

Position Information Document: Education Support Officer

Science Laboratory Assistant

Position Details

Role Title:	Science Laboratory Assistant
Directly Responsible to:	Leader of Learning – Science and Science Laboratory Manager for day-to-day operations, the Business Director for overall operations, and ultimately responsible to the Principal
Classification Level:	Grade 2, Subclassification: Resource Refer to SA Catholic Schools Enterprise Agreement 2020, Appendix E: Classification – Education Support Officers.
Weeks per year:	40 weeks
Hours Worked per week:	20 hours
Tenure:	Permanent
Conditions of Employment:	All employment conditions are governed by the SA Catholic Schools Enterprise Agreement 2020 as amended or replaced (" Enterprise Agreement ")

Role Context

The Science Laboratory Assistant supports the efficient operation of an education laboratory area and is responsible for carrying out a wide variety of support duties in a safe and efficient manner for teachers and students.

Role-Related Responsibilities

- Preparing equipment and materials for teachers and students to undertake practical activities.
- Under instructions from the Science Laboratory Manager or Leader of Learning: Science, prepare solutions, mixtures, and compounds.
- Assist as directed with the design and demonstration of experiments and scientific equipment.
- After class use, clean and check that items are complete, report faults or unsafe practices and actions to Science Laboratory Manager or Leader of Learning: Science)
- Ensure all equipment, chemicals, and other solutions have current Standard Operating Procedures (SOPs) available and are safely stored in accordance with Work Health & Safety regulations and Safety Data Sheets.
- With the required approvals, order supplies and materials and label and store accordingly for clarity of content and use.
- Maintain a register of stock and equipment, assist with stocktaking, and report the need for maintenance or replacement as needed.

- Follow prepared risk assessments for each practical experiment and outwork any risk mitigation instructions.
- Maintain clean, safe, and orderly laboratories and associated spaces and ensure security protocols are adhered to.
- Effectively care for plants and instruct students on their care.
- Assist in the organisation of science events and competitions to promote school facilities and STEM activities.
- Actively participate in school activities, events, meetings, required training and professional reviews.
- Demonstrate and assist with practical work as required to teachers and students during practical lessons.

Provide support for the operations of one domestic kitchen

- Liaise with and collate orders from teachers in relation to the curriculum or upcoming lessons/projects regarding requirements for Nutrition teachers.
- Under general supervision, actively support science cooking practicals and the efficient use of kitchen/pantry facility including helping set out ingredients required for practical demonstration.
- Conduct routine inventory of current stock on a weekly basis to determine stock levels inform weekly purchases.
- Rotate stock (pantry/fridge/freezer).
- Input weekly inventory using an online platform to be delivered/picked up two times per week.
- If required, and on an ad-hoc basis, purchase and collect food orders at various local and metropolitan businesses.
- Receive and check deliveries against orders and rectify the issue if there are any anomalies.
- Prepare recipe boxes as instructed in relation to curriculum for individual science practicals.
- With guidance as applicable, research and source consumables and equipment including liaising with local businesses and suppliers.
- Undertake washing and folding of tea towels and aprons and ensure adequate supplies are available for practical lessons.

Work Health and Safety (WHS)

- Comply with standard working practices and WHS requirements to ensure all work is performed in a safe manner within areas of responsibility.
- Maintain laboratory equipment to meet all WHS obligations and requirements.
- Ensure adequate protective clothing and equipment is available and properly utilised when undertaking tasks requiring it.
- Assist in conducting WHS inspections and audits, and take appropriate corrective actions, as required.
- Participate in any WHS related activities, as required.

Other Duties

- Promote a safe working environment for all staff, students and volunteers.
- Report any unsafe work practices to the Risk and Compliance Manager or committee.
- Any other duties as directed by the Principal (or delegate).

Person Specification

The employee will:

- A Certificate III in Laboratory Skills (or equivalent) and/or relevant demonstrated knowledge and experience in a comparable role.
- Commit to upholding and actively contributing to the Catholic ethos of the school.
- Demonstrated relevant theoretical and technical skills and experience working in a laboratory or comparable environment. Experience working in a school laboratory is highly desirable.
- An active interest and sound knowledge of science and science experiments and familiarity with Standard Operating Procedures (SOPs).
- Demonstrated knowledge and experience to safely and responsibly work in a laboratory environment and correctly use scientific equipment, chemicals, solutions and other materials.
- Competent computing skills and knowledge to utilise Microsoft Office products and produce standard correspondence and reports.
- A demonstrated ability to work collaboratively and cooperatively with others as a positive team member.
- Good interpersonal and communication skills and ability to safely and responsibly take direction and respond appropriately.
- Able to work under general supervision and apply a range of well-developed skills to a variety of problems, within scope of position.
- Ability to use discretion and judgement and take responsibility for own work and outcomes to meet specified standards.
- Demonstrate organisational and time management skills required to carry out tasks in a timely and competent manner.
- Maintain a neat and tidy appearance that promotes safety and meets the practical demands of the laboratory environment, including wearing appropriate personal protective clothing as required by the role.
- Demonstrate a commitment to uphold, support and contribute to the values, vision and mission of Cabra Dominican College.

Work, Health and Safety (WHS)

This role is deemed to be a Worker under the *Work Health and Safety Act 2012* (SA). As a Worker, while at work, you, as the employee who is the subject of this Position Information Document 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, insofar as you are reasonably able to, with any reasonable instructions 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: Work Health and Safety Act 2012 (SA) ss 27 and 28.

Additional Qualification, Documentation, WHS and Compliance Requirements

All employees must ensure that they are fully compliant and will take personal responsibility to maintain and complete their:

- Screening clearance and a police clearance to work in Catholic Education SA in accordance with current guidelines (i.e., DHS Working with Children Check).
- Approved Responding to Risks of Harm Abuse and Neglect – Education and Care (RRHAN-EC).
- HLTAID012 Provide an emergency first aid response in an education and care setting.
- Learning Manager modules, as issued by the Catholic Education Office, as required.

In addition, all employees are expected to:

- Provide copies of awarded qualifications to the Human Resources Director, if applicable.
- Complete WHS education and training modules as required.
- Be familiar with and understand Cabra's WHS policies.
- Report all hazards, incidents, accidents when witnessed, in accordance with Cabra's WHS policies and procedures.
- Use correctly any equipment provided for health or safety purposes.
- Being vaccinated against COVID-19 is not mandatory for staff, however it is highly recommended for all Cabra staff to maintain vaccination status as recommended by the CESA policy.

Conditions of Employment

- The salary and entitlements are consistent with those outlined in the Enterprise Agreement.
- The employee must undertake performance review on an annual basis in accordance with the terms and conditions of the Enterprise Agreement.
- The "Weeks per year" and "Hours per week" identified in Position Details (above) may be varied by written agreement. To the extent of any inconsistency between this PID and subsequent correspondence from Cabra which purports to vary these hours or weeks, the latter shall prevail, provided that such variation is in keeping with the terms and conditions of the Enterprise Agreement.

Acknowledgement

I have read and understood the requirements of this position. I acknowledge that this Position Information Document has been designed to indicate the general nature and level of work and is not a comprehensive listing of all responsibilities, tasks, and outcomes.

Signed by:

Dr Helen Riekie
Principal

Name

Date:

Date