Senior School
Supervisor/s:	Head of Faculty
Type of Employment:	Full Time, Term-Time (40 weeks per year)
Classification:	Level 3 School Officer
Last updated:	Mar 2024

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 program: academic excellence, spiritual awareness, personal growth and service. The School's academic program has implemented the National Curriculum and is tailored to assist each student reach his potential. Our aim is to offer world-class educational programs that 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. Churchie is an IB World School, authorised to teach the Primary Years Programme (PYP) and the Diploma Programme (DP).

As a community we strongly desire to work with the students, the parents and the School itself. We deem this community collaboration an integral part of our School operations and contributions. Creativity and innovation are effective through this relationship and by constant review we are able to provide high quality education for the young men of Churchie.

Information for Prospective Staff

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



DUTY STATEMENT

Primary Purpose of Position

The Science Laboratory Technician is a key position with the Faculty of Science and works collaboratively with the science teaching staff including the Head of Faculty, Heads of Subject, Science Teachers and students to provide effective learning outcomes for students at Churchie. The purpose of the role is to ensure efficient and effective operation of the Science Faculty laboratories and management of resources.

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Science Laboratory Technicians must be appropriately qualified with demonstrated experience, knowledge, competence and skill as a Science Laboratory staff member to undertake this essential role for the School to achieve its curriculum goals.

An understanding of educational settings is a benefit and in particular the Science Laboratory Technician must be comfortable working with boys.

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

Key Accountabilities

- All Science Laboratory Technicians must be appropriately qualified with demonstrated experience, knowledge, competence and skill as a Science Laboratory staff member to undertake this essential role for the School to achieve its curriculum goals.
- Take full responsibility for all aspects of the laboratory including task allocation, equipment, supplies, software, and administration including ordering, supplies, waste management.
- Contribute to the delivery of the Science Curriculum by preparing and assisting with the preparation of all science practical requests efficiently and effectively in a timely and team spirited manner.
- The Science Laboratory Technician will understand and demonstrate appropriate behaviours to show how legislation impacts on science education particularly in the areas of:
 - Handling, storage and disposal of chemicals, and science waste,
 - The use and care of animals and plants in a laboratory setting,
 - Work Health and Safety including interpreting MSDS risk assessments, [it is preferred, and recommended Science Laboratory Technicians have the appropriate training/first aid qualifications].



Duties and responsibilities include, but are not limited to:

Technical Duties

- Prepare practical materials for the assigned laboratory for classes from Years 7-12 as requested by teaching staff, including science demonstrations, in coordination with the other members of the team and according to agreed service level timeframes.
- Efficiently and effectively maintain laboratory productivity by monitoring the workload and curriculum requirements by identifying peaks and troughs in the operational demands.
- Establish and maintain standards for supplies, equipment levels including certifying equipment and instrument performance, service, repair and replacement.
- Manage the laboratory effectively: during non-teaching periods prepare for next teaching period. This may include, but is not restricted to, checking classroom equipment and consumable levels, cleaning and tidying all laboratory surfaces and teaching and non-teaching areas including sinks, boards, storage areas, administration requests for instance: organising printing as requested by teachers, plan and prepare practical materials for coming teaching units.
- Proactively and positively support other members of the team during peak periods or absences to ensure team and laboratory service requirements are functioning efficiently and effectively and school staff/student needs are being met.
- Maintain the laboratory hygiene level: deliver, remove, clean and store practical materials in a timely manner and according to the legislative requirements.
- Field Trips: Support teachers in the planning and preparation of field trips. This may include organisation of communications with parents, booking of transport, organising equipment, boarders' meals and first aid kits.
- Participate in a supervisory or technical capacity on field trips/excursions/incursions as required, which may include flexibility of hours from 7:30am – 5:00pm or overnight stays.
- Assist teachers and students during practical lessons as required which may include the demonstration of practicals to students.
- Assist staff with any techniques they may be unfamiliar with and record any in-servicing in the Staff Training Register.
- Support teachers and students during Internal Assessments in the classroom and outside scheduled class times as requested.
- Ensure relevant practical equipment/techniques are current and recently trialled to ensure success and presented in the most efficient manner for smooth operation by staff and students.
- Discuss any possible issues with stakeholders prior to delivery of equipment.
- Undertake skills development training to enhance job performance



