



**Pittwater House**

## POSITION DESCRIPTION

<b>TITLE:</b>	Science Laboratory Assistant
<b>REPORTS TO:</b>	Principal through the Deputy Principal Coordinator of Science
<b>COMMENCEMENT:</b>	November 2019 40 weeks per year – 38 hours per week 0.6 load

### POSITION OVERVIEW:

#### Liaises with:

1. Deputy Principal
2. Coordinator of Science
3. Science Teachers
4. WHS Coordinator
5. Campus Facilities Manager

### PHILOSOPHY:

The care of and interest in the individual student is one of the most important aspect that differentiates Pittwater House from other education institutions. Differentiating between the sexes and maximising the pedagogical needs of each gender is a core aim of Pittwater House Schooling.

Providing the students with an academic, relevant, global, 21st century educational experience that encourages the use of technology and critical thinking skills is central to the Pittwater House service.

Honesty and integrity are the first of the Pittwater House Core Values and need to be reflected in staff attitude towards all areas of the school. Confidentiality of records and information, both personal and corporate, is of paramount importance. In all dealings with parents, pupils, staff and members of the public your approach needs to reflect the high standard and reputation of the Schools and your actions need to be in accordance with relevant laws.

## Essential Criteria

### The Role

The Science Laboratory Assistant is required to provide support and assistance to the Science Department in all aspects of the day-to-day running of the laboratories.

### Conditions of Employment

Terms and conditions of employment are according to the AIS MEA Agreement.

### Hours of Duty

The Science Laboratory Assistant is a permanent term-time only position. This is a job share role. This position will be required to work three days a week (0.6 load). This is for 40 weeks per year, comprising of 38 school weeks and two weeks of non-term time preparation. Staff Professional Development Days are counted as term-time and these will be used either in Professional Development or in preparation, which will be directed by the Coordinator of Science.

### The Science Laboratory Assistant is responsible for the following:

- Liaising with teaching staff about the equipment, chemicals and materials needed for Science lessons and activities
- Assisting teachers with experiments in the classroom as requested
- Providing delivery of service to Science teachers that is efficient, responsive and timely. Such services include (but are not limited to):
  - Ensuring laboratories and preparation rooms are tidy and safe
  - Preparing, ordering and replenishing chemicals, materials and equipment for practical lessons
  - Supporting and assisting with the maintenance and safety processes for the laboratories
  - Assisting with ordering supplies, budgeting and stock control processes in the Science department
  - Cleaning of equipment and work areas
  - Preparing materials for field trips if required
  - Maintaining a database of equipment, chemicals, prepared slides and specimens
  - Monitoring all Workplace Health and Safety equipment
  - Collecting of specimens
  - Labelling chemicals in accordance with safety requirements
  - Preparing and maintaining displays in classrooms and at Science Departmental events
  - Disposing of chemical and biological waste in accordance with safety and environmental obligations
  - Other duties, as requested by the Head of Science including:
    - Conducting mini/trial experiments to eliminate or lessen risks
    - Training and supporting teachers, support staff and students in Workplace Health and Safety and/or technical and chemical safety and the use of appropriate equipment in classes and field experiments
    - Performing general administrative duties as required and other duties as requested by the Head of Science

**The skills and requirements of this position are:**

- A genuine interest in, and a sound knowledge of scientific principals and procedures
- Awareness of Workplace Health and Safety practices, particularly pertaining to Science laboratories
- Qualifications in a relevant Scientific field (at Certificate III level or higher, and/or experience in a laboratory environment)
- High level interpersonal skills and the ability to work effectively in a team environment
- Honesty, integrity and confidentiality
- Energy, drive and demonstrated diligence
- Excellent written and verbal communication skills
- Demonstrated loyalty and supportiveness
- Ability to forward plan
- Ability to maintain systems and procedures and establish task priorities to meet deadlines and commitments
- A high level of initiative and the ability to work without direct supervision
- Excellent organisational and time management skills
- Excellent attention to detail
- Excellent IT skills
- Preparedness to attend professional development in order to keep up with current initiatives, developments and/or legislative requirements.

The Science Laboratory Assistant may be required to maintain a degree of flexibility in working hours from time to time, as required for the position and may also be required to assist and relieve in other positions from time to time. The School reserves the right to modify the position to meet its operating needs.

Workplace, Health and Safety is the responsibility of all employees. All employees must perform duties in accordance with the Work Health and Safety Act and the workplace, health and safety requirements of Pittwater House.

**Application Process**

Applications should include a covering letter addressing the responsibilities of this role, as well as a current resume including the name and contact details of three (3) professional referees.

Applicants invited for an interview must supply copies of academic transcripts at the time of interview.

**Performance:**

There will be a review of the role where the incumbent meets with the Executive team or their representative

21 Oct 2019