



**The Cathedral School**  
of St Anne & St James  
T O W N S V I L L E

# Position Description

**ROLE TITLE:**

**Science Laboratory Technician**  
**(Full-time term-time – 38 hours per week)**  
Long service leave contract

**DEPARTMENT:**

Science

**REPORTS TO:**

Ian Gamack (Principal)

Tonia Gloudemans (Deputy Principal)

Brianna Hore (Acting Head of Science Department)

**INDUSTRIAL AGREEMENT:**

The Queensland Anglican Schools Enterprise Agreement

**CLASSIFICATION:**

School Officer - Laboratory & Technical

**LEVEL:**

Level 3

**CONTRACT DATES:**

21 January 2022 to 1 April 2022

We are seeking a Science Laboratory Technician to join our fabulous school to fulfil a long service leave contract. The successful applicant will be working with a great team of professionals. At Cathedral we are excited about the future and we cherish the opportunity to invest in the leaders of tomorrow. We believe we have the best Science department in North Queensland and are looking for a capable, exciting laboratory technician to join our amazing team.

The Cathedral School of St Anne & St James located in Mundingburra is Townsville's only Independent Anglican School for boys and girls from Early Childhood to Year 12 with boarding students from Year 7 to 12. The School is set adjacent to a lagoon and lush tropical rain trees creating a wonderful canvas to inspire learning and creativity. At Cathedral we 'educate for life-long success'. We know that this requires a well-rounded education and a focus on developing the "whole person" by nurturing the body and spirit as well as the mind.

## ORGANISATIONAL ENVIRONMENT:

The Cathedral School is an Anglican co-educational school of approximately 1200 students from six weeks old to Year 12 including 170 boarding students from Years 7 to 12.

### MISSION:

The mission of The Cathedral School is to be a caring, Christian community in which students are challenged and inspired to explore, learn and grow so they will be equipped to make wise decisions as informed members of society.

### AIMS:

1. To be a Centre for academic excellence.
2. To encourage an understanding that the spiritual and moral aspects of life are central to our humanity.
3. To affirm the unique worth of the individual.
4. To inspire our students through creative, purposeful, enjoyable learning, to reach their full potential.
5. To develop attitudes which are anticipatory, visionary and reflective.
6. To educate our students to be discerning, sensitive and responsible.

## ORGANISATIONAL EXPECTATIONS:

All employees are expected to respect the confidentiality of the individual, and to treat all members of the School community with courtesy.

All employees are bound by the requirements of the School's policies, procedures and any other practices (such as the Code of Conduct and Dress Code) and are expected to provide appropriate support and pastoral care to students of the School.

The Cathedral School is committed to maintaining a healthy and safe work environment. Everyone must adhere to the current *Workplace Health and Safety Act*.

The Cathedral School is committed to the safety and wellbeing of children enrolled at the school. As a condition of employment in accordance with the *Working with Children (Risk Management and Screening) Act 2000 (Qld)*, employees are expected to obtain and hold for the duration of employment, a current Suitability Notice (Blue Card).

**Note** that staff are required to familiarise themselves with the School's Child Protection Policy.

With regard to student behaviour, a non-teaching staff role is not to actively discipline a student but rather one of observance and reporting (to the appropriate teacher or the Deputy Principal) of any misdemeanour so that sanctions may be invoked where required. However within the staff's Duty of Care it may be necessary to step in when a situation is unsafe or a student is at risk.

All employees recognise and accept that multi skilling is an essential component of the School and all employees may be required from time to time to undertake duties that are outside their normal position description but within their skills, competency and capability.

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Much of the information gleaned by staff during the course of their duties is confidential and should be treated as such. Staff shall not use confidential information to gain advantage for themselves, their related persons or for any other person or body, in ways, which are inconsistent with their obligation to act impartially. Nor should such information be used improperly cause harm or detriment to any person, body, or the School.

Proof of qualifications will also be required prior to commencement.

## **PRIMARY ROLE PURPOSE**

The position is a full-time long service leave contract working 38 hours per week during the school term. The position is to provide support to the Science Department and maintain teaching and research facilities under the guidance of the Head of Science in accordance with the School's approved policies and procedures in a timely and accurate manner.

As a Science Laboratory Technician you will be required to fulfil 2 main functions. These being:

1. Support to the Science Department;
2. Maintain teaching and laboratory facilities.

From time to time this position may be required to assist on activities not directly related to the duties and responsibilities of this position. Employees may be required to fill other positions as required.

The Cathedral School is committed to achieving the best educational outcomes for every student in our school. Our vision is to provide excellence in education through promoting the best interests of students, commitment to quality and personal accountability and to ensure the continued promotion of the philosophy of the School which is founded on the Mission Statement.

## **RELATIONSHIPS AND AUTHORITY**

The Science Laboratory Assistant is responsible to the Deputy Principal through the Head of Science Department and relevant Teachers for the day to day performance of duties.

Work is carried out with general supervision on progress and outcomes within a laboratory and involves the application of knowledge and initiative to achieve outcomes within time constraints by prioritising tasks, setting goals and determining best practices to implement in order to meet deadlines and to ensure the efficient running of the science department.