Administrative

- Maintain data on risk assessments for each learning practical according to Work Health and Safety procedures and maintain records accordingly.
- Prepare/modify/update SOP's and risk assessments.
- Contribute to the collation and management of the Faculty inventory.
- Support teachers, Department Heads and Head of Faculty with science administrative needs.
- Organise/co-ordinate the purchasing and storage function of the Faculty.
- Contribute to effective operational procedures and review of the Faculty.
- Be prepared to collect materials from suppliers required for practical activities.
- Ensure classrooms are suitably organised as a learning space for practical activities and displays are of appropriate educational material.
- Attend School, Faculty, Work Health and Safety, and Departmental meetings as required.

Innovation and Problem Solving

- Ensure that practical activities will achieve effective curriculum outcomes and be prepared to negotiate, influence or guide stakeholders to develop innovative solutions and improvements to activities when necessary.
- Maintain current knowledge in practical activities and techniques in school science laboratories.
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- Review procedures and offer suggestions to improve efficiency.

Personal Attributes

- Demonstrated effective communication skills with an ability to communicate with people on all levels.
- Ability to develop effective, professional working relationships with Science Faculty and immediate team and the wider school community including boys,
- Well-developed organisational and time management skills with an ability to work with a number of conflicting tasks and priorities and meet requested deadlines.
- Show initiative and flexibility in the realms of team spirit in order to reach desired outcomes.
- Ability to accept direction and take responsibility for tasks and be able to perform duties independently.
- Follow policies and procedures.

Specific Capability for Physics Laboratory

- Data logger and skill in electronics,
- Van de Graaf generator and Wimshurst machine,
- Radioactive specimens,
- Discharge tubes.



Specific Capability for Chemistry Laboratory

- Preparation and breakdown of solutions in required concentrations,
- Knowledge of correct storage, handling and disposal of science chemicals,
- Operation of spectrophotometer and standards preparation,
- Preparation and operation of galvanic and electrolytic cells.

Specific Capability for Life Sciences Laboratory

- Prepare sterilised solutions and equipment for microbiological work,
- Culture specimens,
- Provide appropriate specimens and equipment for dissection,
- Dispose of dissection and microbiological specimens hygienically and safely, adhering to all legislative requirements,
- Prepare and maintain required specimens and equipment for microscopy.
- Proactively update microscopy specimens as required
- Prepare and maintain growth solutions for laboratory-based plant growth experiments
- Prepare, maintain and operate data loggers and water quality devices and equipment,
- Ensure animals located on-site for use in the Faculty are housed and maintained humanely. This may include development of and participation in checking and feeding rosters through school vacation periods.
- Co-ordinate, prepare and compile necessary records and administration for the use of animals for scientific purposes,
- Collect and compile weather station data and maintain weather station equipment,
- Prepare geological specimens and maintain geological equipment.
- Maintain and operate equipment for astronomical studies

From time-to-time additional duties may be required by the Head of Faculty – Science and Department Heads.

Other Information

- Churchie is an equal employment 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) and maintain a current Working with Children Check – Blue Card QLD or be registered with and maintain registration with the Queensland College of Teachers.

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;
- Apply first aid when necessary.

Student 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.

ACKNOWLEDGEMENT

I have received, reviewed and fully understand the job description for this position. 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. Relevant Academic Transcripts/Records and other relevant qualifications.
5. A copy of your current Blue Card, or acknowledgement of eligibility to obtain a Blue Card
6. Refer to the Churchie website for further information with specific regards to your undertaking that by applying for a role at Churchie you agree to the Brisbane Diocese Code of Conduct for Anglican Schools and Education & Care Services - Our Commitment: Creating environments for children and young people to thrive which applies to all staff and volunteers within the Diocese of Brisbane's Anglican Schools and Education & Care Services (ECS).
7. All Churchie staff and volunteers are expected to acknowledge this Code, as part of their conditions of employment or volunteering agreement.

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