



## Laboratory Technician Schools

<b>Position number</b>	Generic
<b>Agreement</b>	<a href="#">Department of Education (School Support Officers) CSA General Agreement 2017</a> or as replaced.
<b>Classification</b>	Level 2.
<b>Reports to</b>	Head of Department - Science (School Administrator Level 3) Head of Learning Area - Science (School Administrator Level 3) Program Coordinator - Science (School Administrator Level 3)
<b>Direct reports</b>	Nil.

### Context

Information about the particular school or college in which the vacancy is being advertised is available on [Schools Online](#). For further information, please visit: [education.wa.edu.au](http://education.wa.edu.au).

### Key responsibilities

- Provides support and advice to the Head of Learning Area, teaching staff and Laboratory Technicians Level 1 (if present) to ensure that curriculum requirements are met.
- Provides advice on suitable experiments, and/or demonstrations to support teaching and curriculum outcomes for science classes.
- Prepares chemicals, equipment and materials, designs and constructs teaching aids and collects and cares for living organisms for study purposes in compliance with chemical, physical and biological laboratory practices and legislative requirements.
- Organises preparation areas and classroom laboratories and undertakes general housekeeping of chemicals, equipment (including repairs and maintenance) and other resources.
- Manages laboratory stocks, including ordering of supplies and equipment, liaison with suppliers, and completion of annual stock-takes, complying with Departmental guidelines.
- Provides advice on safe use, documentation, storage, handling, maintenance and disposal of science equipment, chemicals and biological materials.
- Assists with coordinating the science budget, including monitoring expenditure, providing advice as required, and managing petty cash and business card accounts in accordance with Departmental financial guidelines.
- Inducts and trains Level 1 Technicians (if present) and inducts new science teachers in the safe use of chemicals and equipment, if required.

- Assists with the selection of new and relieving laboratory technicians.

### **Selection criteria**

1. Demonstrated experience working within a science laboratory, including knowledge of laboratory techniques and relevant safety and legislative requirements.
2. Demonstrated knowledge of science subjects relevant to the curriculum taught in secondary schools and the ability to design and construct experiments and equipment to support curriculum requirements.
3. Demonstrated good written, verbal and interpersonal communication skills.
4. Demonstrated organisational and time management skills and ability to work independently.
5. Demonstrated well developed keyboarding and computer skills including a working knowledge of databases, spreadsheets and word processing.

### **Eligibility and training requirements**

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- obtain or hold a current Working with Children Check
- complete the Department's induction program within three months of commencement
- complete any training specific to this role required by Departmental policy
- complete the Department's training in Accountable and Ethical Decision-Making within six months of appointment.

### **Certification**

The details contained in this document are an accurate statement of the responsibilities and other requirements of the position.

### **ENDORSED**

Date            27 September 2019  
Reference    D19/0445867