



Laboratory Technician

Rossmoyne Senior High School

Position number	00023149
Agreement	Public Sector CSA General Agreement 2021 (or as replaced).
Classification	Level 2
Reports to	Head of Department - Science (School Administrator Level 3)
Direct reports	Nil

Context

Information about Rossmoyne Senior High School is available on [Schools Online](#).

Visit education.wa.edu.au for more information about the Department of Education.

Key responsibilities

- Provide support and advice to the Head of Department, teaching staff and Laboratory Technicians Level 1 to ensure that curriculum requirements are met
- Provide advice on suitable experiments, and/or demonstrations to support teaching and curriculum outcomes for science classes
- Prepare chemicals, equipment and materials, design and construct teaching aids and collect and care 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 Department 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
- Induct and train Laboratory Technicians Level 1 and induct new science teachers in the safe use of chemicals and equipment, if required
- Assist with selecting 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:

- hold a Certificate III in Laboratory Skills or equivalent qualification or experience
- 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 6 October 2021
Reference D21/0528973