



Laboratory Technician

Position Description

The role of the laboratory technician is to organise and maintain the science laboratories, preparation rooms and science equipment. The laboratory technician will order and prepare equipment for science teachers and assist in the preparation and development of engaging and relevant practical activities to ensure stimulating and effective teaching and learning.

The laboratory technician is expected to always work in consultation with the Academic Dean of Science.

Key Responsibilities

- Organization and preparation of equipment, materials and specimens for practical classes, co-curricular Science Clubs, Science Week, and other events as required
- Preparation of equipment for STEAM Projects, Robotics clubs and classes
- Trialling of experiments to be used in class
- Assisting teachers with practical classes
- Thorough risk assessment of all practical activities using RiskAssess
- Preparation of solutions and specimens
- Safe storage and disposal of chemicals
- Purchasing and ordering supplies and equipment for laboratories, teachers and students
- Computerised Stock Control
- Computerised updating of safety data sheets and risk assessment records to ensure compliance
- Maintenance and repairs of laboratory equipment
- Provision of technical assistance and advice as requested, including liaising with relevant external bodies
- Assist on excursions
- Assistance to Academic Dean of Science with planning and budgeting
- Act on the OH&S Committee

Expected Outcomes

- Demonstrated support of and respect for the School's vision, values, goals, policies and procedures
- Effective day-to-day management and development of the Science Laboratories to ensure stimulating and engaging teaching and learning
- Effective, positive and cohesive working relationships with all members of the School Community and relevant external bodies
- Prompt, accurate and professional response in all matters

Working Relationships

The Laboratory Technician:

- Reports directly to the Academic Dean of Science
- Supports and works collaboratively with teachers across the Science Faculty
- Works as part of a team of Laboratory Technicians
- Liaises with external agencies and providers



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Qualifications

- Previous experience in this area or a relevant discipline required. A current Working with Children Check is also necessary.
- Qualification in Laboratory Technician or Science discipline is required

Knowledge, Experience and Skills

- Possesses strong oral and written communication skills
- Works independently with little direct supervision
- Works as part of a team
- Accepts responsibility and is self-motivated
- Demonstrates strong work ethic to achieve academic goals
- Displays effective multi-tasking and time management skills
- Utilises all required and recommended Kilvington computer applications
- Operational knowledge of the Internet and web-related technologies

Personal Characteristics

- Demonstrates a passion and commitment to the vision and values of Kilvington Grammar School
- Presents a professional and positive demeanor and is a solution orientated person
- Demonstrates high levels of confidentiality. Cultivates credibility and honesty
- Demonstrates a respect for and acceptance of difference in students, parents and staff
- Displays empathy, enthusiasm, commitment and is highly motivated to contribute. Possesses a strong work ethic
- Exercises ownership and concern for quality of own work reflected in accuracy and attention to detail
- Operates effectively in a collaborative team environment; establishes a rapport and builds strong relationships
- Demonstrates a commitment to the professional development of staff
- Is flexible and has an ability to adapt and operate effectively in a engaging and evolving environment
- Shows a strong commitment to deliver exceptional service

Additional Information

This permanent salaried position is 0.8 – 1.0 FTE (by negotiation) during term time only.

The Laboratory Technician will be required to attend meetings and functions as part of, or in addition to, normal working hours. A number of duties will need to be performed at times other than during the School day or when students are in attendance.