

Position Information Document

Laboratory Assistant

Christian Brothers College, Adelaide

(An accredited Edmund Rice Education Australia school)

Position Information

Title:	Laboratory Assistant		
Employment Type:	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Replacement	ESO Grade:	3
Stream:	Services	FTE	1.0
Hours/Days of Work:	Monday to Friday 8.00am to 4.00pm	Weeks Per Year:	40

Key Working Relationships

<ul style="list-style-type: none"> • Director of Teaching and Learning (Reports To) • Head of Senior Campus • Head of Learning - Science 	<ul style="list-style-type: none"> • Principal • Deputy Principal • Teaching Staff • Students
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Introduction

Christian Brothers College is a Catholic School in the Edmund Rice Tradition and one of Adelaide's oldest and most respected Reception-Year 12 Colleges. Established in 1878, CBC has a proud tradition of providing a uniquely contemporary education for boys. Our College shapes men of the future who lead caring, authentic and accomplished lives; who are advocates for respect and compassion and who share a sense of belonging that lasts for life.

The College aspires to be faithful to the four EREA Touchstones of Liberating Education, Inclusive Community, Gospel Spirituality, and Justice and Solidarity as described in The Charter for Catholic Schools in the Edmund Rice Tradition.

The four Touchstones are reflected in the Vision and Mission statements of the Christian Brothers College Strategic Plan. This Plan also connects the Touchstones with the four core strategic values of Christian Brothers College – Faith, Excellence, Community and Compassion – values which informs continuous improvement in education, decision making and strategic direction.

These values are at the heart of the College's Vision, Mission, and Strategic Plans.

Please visit our College website for more information www.cbc.sa.edu.au.

Broad Purpose

The **Laboratory Assistant** will promote CBC, CESA and EREA mission, vision, values and touchstones in all aspects of the role. You will establish and maintain positive working relationships with staff, the wider community, students and their families. You will have well developed relational skills and the outstanding ability to communicate effectively with all members of the College community and its external partners.

The **Laboratory Assistant** at Christian Brothers College is responsible for providing support to Science teaching staff at both the Junior and Senior Campus in the preparation of practicals. This will include that all plant, equipment and chemicals are maintained, monitored, repaired and replenished.

Duty Statement

Key Responsibilities

Classroom Support

- Responsible for the preparation of practicals for Science at the Senior Campus (Yr 7-12) and assisting at the Junior Campus when necessary.
- Assist teachers in the supervision of students in the laboratory and on excursions (eg Zoo, Botanic Gardens, Museum, etc).
- Assist with class demonstrations as well as perform various other tasks related to student use and care of equipment.
- Assist in setting up displays in laboratories for Open Days and other events
- Assist teachers with the use of the AV Equipment in the Physics lecture theatre.
- Be willing to research, trial and assist staff and students in conducting novel experimental procedures.

Plant, Equipment and Chemical Manager

- Responsible for the washing up and restocking of experiments in laboratories after experiments.
- Clean fixtures at the Senior Campus Science laboratories.
- Maintain the kit-based lab-systems
- Have a strong working knowledge of chemistry and be proficient in the use of chemicals and a range of analytical techniques
- Responsible for ensuring that all resources including chemicals are listed, labelled and catalogued in an inventory (electronic version) accessible by all Science staff.
- Maintain a current and complete record of all stock (chemicals, apparatus and equipment) on a weekly basis.
- Maintain all equipment (including AV Equipment in the Physics lecture room and Computers in the laboratories) in the laboratories. Perform minor repairs on equipment (where possible) or arrange for the appropriately qualified technician eg microscopes, pH meters and balances.
- Protect and safely store all equipment in the laboratories.
- Assist with the ordering of chemicals.
- Maintain MSDS (Material Safety Data Sheets) in each laboratory and ensure that all necessary information is accessible and regularly updated in the laboratories and staff room (computer).
- Maintain and update all Standard Operating Procedures.
- Manage all plant, equipment and chemicals in a safe manner and in line with WHS regulations and requirements (eg chemical disposal, safety audits, induction of new staff)

