

POSITION DESCRIPTION

Title:	Science Technician
Reports to:	HoD Science/Deputy Principal Staff
Direct reports to this role:	
Internal Liaisons:	Students, Science Staff
External Liaisons:	External Agencies
Terms and Conditions:	<i>Educational Services (Teachers) Award 2020</i>

Geraldton Grammar School (GGS) Vision Statement

Geraldton Grammar School will provide outstanding education and a strong sense of community, cultivating people of integrity, independence of mind and a love of learning.

Strategic Pillars

Personalisation - Ensure that our academic, co-curricular and wellbeing programs support and enable each member of a diverse student body to achieve their personal best.

Staff - Attract, retain and develop talented staff who are aligned with the School's values and work hard to achieve the purpose and vision for Geraldton Grammar School

Our School Our Future - Plan for and maintain sustainable funding that allows us to invest in infrastructure and programs to achieve our goals

Community - Positively engage with our local community, educational partners, parents and alumni to encourage and foster mutual respect and valuable opportunities for cooperation

Service and Values

- All responsibilities and activities are to be carried out in accordance with GGS ethos, values, and standards of behaviour as set down by the School and as amended from time to time
- It is expected that individuals will demonstrate and promote service excellence and support the School in its objectives at all times
- Participate in professional development activities conducted by GGS as required or directed.
- Support the ethos of the School in the Anglican tradition

Child Safety Commitment

All students who attend GGS have a right to feel and to be safe. The wellbeing and safety of all students in our care is our first priority and we have a zero tolerance to child abuse. The protection of students is the responsibility of everyone who is employed at or is engaged by GGS in child- connected work. To ensure the safety and best interests of all students, we take into account the needs of those with an Aboriginal or Torres Strait Islander heritage, those from culturally and/or linguistically diverse backgrounds and those with a disability.

Staff Obligation to Child Safety

All staff at GGS take an active role and are well informed of their obligations in relation to Child Safety under Ministerial Order No. 870 Child Safe Standards. The GGS Child Safety Commitment is incorporated into the School's employment cycle from recruitment and reference checking to induction and a commitment to regular Professional Learning. All staff at GGS are required to sign a statement that they have read, understood and agree to abide by the GGS Child Safety Policies and the GGS Staff Code of Conduct.

Duties and Responsibilities

Prepare experiments for science teachers;
Maintain equipment in science area;
Keep asset register current;
Stock each laboratory with appropriate equipment;

Science Experiments and Maintenance

- Organise and prepare equipment and materials for all science classes;
- Create and maintain safe, tidy environments in the storage and preparation areas;
- Co-ordinate science resources and advise on availability;
- Prepare laboratory reagents and media preparations;
- Set up practical tests;
- Manage science stock/continually update master stock-take and chemicals on computer;
- Attend science staff meetings;
- Care for living organisms established for study purposes;
- Instruct and demonstrate use of equipment where necessary;
- Assist teachers with hazardous experiments when necessary;
- Clean and carry out routine maintenance, where possible, of equipment and materials;
- Arrange maintenance/repair of equipment and classroom furniture;
- Procure/collect/store/preserve and dispose of fresh specimens;
- Accompany excursions where technical equipment is utilized;
- Operate a past paper TEE hire system;
- Maintain asset equipment register and conduct annual stock take.
- Maintain photocopier and computer trolley for services required.

Health and Safety

- Provide Safety Data Sheets for all current chemicals;
- Correctly label all bottles as per current legislation;
- Store chemicals in their correct classes and conditions as per legislation;
- Continually maintain and inspect Chemical Store;
- Arrange disposal of used/contaminated/hazardous materials safely as per legislation;
- Advise on and work within the science safety policy;
- Provide basic first aid to students – minor burns, cuts and eye wash;
- Assist other department with technical and chemical matters;
- Animal Ethics Officer;
- Identifies hazards and may take appropriate measures of safety;
- Adheres to safe procedure of the preparation and disposal of microbiological materials.

Purchasing

- Reconcile monthly credit card transactions;
- Procure science items, resources and stationery;
- Assist HOD of Science with requisition of teaching materials;
- Provide transaction purchase list to HOD of science;
- Assist HOD of science with science budget.

Other areas including Workplace Health and Safety

The teacher is required to:

- Be available for a variety of staff meetings and professional development activities on nominated days.
- Be involved in extra-curricular activities of the School which could include School camps.
- Adhere to a standard of dress consistent with the stated requirements of the School
- Comply with the School policies and procedures
- Comply with the School's Workplace Health and Safety policy, safe work procedures, instructions and rules, particularly in the correct use of equipment.
- Identify any unsafe behaviour, or unsafe or unhealthy conditions, and report these to the Principal.
- Adopt risk management strategies to minimise the risk of injury to people and property in the workplace.
- Be responsible for own health and safety and for the health and safety of others in the workplace who may be affected by your acts or omissions at work.

- Co-operate with the Principal or another person so far as is necessary to enable compliance with any requirements under the Work Health and Safety Act.
- Completion of other duties as directed by the Principal.

SELECTION CRITERIA

Essential:

- Ability to work in a team environment and be supportive of team members' needs;
- Good oral and written communication skills;
- Experience in science laboratory methods and experiments;
- Senior first aid certificate;
- Ability to prioritise and to have good organizational ability;
- Supply a current Working With Children Check;
- Knowledge in OH & S standards;
- 'C' Class drivers licence.
- Certificate IV in Laboratory Techniques.

Desirable:

- Diploma of Laboratory Technology or equivalent qualification;
- Experience in school science laboratories.

REVIEWED BY:	DATE
JBK	25/11/2014
JBK/DLE	13/06/2016