

POSITION DESCRIPTION

Position Title:	Laboratory Assistant		
School/College:	St. Patrick's College	Location:	Mackay
Classification:	SO Level 4	Reports To:	Principal or nominee
Status:	Term Time	Employment Type:	Click or tap here to enter text.
Agreement:	Catholic Employers Single Enterprise Collective Agreement -Diocesan Schools of Queensland 2023 - 2026		

CATHOLIC EDUCATION – DIOCESE OF ROCKHAMPTON

Catholic Education – Diocese of Rockhampton (CEDR) supports 10 kindergartens, 31 schools and 8 colleges in the Diocese. CEDR employs staff to fulfil our mission of providing quality educational services through our Catholic school communities. A Catholic education involves much more than simply teaching the educational basics. It encourages students to embrace Catholic values and faith while providing them with an excellent education and diverse life experiences that will prepare them to be contributing member of the community in their adult lives. CEDR covers three areas of Ministry: Catholic schools and kindergartens, Adult Faith Education and Formation and Religious Instruction in state schools.

To find out more about our organisation visit <https://www.rok.catholic.edu.au/>

PURPOSE OF THE ROLE

The Laboratory Assistant under general supervision of the principal or nominee, provides support services to the science teaching programs of the college.

QUALIFICATIONS/REQUIREMENTS OF THE ROLE

Requirements of the Role

To fulfil the role, a person must hold and maintain a current Queensland Working with Children Clearance (Blue Card).

Qualifications of the Role

Demonstrated appropriate experience and/or other relevant qualifications which are applicable to the role.

DUTIES OF THE ROLE

The duties of the role include (but are not limited to):

- Under general supervision, perform tasks of moderate complexity, associated with classroom learning experiences, such as assisting teachers in preparing, implementing, and supervising learning programs.
- Maintain a safe chemical/laboratory waste storage/handling/preparation/disposal system in accordance with the Environmental Protection Act and Workplace Health and Safety practices and procedures, including labelling, secure storage, calibration and control of equipment and apparatus and relevant school and laboratory procedures.

- Ability to work independently and safely in a science laboratory, recognising, anticipating and safely managing chemical hazards.
- Collect off campus scientific materials, science resources and field samples and collect and care for flora and fauna within the science department, in accordance with current handling and prevention of cruelty regulations.
- Acquire relevant catalogues and price lists, obtain quotes and prepare orders for equipment, chemicals and services.
- Maintain accurate records of inventory, purchases/incoming orders, arrange collection and/or receipting, unpacking, checking invoices and storage of stock, a chemical stock register and monitor chemicals and ensure provision of current Safety Data Sheets.
- Dispose of laboratory wastes in accordance with the Environmental Protection Act.
- Demonstrate specialist equipment usage to teachers and students during science practical lessons and fieldwork, and instruction of students within departmental guidelines.
- Preparation, distribution and filing of Risk Assessment Sheets.
- Complete general administrative duties related to the science department.
- Other duties as directed by the principal or nominee.

FACTORS OF THE ROLE

1.1. Knowledge Application

- 1.1.1. Practical and procedural knowledge across a technical or specialist area.
- 1.1.2. Organisational, procedural or policy knowledge within a school and laboratory context.
- 1.1.3. Sound understanding of relevant statutory, regulatory and policy frameworks in order to draw conclusions, interpret and apply guidance material and resolve recurring problems.
- 1.1.4. Apply knowledge with depth in some areas and a broad range of skills.
- 1.1.5. Demonstrate tolerance, maturity, patience and a capacity for self-organisation and the ability to respond and adapt whilst operating in the school environment which is often demanding and busy.

1.2. Accountability

- 1.2.1. Accountable for setting priorities for the work area, monitoring workflow and reviewing work of other employees supporting the science teaching programs of the school.
- 1.2.2. Responsible for managing competing requests, demands and priorities.
- 1.2.3. Responsible for planning for the achievement of personal and/or team/group results.
- 1.2.4. Accountable for monitoring emerging issues to identify impact on tasks and identifying and mitigating risks that will impact on own and/or team/group work outcomes and support the learning outcomes of students.

1.3. Scope and Complexity

- 1.3.1. Work is moderately complex to complex in nature and relates to a range of activities within the school laboratory.
- 1.3.2. What needs to be done involves using available information however options are not always evident.
- 1.3.3. Interpretation, analysis and some judgements are required to select an appropriate course of action.

