

Position Description – Education Support Employee

STATEMENT OF DUTIES	
Laboratory Technician	<ul style="list-style-type: none"> • Assemble equipment and materials for practical work and demonstrations as requested by the science teachers • Assist in some practical classes and perform some demonstrations as requested by science teachers • Provide support to science teachers who are unfamiliar with particular items of equipment or practical exercises • Induct new teaching staff in relation to triggering and resetting emergency cut-offs, safety and clean-up procedures, equipment storage in the laboratories and booking procedures • When requested, trial practical exercises or demonstrations for workability within the classroom • In consultation with the Science Learning Area Leader, set up and maintain the laboratory facilities/resources • Dispose of used chemicals and specimens in accordance with current regulations • In consultation with the Science Learning Area Leader, order supplies of equipment to maintain stores at a suitable level • Maintain and update the chemical register and order all supplies of chemicals for the Science Department • Maintain the chemical storeroom with zones, labelling and signage in accordance with current work safety regulations • Maintain and update the risk assessments for practical activities that use hazardous substances and/or dangerous goods • Maintain and update the register of MSDSs for all chemicals • Maintain an up-to-date file of equipment and materials • Determine and undertake specialist cleaning procedures
Child Safety	<ul style="list-style-type: none"> • Be familiar with and comply with the college's child-safe policy and code of conduct, and any other policies or procedures relating to child safety • Assist in the provision of a child-safe environment for students • Demonstrate duty of care to students in relation to their physical and mental wellbeing
Professional Development	<ul style="list-style-type: none"> • Commit to ongoing professional development in your area of work • Be open to researching areas of interest relevant to directions provided in the college's strategic plan • Continue development of ICT skills as technologies evolve • Be an active member of a relevant professional association as duties permit
General Duties	<ul style="list-style-type: none"> • Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures • Attend college meetings and after college services/assemblies, sporting events, mass, community and faith days as required by the Principal • Demonstrate professional and collegiate relationships with colleagues • Other duties as directed by the Principal