Problems are solved by reference to established practices and procedures, and the application of initiative or judgement in applying them or by reference to the Head of Science Department.

The position involves communicating in a courteous manner via telephone, email, correspondence or in person with teachers, students, suppliers, sales representatives, disposal companies, and ancillary staff.

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Under the direction of the Science classroom teacher the position may be required to provide assistance to staff and students in their area of knowledge.

## **SKILL AND KNOWLEDGE**

### **Essential Criteria**

The Science Laboratory Technician will be required to meet the following Essential Criteria and actively work towards obtaining the desired Competencies, Knowledge & Skills.

### **Qualifications**

- Certificate IV in Laboratory Skills
- Valid Working with Children Check (Blue Card).
- A current First Aid & CPR Certificate.

### **Competencies, Knowledge & Skills**

- A well-developed knowledge of and experience in the application of laboratory procedures and practices including the preparation of risk assessments.
- Proven experience in preparation of working solutions and monitoring stocks.
- Proven experience with operating chemical management software.
- Intermediate computer skills and the ability to use an office suite of products are required.
- Ability to operate specialised computer software relating to science laboratories.
- Ability to liaise with a wide range of personnel including teachers, students, administration staff, suppliers, disposal companies, catering staff, cleaners, maintenance staff and ancillary staff.
- Numerical ability and data entry skills.
- Communication and interpersonal skills.
- Organisational and time management skills.
- Ability to work within a team environment and individually as required.
- An understanding of work health and safety and anti-discriminatory practices.

### **Desirable Competencies, Knowledge & Skills**

- Attention to detail.
  - Problem solving.
  - Demonstrate reliability, flexibility, creativity and initiative within work role.
  - Experience using TASS is preferred but not essential.
  - Basic understanding of occupational health and safety and anti-discriminatory practices.
  - Ability to liaise with a wide range of personnel including teachers, students, administration staff, suppliers, disposal companies, maintenance staff and ancillary staff.
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## **KEY ACCOUNTABILITIES:**

The position of Science Laboratory Assistant will be required to perform the following tasks:

### **Lesson Preparatory Tasks**

Assist teaching staff with practical experiments, including:

- Prepare, maintain, organise, setup and dismantle equipment and material for experiments.
- Assist teachers with practical experiments and demonstrate as required.
- Prepare chemicals and reagents.
- Test and trial class experiments.

### **Resource Management and Laboratory Duties**

- Carry out a wide range of routine laboratory duties.
- Organise/co-ordinate the purchase and storage function of the department.
- Application of WHS requirements in the laboratory.
- Following a practical work session, clean and store materials, equipment and chemicals in accordance with WHS requirements, SDS standards and recommended storage and labelling directions as stated in the chemical database.
- Routinely clean and maintain general laboratory areas and monitor scientific equipment to ensure it is clean and in good working order.
- Undertake minor maintenance and repairs such as replacing batteries, fuses etc.
- Arrange for the repair of scientific equipment as required.
- Collect specimens and transport equipment and materials between work areas as required.
- Monitor stock levels and order materials in accordance with School procedures.
- Undertake scheduled maintenance tasks including accident treatment resources, risk assessments, and maintenance tasks as required.
- Follow established procedures for safe disposal of glass, chemical, clinical and general waste.
- Keep up-to-date with knowledge of technical equipment used and ICT skills through learning and development.

### **Administrative Tasks**

- Maintain laboratory records including science inventory, hazardous chemical and poisons register, safety data sheets and other science records.
  - Oversee science department stocktakes.
  - Assist the Head of Science Department and teachers with administrative tasks such as:
    - preparation of displays for Open Day and special events.
    - photocopying.
    - other office administrative support.
  - Other duties as required by the Head of Department.
  - Attend staff meetings and professional development sessions when instructed to attend.
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## **Workplace Health & Safety**

- Be aware of the school's WHS Management System.
- Perform all work and associated functions in a safe manner.
- Comply with all documented WHS policies, procedures, work instruction and verbal instructions issued by the organisation or its officers.
- Correctly use and maintain all personal protective clothing and equipment supplied by the organisation.
- Identify hazards, conduct risk assessments, and take corrective action to eliminate hazards where possible in the workplace, and / or to report hazards and risks in accordance with WHS procedures.
- Establish and maintain a high standard of housekeeping and cleanliness within individual work areas and on the school's property generally.
- Report and assist with the investigation of all incidents in the workplace, including minor injuries, near misses and property damage.
- Attend any team talks or specific training supplied by the school.
- Be familiar with the location of first aid equipment, fire protection facilities and evacuation procedures.
- Work in a manner that will not endanger yourself, other employees or the general public.

These duties are indicative of the tasks encompassed in this position and are not exhaustive. They may also vary over time to reflect the changing needs of the School.

## **Applying for the Position**

Applicants wishing to apply for the position are required to submit a cover letter and resume outlining their experience providing 3 work references to which the school can contact.

Please send applications to:  
Human Resources  
The Cathedral School  
Email: [hr@cathedral.qld.edu.au](mailto:hr@cathedral.qld.edu.au)