



**ST EDMUND'S COLLEGE**  
CANBERRA · EST 1954



**EDMUND RICE EDUCATION**  
**AUSTRALIA**

St Edmund's College Canberra is a Catholic school in the Edmund Rice tradition, educating boys from Years 4 – 12. It is an inclusive educational community, with a broad offering across academic and Co-curricular areas.

Applications are sought from suitably qualified and experienced candidates for the position of:

## **Science Laboratory Assistant**

Commencing 5 March or by negotiation, this is a full-time position employed for 42 weeks per year. The Science Laboratory Assistant is responsible to the Head of Science and provides assistance to the Science Faculty for the day to day running of the faculty. Please see the Role Statement below for information regarding this role.

To be appointed to this position the applicant will need a current Working with Vulnerable People (WwVP) card.

All staff at St Edmund's College Canberra support and work to advance the Values, Vision and Mission of the College as a Catholic school in the Edmund Rice tradition.

Visit the College website at [Employment Requirements](#) to obtain all of the Application Information. Contact Mrs Pauline Mills at [employment@stedmunds.act.edu.au](mailto:employment@stedmunds.act.edu.au) or 62390621 if you have further questions.

Applications close: Thursday 22 February addressed to:

The Principal  
St Edmund's College Canberra  
110 Canberra Avenue GRIFFITH ACT 2603  
Or email to [employment@stedmunds.act.edu.au](mailto:employment@stedmunds.act.edu.au)



## **Role Description: Science Laboratory Assistant**

### **1. ROLE**

- 1.1. The Science Laboratory Assistant is responsible to the Head of Science and provides assistance to the Science Faculty for day to day running of the faculty.

### **2. RELATIONSHIPS**

- 2.1. The Science Laboratory Assistant reports directly to Head of the Science faculty.  
Other key relationships include:
  - 2.1.1. Science faculty staff
  - 2.1.2. Deputy Principal
  - 2.1.3. Facilities Manager
  - 2.1.4. Administration Manager
  - 2.1.5. Teaching and support staff
  - 2.1.6. Students
  - 2.1.7. External suppliers and contractors.

### **3. DUTIES**

#### **3.1. Laboratory Servicing**

- 3.1.1. Preparing the materials, stock and standard solutions and apparatus required for class practical work and teacher demonstrations;
- 3.1.2. Assisting in setting up and testing demonstration experiments and ensuring they work satisfactorily;
- 3.1.3. Preparing of distilled water;
- 3.1.4. Ensuring recovery of waste residues and sterilisation of apparatus;
- 3.1.5. Cleaning of apparatus (e.g. glassware) if it is too difficult or dangerous for students to clean;
- 3.1.6. Caring for animals and plants kept for observations and experimental purposes, both in term and during vacations;
- 3.1.7. Supporting on-going practical student investigations; and,
- 3.1.8. Assisting with inspection of furnishings, equipment and services.

#### **3.2 Construction and Repair**

- 3.2.1 Maintaining apparatus and equipment in good working order, carrying out repairs or arranging for the execution of repairs;
- 3.2.2 Constructing and/or modifying laboratory apparatus, including museum mounting and display;
- 3.2.3 Maintaining the equipment used within the science department; and,
- 3.2.3 Testing NEW experiments and assisting in designing new practical work.

### **3.3 Safety**

- 3.3.1 Undertaking the annual upgrade of training in WH&S and other regulations affecting the faculty;
- 3.3.2 Ensuring safe storage and recording of chemicals in accordance with regulations;
- 3.3.3 Ensuring safe disposal of biological and chemical residues and other waste materials including deteriorated stock, in accordance with regulations;
- 3.3.4 Inspecting, maintaining and ensuring correct use of safety equipment;
- 3.3.5 Performing first aid treatment of minor laboratory injuries and maintaining first aid equipment in the laboratory area; and,
- 3.3.6 Performing safety inspection of furnishings, equipment and services.

### **3.4 Administration**

- 3.4.1 Assisting with organising and operating an effective procedure for laboratory assistance to teaching staff e.g. request forms/board/diary etc;
- 3.4.2 Under the supervision of the Head of Science, maintaining the upkeep of the science laboratories and advising of any improvements that might need to be made in this respect;
- 3.4.3 Operating and assisting with stock control and ordering procedures, including but not limited to, preparing of requisitions, obtaining quotations, checking deliveries and organising orderly stock storage;
- 3.4.4 Ensuring access to equipment common to several science areas such as ammeters between Physics and Chemistry, electronic balances etc;
- 3.4.5 Organising laboratory stores through an efficient system of stocking, storage, issue, transporting and distribution between laboratory areas;
- 3.4.6 Assisting the Head of Science with formulating annual budget using purchasing Records;
- 3.4.7 Operating laboratory documentation systems - stock inventories, breakage records, cataloguing work sheets, filing, resource materials etc;
- 3.4.8 Advising Head of Science when extra cleaning assistance is required in laboratories;
- 3.4.9 Maintaining sufficient stock of necessary materials for construction of scientific apparatus;
- 3.4.10 Assisting science staff in practical classes with demonstrations and practical work;
- 3.4.11 Cataloguing and storing of all Science Faculty resources such as reference books, videos etc; and
- 3.4.12 Performing other related duties as directed by Head of Science, which may include but is not limited to, work associated with preparation for visits to exhibitions, field excursions etc.

## **4. CONDITIONS OF EMPLOYMENT**

- 4.1. Subject to the terms and conditions of the Support Staff (St Edmund's College) Enterprise Agreement 2015-2019, and subsequent agreements;
- 4.2. Classroom and Learning Support Level \*\* Step \*\*;
- 4.3. 41 weeks per year during school terms, including the possibility of some work outside term time;

4.4. Undertake other duties as determined by the Principal

## **5. SELECTION CRITERIA**

- 5.1. Some experience in the field of science;
- 5.2. Must maintain a current Working with Vulnerable People registration;
- 5.3. Works cooperatively with staff;
- 5.4. Ability to perform duties responsibly and complete work under limited supervision;
- 5.5. Good communication skills;
- 5.6. Sound ICT skills, including proficiency using a range of software applications; and,
- 5.7. Ability to undertake administrative tasks, maintain systems, and follow procedures.

## **6. PERSONAL ATTRIBUTES**

- 6.1. Committed to the mission of the College and the ethos of Catholic Education in the Edmund Rice tradition;
- 6.2. Knowledge of or ability to learn school protocols and procedures, particularly in relation to using and maintaining school resources and applying school policies;
- 6.3. Ability to work in a cooperative manner with colleagues and students, both one-on-one and as a member of a team;
- 6.4. Ability to work independently and is reliable and responsible;
- 6.5. Ability to adapt and be flexible to meet changing priorities and needs; and,
- 6.6. Demonstrates good interpersonal skills and is a good role model for students.