

Information for Potential Applicants

Science Laboratory Technician

Permanent / Part time
8.15am – 4.15pm, 42 weeks per year
Grade 4
Commencing ASAP

Thank you for your interest in St Columba College. Below you will find information to follow when submitting your application.

Your application should include:

1. A one page covering letter stating the position for which you wish to apply.
2. Please include a statement of no more than three pages addressing the following criteria:
 - Assist Science teaching staff in the planning and preparation of practical activities;
 - Set up laboratory equipment, consumables and living materials for student practicals as requested by Science staff;
 - Collaborate with Science staff to ensure efficient operation of laboratories and preparation areas;
 - Coordinate and conduct repairs, maintenance and calibration of specialist laboratory equipment;
 - Document and manage WHS and risks for laboratories and students;
 - Maintain communication and good working relationships with teaching staff and suppliers.
 - Liaise with Faculty Leader and work within budget guidelines.
3. Curriculum Vitae listing name and contact details of three professional referees. Please ensure that you include ***your current employer***.
4. Please also ensure that you complete the ***Application Declaration Form*** and include it with your application.
5. Applications should be emailed to the contact below:

Ms Leanne Carr, Principal
employment@stcolumba.sa.edu.au

Applications close on Sunday 20 August 2017 at 5.00pm

Science Laboratory Technician

Position Information
Document



St Columba College
A joint Anglican and Catholic College

St Columba College

Science Laboratory Technician | Position Information Document

Introduction

St Columba College is an R – 12 co-educational College established as a joint initiative of the Anglican and Catholic churches of the Adelaide Dioceses. Established in 1997 and located at Andrews Farm in the Northern suburbs of Adelaide the College is open to families who are seeking a Christian education founded on the beliefs, values and practices of both traditions of our unique ecumenical partnership.

St Columba College seeks to develop an environment in which all community members experience welcome hospitality and encounter a place of care, safety and security with students at the centre of all that is undertaken. Students are invited to think about their future, set their goals high and to engage in the effort and focus required to achieve outstanding educational and personal success. Students are respected as capable learners. Teachers are committed to providing an environment focused on outstanding teaching and learning. We strive to honour every student's right to participate in a vibrant, innovative, relevant and challenging curriculum which motivates and inspires them to develop knowledge, skills, personal beliefs and values. We provide students with opportunities to develop their spirituality, through immersion in a rigorous Religious Education curriculum and participation in a rich liturgical program based on our Anglican and Catholic traditions. We support students to develop their understanding of Christianity and of God's personal love, which we hope inspires them to be a force for good in our world - a sign of hope for others.

The College invites parents and caregivers to be partners in the education of their children. In collaboration with families, staff seek to nurture and promote the Christian traditions and aims of the College and their aspiration for the highest educational outcomes for all students. The College community prides itself on its friendly culture, rigorous academic program, high standards of student behaviour, focus on student well-being, modern facilities and excellent recreational spaces all of which are sustained by the support and commitment of its parent community.

It is an understanding that teachers will uphold, model and actively support the Anglican and Catholic values and teachings that underpin the College. High expectations are placed on teachers to demonstrate professional behaviours and to be prepared to assume all responsibilities relating to teaching that provide students with outstanding learning opportunities.

Vision

St Columba College seeks to nurture in its students and the community a close relationship with God, a passion for living, and a lifelong love of learning.

Mission

St Columba College aims to provide students with outstanding learning and academic outcomes, and support students to experience God's love, as embodied within our Anglican and Catholic traditions.

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Background

The Science Laboratory Technician is appointed by the College Principal, after an interview process.

The Science Laboratory Technician is employed under the South Australian Catholic Schools Enterprise Agreement Conditions 2013.

The Science Laboratory Technician receives day to day line management from the Science Faculty Leader and is under the overall management of the College Business Manager.

It is an expectation that the Science Laboratory Technician will support the Anglican and Catholic ethos of the College.

Details of the role may vary from time to time in response to College needs, as determined by the Principal.

Specific Responsibilities and Duties

The Science Laboratory Technician will undertake the following duties:

- Assist Science teaching staff in the planning and preparation of practical activities.
- Set up laboratory equipment, consumables and living materials for student practicals as requested by Science staff.
- Collaborate with Science staff to ensure efficient operation of the laboratories and preparation areas.
- Trial and validate new or modified experiments before presentation to students by Science staff.
- Maintain and prepare test solutions of particular concentrations and other chemical materials to prescribed formulations.
- Coordinate and conduct repairs, maintenance and calibration of specialist laboratory equipment.
- Be responsible for the cleaning and sterilisation of all glassware and equipment used in practicals.
- Order equipment, chemicals and consumables for the Science Faculty.
- Document and manage WHS and risks for laboratories and students.
- Ensure relevant regulations with regard to storage, labelling, disposal and safe handling of hazardous chemicals and biological wastes, are complied with at all times.
- Induct new staff and maintain records of inductions.
- Organise and maintain efficient stock control systems, i.e. stocktaking, ordering materials, etc.
- Maintain chemical SDS register for Middle and Senior School laboratories.
- Collect samples and products from suppliers as required.
- Liaise with Faculty Leader and work within budget guidelines.
- Maintain communication and good working relationships with teaching staff, students and suppliers.
- Maintain professional standards and high levels of confidentiality.
- Undertake any other duties as may be directed by Principal or Business Manager.

