

St Mary's College
Laboratory Assistant (Level 4 School Officer)
Position Description and Duty Statement

The Laboratory Assistant (Level 4 School Officer) is a member of the College Support Team, specifically working to support the delivery of the Science curriculum, the Science Coordinator and Science Teachers. The Laboratory Assistant is accountable to the College Principal and will report directly to their Line Manager, the Science Coordinator.

As a member of the St Mary's College staff, the employee in this position is required to ensure the Catholic Ethos and Mercy Traditions of the College are maintained and enhanced through their work.

Position Description

Position: Level 4 School Officer
Laboratory Assistant

Qualifications: Tertiary qualifications at a Certificate level or equivalent qualifications relevant to the position may be required or such knowledge, qualifications and experience that are deemed by the College Principal as necessary to successfully carry out the duties of the position.

Characteristics: The employee in this position is required to demonstrate competence involving the application of knowledge with depth in some areas and a broad range of skills. There is a wide variety of tasks and roles in a variety of contexts, where there is complexity in the ranges and choice of actions required. Competencies are within a variety of routines, method and procedures. Discretion and judgement are required for self and/or others in planning, selection of equipment, work organisation, services, actions and achieving outcomes within time constraints.

Work is performed under general supervision. Progress and outcomes sought are under general guidance.

An employee in this position may have responsibility for the work and organisation of others in limited areas. The work of others may be supervised; teams may be guided or facilitated. Training of subordinate staff may be required.

Duty Statement (Typical Duties/ Skills)

In order of descending priority:-

A. Practical Preparation - Experiments and Resources -

- (i) Prepare equipment/chemicals for ordered practicals. Requests will be submitted within 48 hours (2 working days) of requirement in most cases. When this is not possible (in a minority of cases) teacher may negotiate directly with the Laboratory Assistant. With variations due to mutual agreement the rule shall be that preparations will be done in the order in which they are received and will be given precedence over all other duties in both time and quality of work.

- (ii) Prepare solutions of known concentration from bulk supplies including concentrated acids.
- (iii) Handle and prepare laboratory equipment and biological materials in a safe manner.
- (iv) Ensure all labels and MSDS are up to date and relevant information is given to teachers as required.

B. Clean-up and Storage –

- (i) Put away finished equipment and store & dispose of laboratory wastes, including hazardous substances, in a safe and proper manner. This includes tidying laboratories, cleaning benches and checking equipment stations eg. bunsen burners, as well as ensuring provision of broken glass containers and spill kits.
- (ii) Oversee storage, control and maintenance of laboratory equipment and apparatus, initiating or organising repairs as required.
- (iii) Maintain store room, preparation rooms and laboratories in a clean, safe and orderly manner.

C. Stock Control –

- (i) Prepare and maintain a manifest of all chemicals used in the Science Department.
- (ii) Monitor chemicals and associated supplies and prepare requisitions as required. Purchasing of grocery or other various items as needed – preferably at the end of the work day.
- (iii) Collect deliveries of stock, unpack, check invoices and store stock appropriately.
- (iv) Conduct an annual stocktake of materials and equipment.
- (v) Maintain copies of Material Safety Data Sheets (MSDS) (one in each preparatory laboratory, one on Science Coordinator's shelf, and full MSDS at Front Office in case of fire.)
- (vi) Maintain a register of use of animals for scientific purposes.

D. Other duties –

- (i) Maintain Laboratory Request / Risk Assessment Form availability.
- (ii) Maintain and Reconcile Petty Cash as required and prepare requisitions as needed.
- (ii) Assist in experiment / activity design as required.
- (iii) Assist staff and students in experiment and/or EEI design, preparation and execution.
- (iv) Assist in excursion preparations which may include bookings and preparation of materials.
- (v) Participate in excursions and camps as requested by the Science Coordinator/Principal.
- (vi) Monitor safety and first aid requirements within the laboratories.

General Notes

The numbers of hours per day in the laboratory are negotiated between the Principal and the Science Coordinator.

Whilst all Science teachers have access to assistance from the Laboratory Assistant, final allocation of time is at the discretion of the Science Coordinator.

The above list describes duties in general, not in total.

Other duties may be requested of the Laboratory Assistant (Level 4 School Officer) as determined by the College Principal.