Title: Laboratory Technician

Reports to: The Principal

Direct Reports: Head of Science Department

Date: September 2016

1. School Vision

To be Australia’s number one co-educational, day and boarding school offering unsurpassed education and known around the world for our comprehensive and community environment

2. All School Services Duties & Responsibilities

You must perform your duties and responsibilities as set out in this position description and as directed by The Peninsula School during your employment, to the best of your abilities.

In addition, as an employee of The Peninsula School, you must:

- Devote all of your time during your hours of work to your duties and responsibilities;
- Serve The Peninsula School faithfully and diligently;
- Act in the Peninsula School’s best interests;
- Support The Peninsula School and conduct yourself in a way which is consistent with the ethos of The Peninsula School;
- Comply with all lawful and reasonable directions given verbally or in writing by The Peninsula School from time to time;
- Comply with all relevant laws; and
- Not engage in any other employment or business without the prior consent of the Principal

3. All School Services Employees will:

- Have a Police Check to be undertaken by the School prior to commencement
- Have a valid Working with Children Check prior to commencement
- Have a current First Aid – HLTAID003 prior to commencement
- Be fit to perform the inherent requirements of your position. If you are not fit to perform your position at any time during your employment, you must advise The Peninsula School immediately

4. All School Services Employees will have the ability to:

- Able to effectively prioritise work, work autonomously where required and communicate progress or impediments in a timely manner
- High level of interpersonal and communication skills
- The ability to interpret policies and legislation
- Well-developed written and verbal communication skills and effective presentation skills
- Demonstrated capacity to work in a team environment
- Demonstrated understanding of principles of quality of customer service, courtesy and professionalism
- Strong capacity to communicate and gain support from colleagues
- Flexibility to meet the operational needs of the School that may vary from time to time
## 5. Professional Review

This Position Description is intended as a framework for professional review.

## 6. Duties

- Assist teachers with procedures, demonstrations and projects
- Provide resource materials for classroom use
- Set up practical sessions for Science experiments
- Assist the Head of Department in resource expenditure
- Liaise with academic staff in relation to supplies required for lessons
- Attend professional development as required
- Assist with field trips as required
- Order and maintain chemical equipment and materials
- Involved in animal husbandry activities in the Science Department
- Responsible for the preparation and safe storage of chemicals
- Assist in the maintenance and cleaning of laboratories and equipment on a daily basis
- Monitor gas, electrical and other utility operations
- Such other duties as may be required from time to time

## 8. Child Safety Standards

- Ensure all student safety standards and mandatory reporting requirements are adhered to
- Attend all training and maintain compliance with all child safety legislation, standards and regulations
- Complete all mandatory training in timely manner
- Escalate and report all matters related to student safety immediately

## 9. Workplace Safety

- Ensure all health and safety regulations are adhered to
- Report any equipment or situation that is hazardous or has the potential to affect the health and safety of the Peninsula School workplace