Position Description

Position:	**Science Technician**
Reporting to:	Head of Senior Secondary
Type of Position:	Permanent part-time
Position Hours:	12.35 hours per week (0.325 FTE) during school terms, spread across 3 days
Review Date:	November 2021

Summary:

Bayside Christian College is a coeducational, ELC to Year 12 Christian College.

Bayside Christian College "exists to help parents equip their children for effective, God-glorifying lives as Christians in the world" (Constitution p. 8). It is therefore an inherent requirement of this non-teaching role that the holder is a committed Christian as demonstrated by consistent active and faithful attendance and service with a local Christian church. As the Science Technician frequently interacts with students and staff during the course of employment, the role entails the direct modelling of the Christian faith, in word and deed, in our Christian learning community through such practices of faith as:

- Praying for the welfare of the College community, its students, parents and staff
- Participation in staff devotions, including leading such devotions from time-to-time
- Demonstrating the Lordship of Christ over all creation including education and work
- Respecting students, parents and staff as fellow image bearers of God and co-workers in His ongoing Kingdom purposes of restoring and redeeming His creation
- Where appropriate, supporting teachers in classes with the delivery of the teaching and learning process, consistent with Bayside's Christian worldview perspective.

Position Overview:

The Science Technician provides assistance to science teachers as directed, ensuring adequate supplies are maintained and that a clean, safe learning environment is provided for staff and students. The Science Technician at times works independently with little supervision to perform responsible tasks associated with the efficient operation of College Science laboratories.

Position Responsibilities:

Teacher Support

- Working with science staff on their needs for practical work and maintaining an efficient booking system for the use and allocation of materials and equipment
- Prepare practical activities for teaching staff who have complied with the Science Faculty requirements including risk assessments and notification period
- Set out equipment and materials for classroom use
- Assisting staff with demonstrations and technical components of the curriculum
- Familiarisation, trialling and assisting with the running of experiments
- Assist science teaching staff in instructing students on use/care of equipment during science experiments
- Advise and assist science staff in safety matters relating to the science laboratory
- Demonstrate laboratory techniques to science teaching staff and students
- Assist with the use of computers and learning technologies within the department
- Attendance at and participation in professional development (PD), team meetings, staff work days, open days and other special events associated with the College.

Preparation & Maintenance of Supplies/Equipment

- Prepare solutions, stains and media for use in the laboratory
- Maintain a safe chemical storage, handling and disposal system in accordance with current regulations
- Assist with the security of science laboratory and equipment
- Maintain an inventory of equipment
- Acquire relevant catalogues and price lists
- Assist with labelling, correct storage, stocktaking and ordering of equipment and chemicals
- Maintain simple glassware/general equipment for laboratory use
- Service and clean simple laboratory apparatus/equipment
- Develop maintenance procedures for laboratory equipment
- Order and pick up materials such as organs for dissection, borrowed equipment from other campuses and consumables from stores
- Support teaching staff in ensuring classrooms are tidy for subsequent classes.

Care of Flora and Fauna

- Care for flora and fauna within the Science Faculty in accordance with current handling and prevention of cruelty regulations
- Collect and maintain living specimens in accordance with regulations
- Collect off-campus scientific materials and field samples (may involve use of own vehicle).

Occupational Health and Safety

- Assist in the preparation of safety guidelines for the laboratory
- Manage risk assessments and practical requests
- Support and counsel teaching staff in the writing of risk assessments in relation to hazardous chemicals and equipment used
- Consult with teaching staff regarding practical requests in relation to safety, clarification of set up, quantities, concentration and sizes
- Manage a register of Safety Data Sheets (SDS) within the Science Faculty
- Follow GHS standards for chemical storage and use.

Finance - Liaison, Purchasing and Budgeting

- Liaise with organisations and industries for the purpose of acquiring equipment and other supplies, keeping accurate records of purchases/orders
- Liaise with other schools to share resources
- Maintain networks and information sharing in order to ensure that best practice approaches are adopted in the College science laboratories
- Assist with the science budget and petty cash system
- Maintain inventory for all equipment, materials and chemicals to support budget requirements.

Person Specification:

- A sound understanding of and commitment to the Christian mission and philosophy of the College
- Strong interpersonal skills, including the ability to build rapport with students and staff
- Good organisational ability
- Strong digital literacy
- A high standard of personal presentation and integrity
- Able to show initiative and to use common sense

- Ability to work autonomously under limited direction and instruction
- Must be able to demonstrate an understanding of appropriate behaviours when engaging with children.

Required Qualifications/Training:

- Certificate IV in Laboratory Techniques (or equivalent)
- Level II First Aid training (including Anaphylaxis & Asthma training)
- Current Employee Working with Children Check.

It is a requirement of this position that the College's Child Protection Policy and Child Safety Code of Conduct are adhered to at all times. All staff and volunteers will need to demonstrate that they are familiar with the contents of the College's Child Protection Policy and Child Safety Code of Conduct.

This Position Description may change at the discretion of the Principal; it is subject to annual review.