



Laboratory Technician

Willetton Senior High School

Position number	00039892
Agreement	Public Service and Government Officers CSA General Agreement 2017 , or as replaced.
Classification	Level 2
Reports to	Head of Department, Science (AD3)
Direct reports	Laboratory Technician (Level 1)

Context

Willetton Senior High School (SHS) has a student population in excess of 2400 and the school is inclusive and comprehensive providing courses for Years 7 to 12. The school successfully caters for the academic, social and emotional development of students with diverse educational needs including those with English as an Additional Language or Dialect (EAL/D) background, special needs and gifted and talented students. There are approximately 200 teaching staff and 100 support staff on campus. Willetton staff recognises that students are individuals with different histories, interests, abilities and aptitudes. The school is committed to the intellectual, creative and social development of the students by the provision of stimulating and relevant programs and orderly teaching and classroom practices.

The Laboratory Technician works under the guidance of the Head of Learning Area (Science). Willetton SHS Science area has a staff of 26 teachers and 6 laboratory technicians working out of two prep areas.

Information about Willetton SHS in which the vacancy is being advertised is available on [Schools Online](#). For further information, please visit: education.wa.edu.au.

Key responsibilities

- Provide advice on suitable experiments, and/or demonstrations to support teaching and curriculum outcomes for science classes.
- Prepare 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.

- Organise preparation areas and classroom laboratories and undertake general housekeeping of chemicals, equipment (including repairs and maintenance) and other resources.
- Manage laboratory stocks including ordering of supplies and equipment, liaison with suppliers, and completion of annual stock-takes, complying with departmental guidelines.
- Provide advice on safe use, documentation, storage, handling, maintenance and disposal of science equipment, chemicals and biological materials.
- Assist 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.
- Support, induct and train Level 1 Technicians (if present) and induct new science teachers in the safe use of chemicals and equipment, if required.
- Assist with the selection and appointment 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 23 October 2019
Reference D19/0476972