1.4. Guidance

- 1.4.1. Works under general supervision and works within established school and laboratory procedures and guidance.
- 1.4.2. Objectives, priorities and deadlines are defined with some scope in selecting the most appropriate method to complete tasks and how precedents, procedures and guidelines are interpreted and applied.
- 1.4.3. The work may involve working independently to manage specific tasks, processes or activities against stated objectives with supervision generally limited to complex tasks or unfamiliar situations to ensure student learning outcomes are met.
- 1.4.4. Completed work is evaluated for accuracy, appropriateness and compliance with policy requirements.

1.5. Decision Making

- 1.5.1. Administrative and operational decisions chosen from a range of established alternatives within defined parameters and following established school and laboratory procedures and protocols.

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- 1.5.2. Decisions are likely to impact the work area or specific function. Information or incidental services are provided which are of use to other decision makers.
- 1.5.3. Actions of the position may impact operational efficiency or output, or service delivery for a work area in the short term.
- 1.5.4. Discretion and judgement are required for self and/or others in planning, selection of equipment, work organisation, services, actions and achieving outcomes within time constraints.

1.6. Problem Solving

- 1.6.1. Work activities are undertaken within a general framework of recognised school and laboratory procedures and guidelines.
- 1.6.2. Problem solving may be undertaken with creativity applied to recognised procedures and guidelines.
- 1.6.3. Information is applied selectively, and alternatives are not always self-evident.
- 1.6.4. Analysis is typically required to make judgements involving facts or situations.
- 1.6.5. Lateral thinking is required to generate viable options and the implementation of solutions.

1.7. Contacts and Relationships

- 1.7.1. Liaise with colleagues to deliver specific services and assist to resolve straightforward matters.
- 1.7.2. Apply standard procedures to meet requirements and offer assistance to solve problems.
- 1.7.3. Deliver an effective customer service and provide quality, accurate and consistent advice.
- 1.7.4. Represent the work area at internal meetings.
- 1.7.5. Facilitate effective communication with staff, students, parents and visitors in a way that enhances the school image and contributes to the goals of Catholic Education.

1.8. Negotiation and Cooperation

- 1.8.1. Contact with stakeholders/others is generally in terms of advice and support rather than simply providing information.
- 1.8.2. Issues are generally not contentious but require establishing how needs can be met.
- 1.8.3. A level of tact, diplomacy or persuasion is necessary.

1.9. Management Responsibility/Resource Accountability

- 1.9.1. Some limited supervisory responsibility or coordination of others' work.
- 1.9.2. Assists in the training of new or less experienced colleagues supporting the science teaching programs of the school.
- 1.9.3. Provides advice and guidance on school and laboratory procedural matters.
- 1.9.4. Responsible for organising task allocation and checking quality of work.
- 1.9.5. Some direct responsibility for resources. Provides a direct service in the administration of resources which may include verifying and reconciling payments and invoices in accordance with established guidelines and procedures.

STATEMENT OF RESPONSIBILITY

The carriage of the role will always presume the role-holder's responsibility to act cognisant of, and in harmony with, the Mission and Purpose of Catholic Education and Catholic Education policies. The employee will be expected to abide by the Statement of Principles for Employment in Catholic schools, the Staff Code of Conduct and other CEDR/Diocesan guidelines.

Employees will maintain appropriate confidentiality, sensitivity and empathy in the execution and management of all matters. Employees will demonstrate a willingness and acceptance to initiate and participate in relevant training and professional development opportunities. Each employee is responsible for ensuring their health and safety in accordance with the Workplace Health and Safety Act, Qld.

STUDENT PROTECTION REQUIREMENTS

Student protection is paramount in Catholic kindergartens, schools, colleges and OSHC centres. Our commitment to the protection of children is based on our belief that each person is made in the image of God, and our ethos is to provide a safe and supportive environment for all. All children have the right to expect that the school will always act to protect them from any kind of harm. All staff employed by Catholic Education – Diocese of Rockhampton have a responsibility to act in a way which prioritises the safety of all children.

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Catholic Education in the Diocese of Rockhampton complies with all Student Protection legislative requirements. This includes meeting the accreditation requirements of the Non-State School Accreditation Board, which has approved the Student Protection Processes and Guidelines to be used in schools.

I acknowledge that I have sighted and been provided a copy of this Position Description.

Employee Name (Please Print)

Signature

Date