Program and Administration Support

- Assisting the Head of Learning Science with organisational duties such as booking excursions, printing, photocopying, binding, faxing and posting orders.
- Assisting the Head of Learning Science with the preparation of the Department Budget by providing input regarding the ordering of chemicals and glassware.
- Keeping records with receipts of expenditure and submit copies of these invoices to the Head of Learning Science at the conclusion of each term.
- Forward all materials received including brochures and price lists to the Head of Learning Science for review.
- Meet on a regular basis with the Head of Learning Science to determine priorities of needs and requirements of the College.
- Attend to the daily securing of College Science areas including checking electrical and gas equipment, lights and air-conditioning are turned off and all windows and doors are locked.
- Liaise with other schools, school assistants, associations and universities for equipment and information and report developments to the Head of Learning Science.
- Document and report on inservice activities, conferences and workshops attended at Science faculty meetings. Provide the Director of Administration with documentation supporting attendance at these activities.
- Attend Science faculty meetings and report on any Laboratory issues.

Person Specifications

Skills

- Support and active commitment of the ethos of the College, as a Catholic School in the Edmund Rice Tradition.
- Exceptional organisational and planning skills.
- Excellent written, verbal and interpersonal communication skills with the ability to engage with people from varying backgrounds.
- Ability to interact with students in a positive, sensitive and respectful manner.
- Demonstrated ability to relate effectively to a diverse range of staff and students.
- Demonstrated ability to work independently and as a part of a team to meet strict deadlines.
- Display initiative; maintain confidentiality, show professionalism and skill in carrying out the tasks associated with the position.
- Spreadsheet and database skills including Microsoft Office applications, Word, PowerPoint and Excel
- Have the ability to effectively function as part of a small team, whilst also be self-directed and able to work autonomously.

Knowledge and Experience

- Demonstrated experience in a similar role
- Experience in provide a customer focused service

College Values

You will practice CBC values and the EREA Touchstones, when you;

Faith / Gospel Spirituality

- Promote, lead and nurture the growth of the Catholic culture within the College;
- Embrace and sustain the ethos and traditions of the Edmund Rice charism;
- Articulate the values, vision and mission of the school and EREA;
- Encourage and participate in the liturgical, sacramental and prayer life of the College;

Excellence / Liberating Education

- Model best practice and encourage innovation and creativity;
- Use consistent, just and ethical policies and procedures;
- Respond to compliance matters in relation to Catholic Education Office, EREA, National and State compliances such as WHS;
- Promote a safe and rigorous learning environment;

Community / Inclusive Community

- Collaboratively plan, implement and review personal learning opportunities that are reflective of the College Mission, Vision, Values, and the Touchstones and Charter of the EREA;
- Celebrate and lead unique traditions of the College and innovatively contribute to its future vision and growth;
- Promote and affirm inter-campus staff community relationships;
- Value our gathering times, sharing and celebrating our spirituality;

Compassion / Justice & Solidarity

- Recognise and celebrate acts of service within and beyond the College Community;
- Model leadership that advocates and reflects compassion, empathy and justice, especially for those at on margins;
- Value diversity and individuality;
- Employ collaborative, open and transparent decision making processes with staff, students and parents;

Specific Requirements

Qualifications

- Relevant qualification(s) and training
- Senior First Aid Certificate (or willingness to complete)
- Edmund Rice Education Australia and CBC is committed to ensuring the safety, wellbeing and dignity of all children and young people. All staff must have and maintain a commitment to child safety
- Approved Mandatory Notification training
- All applicants will be subject to EREA and legislative screening procedure. These checks are consistent with EREA's commitment to child protection policies and procedures.

Work Health & Safety

This role is deemed to be a *Worker* under the South Australian Work Health and Safety (WHS) Act 2012.

As a Worker, while at work you must –

- take reasonable care for your own health and safety
- take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons
- comply, in so far as you are reasonably able to, with any reasonable instruction given by the employer
- cooperate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers

Reference: Division 4, Section 27 and 28 WHS Act 2012

Signed (Principal or Delegate): _____ Date: __ __ / __ __ / __ __

Signed (Employee): _____ Date: __ __ / __ __ / __ __