



Our Lady's College
School Officer – Science Laboratory Technician – Level 4
Position Description and Duty Statement

The School Officer – Science Laboratory Technician – Level 4 is a member of the College Support Team, specifically working to support the teachers of Science in the delivery of the curriculum; and efficient operation of the laboratories. This role is accountable to the College Principal and will report directly to their Line Manager, the Business Manager; and take direction for daily tasks from relevant subject teachers.

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

Position Description

Position: School Officer – Science Laboratory Technician
Level 4

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

Characteristics: The employee in this position is required to demonstrate competency involving the application of knowledge with depth in some areas and a broad range of skills. There is a wide variety of tasks and in a variety of contexts, where there is complexity in the extent and choice of actions required. Competencies are within routines, methods and procedures. Discretion and judgement are involved in selection of equipment, work organisation, services, actions and achieving outcomes within time constraints.

Work is performed under limited supervision and work may be checked in relation to overall progress. Work may take the form of broad guidance and may involve a level of autonomy when working in teams.

An employee in this position may have limited responsibility for guidance of the work of others. Peer assistance may be provided to others. Team co-ordination may be required.

Duty Statement (Typical Duties/ Skills)

Typical duties include but are not limited to:

- Prepare and set up samples/demonstrations, class sets of equipment and associated scientific materials for practical classroom use and advise and assist science teaching staff in safety matters relating to the science laboratory including carrying out trial experiments prior to laboratory lessons.
- Formulate or prepare chemical solutions including concentrated acids, bases, indicators, stains, media etc for general classroom use, student experimental investigations, trial experiments or field work.
- demonstrate laboratory techniques to students and assist science teaching staff with demonstrations and in the instruction of students on use/care of equipment during science experiments and field trips.
- Assist science teaching staff to develop, implement and maintain a laboratory of resources, materials and equipment for teaching, demonstration, fieldwork, enhancement of science knowledge or interest or the enhancement of work duties.
- Liaise with subject teachers to support curriculum delivery.
- Ensure provision and maintenance of appropriate personal protective equipment and materials handling equipment for staff and students in laboratories and adjuncts.
- Implement BCE Safety Processes and Procedures, especially in relation to Hazardous Chemicals.
- Coordinate use of assigned science resources, monitor chemicals and associated supplies and prepare orders, perform calibration checks and operate specialist laboratory equipment and instruments.
- Uphold general cleanliness of work areas, including Science Laboratories and Science Preparation Rooms. Dispose of laboratory wastes in a safe manner, wash and store glassware/equipment, maintain classrooms in a clean safe, orderly and secure manner.
- Maintain a chemical stock register, monitor chemicals, ensure provision of associated supplies, obtain quotes and prepare orders for equipment, consumables and materials as required.
- Assist with annual stock takes, audits, unpacking and accessioning new stock, equipment maintenance, preparing material for student use, filing/clerical tasks, assist with student displays of work.
- Reading and understanding appropriate MSDS's to complete risk assessments using software such as ChemWatch and Risk Assess.
- Assist with the organisation of events such as Evening Expos, Open Days and Gala Days.
- Thorough attention to detail and capacity to prioritise tasks as required.
- Engaging in all relationships in a manner consistent with the religious nature and ethos of the College.

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

Other duties may be requested of the School Officer – Science Laboratory Technician – Level 4 as determined by the College Principal

