



Faith Lutheran College, Redlands

Faith in Christ... prepared for life.

Mission Statement

Faith Lutheran College is committed to providing quality learning opportunities while nurturing the development of all students in a Christ-centred community.

POSITION:	Middle/Senior School – Laboratory Assistant
RESPONSIBLE TO:	The Principal/Heads of School
HOURS OF DUTY:	20 hours a week (term time) subject to classes and student numbers

PERSON DESCRIPTION

The following qualities are desirable:

- ✓ Strong Christian beliefs and the conviction to support the Lutheran ethos of the College.
- ✓ Enjoy working with children.
- ✓ Show good time management and high level organisational skills.
- ✓ Be receptive to learning – showing the ability to pick up and follow through a learning routine with minimal additional direction.
- ✓ Be receptive to taking on new tasks, be creative and show initiative, be energetic and flexible.
- ✓ Be able to make basic classroom resources with minimal direction from the teacher.
- ✓ Be aware of safety issues and utilise safe work practices.
- ✓ Be able to exercise appropriate First Aid skills.
- ✓ Be able to communicate with parents appropriately. Have well developed communication skills, for dealing with students, parents and staff.
- ✓ Be able to communicate clearly and concisely.
- ✓ Be able to follow directions and be a good team worker.
- ✓ Understand the importance of **confidentiality** of information.
- ✓ Have a patient and calm nature conducive to working with children in a school environment.
- ✓ Have reasonably developed computer skills in Office365 (or similar), email and internet.
- ✓ Be able to develop a sound rapport and relationships with the students in this area of the College.
- ✓ Science type qualifications, knowledge and skills required for the safe operation of a laboratory.
- ✓ Be the holder of a current positive 'Paid' Suitability Card for Child Related Employment issued by Blue Card Services.

DUTY STATEMENT

As a Laboratory Assistant you will work under the direction of the Head of Science (7-12) and subject teachers.

The role includes the following:

- Clean, maintain and set up equipment for use in experiments;
- Preparation, labelling and storage of chemicals within WH&S guidelines;
- Maintain a safe and clean working environment within the work environment – store rooms, preparation rooms and laboratories;
- Develop a system to allow all staff equitable and organised access in regards to the distribution and return of chemicals and equipment;
- Carry out experimental procedures;
- Perform routine mathematical calculations and prepare graphs if required;
- Use computers and computer-interfaced equipment;
- Follow safe operating procedures as required by WH&S legislation;
- Conduct safety audits for the laboratories;
- Are familiar with Chemwatch and Risk Assess database systems and maintain databases and asset registers – annual stocktake, hazardous substances register, dangerous goods register, chemical manifest;
- Are familiar with SDS and Hazardous Substances, other chemicals and keeping accurate and up-to-date records of these;
- Identify hazards and reduce risks in the Science teaching area;

- Responsible for ordering equipment within set budgets, collect and/or receive deliveries of stock, unpack, check invoices, maintain stock records and preparing orders for new equipment or chemicals – liaising with teachers and supply companies;
- Carry out simple maintenance of Science equipment eg microscopes, powerpacks etc;
- Setting up of demonstration equipment or class sets as needed;
- Contribute to the effective and efficient management and administration of the College Science department by providing a high level of support to the respective Head of Faculty and teachers of the Science Department;
- Assist Science teaching staff with application of safety measures, systems and procedures;
- Develop and maintain chemical storage/handling/preparation and disposal of laboratory wastes in a safe manner;
- Dispose of laboratory wastes in a safe manner, wash and store glassware/equipment, maintain classrooms in a clean, safe, orderly and secure manner;
- Organise the distribution and collection of class sets of equipment for practical work and the safe disposal of laboratory wastes;
- Prepare chemical solutions of known concentration from bulk supplies including concentrated acids, stains and media for general classroom use;
- 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.
- Demonstrate laboratory techniques to Science teaching staff and students.
- Co-ordinate use of all Science resources around the College, monitor chemicals and associated supplies and prepare orders and perform calibration checks and operate specialist laboratory equipment and instruments.
- Prepare and maintain scientific displays and collections, prepare specimens and samples (by measuring, drying, grinding etc) for subsequent analysis and produce scientific resource materials of a technical nature;
- Assist in field trip preparations, appropriate materials and participate in field trips as required.
- Maintain and update professional development;
- Other duties as deemed appropriate by the Teacher, Head of Science, Dean of Studies, Head of School or Principal (eg attending excursions; yard duty).

January 2017