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Work Health and Safety

This role is deemed to be a *Worker* under the South Australian Work Health and Safety (WHS) Act 2012.

As a *Worker*, while at work you must:

- Take reasonable care for your own health and safety.
- Take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons.
- Comply, in so far as you are reasonably able to, with any reasonable instruction given by the employer.
- Cooperate with any reasonable policy or procedure notified to workers by the employer that is related to health and safety at the workplace.

Reference: Division 4, Section 27 and 28 WHS Act 2012

Specific Requirements

Qualifications and Training

- First Aid Certificate.
- Approved Responding to Abuse and Neglect Training.
- Police Clearance to work in Catholic Education SA.

Essential Criteria

- Demonstrate a commitment to uphold and contribute to the Anglican and Catholic ethos St Columba College.
- Possess qualifications required for a Science Laboratory Technician.
- Work collaboratively with other staff members, parents and local community.
- Possess excellent interpersonal and communication skills; being able to communicate effectively with others.
- Have the ability to plan, prioritise, work and make decisions independently.
- Be a creative thinker with problem solving skills.
- Show initiative and be able to work under pressure.
- Work well as a team member.
- Be computer literate.
- Understand and adhere to the requirements of the Privacy Act in relation to staff, students and families at the College.
- Maintain confidentiality at all times.

Performance Review

- The Science Laboratory Technician must undertake a performance review on an annual basis.
- On the first anniversary of appointment and annually thereafter, or at another mutually agreed time, consultation will occur between the Principal (or delegate) and the Science Laboratory Technician to ensure that the Position Information Document is accurate.

Signed: _____ Date: _____
Principal or Delegate

Signed: _____ Date: _____
Science Laboratory Technician

Role Review Date: _____ Performance Review Date: _____

Application Declaration Form: Confidential to the Principal

Position Sought: _____

Personal Details:

Surname: _____ Given Name(s): _____

Title: Mr Mrs Ms Miss Other _____ Date of Birth: _____

Postal Address: _____

Suburb: _____ Postcode: _____

Telephone: _____ Mobile: _____

Email: _____

Religious Affiliation: _____

South Australian Teacher's Registration Number: *(If Applicable)* _____

(Please enclose a photocopy of current Teacher's Registration Certificate)

Tertiary Qualifications:

Award (Deg., Dip., Cert., etc)	Year Awarded	Institution

Employment History: *Please provide information for the last 5 years.*

Year/Date	Name of Employer	Position

Religious Dimension of St Columba College:

Are you prepared to support the philosophy and religious traditions of St Columba College? Yes No

Are you currently a practicing member of a worshipping community? Yes No

Employment Declaration:

Please respond to each of the questions below and add your signature.

If you opt for a discussion with the Principal/Principal's Delegate rather than answering one or more of the questions YOU MUST SUBMIT YOUR APPLICATION ONE WEEK BEFORE THE CLOSING DATE.

Have you ever been charged with a criminal offence? *If yes, please provide details.*

Yes

No

Have you ever received a written warning or been dismissed or resigned following allegations of improper or unprofessional conduct or unsatisfactory work performance?

Yes

No

If yes, please provide details.

Our process includes asking referees whether there are any child protection concerns in your regard.

Do you foresee any problems arising from this process?

Yes

No

If yes, please provide details.

Evidence of a criminal history, that may be unrelated to any risk or harm to children, will not automatically preclude a person from being or remaining employed.

The requirement for full and honest disclosure during the screening process shall be a condition of initial and ongoing engagement. In signing this form you declare that, if you are successful in your application, you will notify the Principal should there be a significant change in your circumstances that relates to the screening process; for example, criminal offence charges and convictions, restraining orders, injunctions, intervention orders, disciplinary proceedings and investigations.

I declare that I am fit and able to perform the requirements of the position for which I am applying.

I declare that the information in this application is true and correct and acknowledge that any falsification or suppression will render this application invalid.

Signature: _____

Date: _____

OR: I have opted not to answer one or more of the above questions and ask that a meeting be arranged between myself and the Principal/Principal's Delegate.

Signature: _____

Date: _____