

POSITION DESCRIPTION

Laboratory Technician

COLLEGE OVERVIEW

The aim of Arndell Anglican College is to be the school of choice in the Hawkesbury. The College is an Anglican Schools Corporation school catering for students Prep to Year 12.

Our mission is to offer innovative, high-quality education and to communicate the Gospel of Jesus Christ to students, staff, parents, and the wider community. The inclusive learning environment promotes optimism, respect, and ownership within and for our culture.

The core values of the College revolve around a vision that we need to provide a place where every child matters and that we challenge our future leaders of tomorrow. We accomplish this through high quality teaching, encouragement of spiritual awareness placing Jesus as central to all we do, positive expectations in respect to academic excellence and behaviour, a safe and caring environment and a strong welfare system that communicates with parents and students.

POSITION INTENT

The Laboratory Technician plays a key role in supporting the Science Department by ensuring the smooth operation and safety of laboratory activities. This position involves preparing and maintaining laboratory resources, managing experiments, and assisting teaching staff with practical lessons and demonstrations. The technician is responsible for ensuring that all equipment and materials are safely stored, maintained, and readily available for use, while adhering to health and safety guidelines. The role also involves developing and implementing risk assessments, managing inventories, and providing technical support to ensure a safe and effective learning environment for students and staff alike.

This role is integral in enhancing the experience of students undertaking science studies and the College's science based cocurricular programs.

The Laboratory Technician will be required to participate in the wider life of the College, which may include co-curricular, house, sporting events, camps and excursions.

KEY RELATIONSHIPS

The Laboratory Technician reports to the Head of Science and works closely with the Science Department.

The Laboratory Technician has no direct reports.

To support the strategic and operational objectives of the College and the parameters within this position description it is expected that the Laboratory Technician will develop and nurture positive and collaborative relationships with all staff, students, parents, and the local community.

To deliver on their responsibilities the Laboratory Technician will also work in close partnership with the:

- Facilities & WHS Manager; and
- External Vendors.

STRATEGIC PLAN RESPONSIBILITIES

- As required, assist in the development, implementation, measurement, and feedback on strategic plan objectives as they relate to the assigned area/s of responsibility.
- Ensure the College vision is shared, understood, and incorporated into day-to-day activities and initiatives.
- Provide input and feedback to your direct line manager on future College Strategic Plans.

POSITION RESPONSIBILITIES

- Provide technical support to the Science Department, assisting in the smooth operation of lab activities.
- Prepare microbiological media and maintain bacterial cultures.
- Prepare and assist with the preparation of slides, including Gram staining, for faculty use.
- Prepare standard solutions of varying concentrations to meet experiment requirements.
- Support Science Teaching Staff with demonstrations and practical lessons, ensuring proper setup and execution.
- Ensure the timely preparation and availability of laboratory equipment and resources for scheduled lessons.
- Order and manage resources needed for practical lessons and other departmental materials/equipment requirements.
- Maintain and organise laboratory spaces, including ordering, labelling, storing, and conducting regular stocktaking of science equipment, chemicals, and other resources.
- Consistently apply safe work practices in all Science laboratories.
- Oversee the safe storage, handling, and disposal of chemicals and biological materials in accordance with regulatory guidelines.
- Manage the safe storage and maintenance of all laboratory equipment and materials.
- Perform or facilitate specialist cleaning of laboratory equipment and preparation areas as required.
- Develop and maintain standard operating procedures for the preparation area, laboratory usage, equipment handling, and practicals.
- Maintain an up-to-date inventory of chemicals, laboratory equipment, and materials.
- Prepare risk assessments and implement appropriate risk control measures to ensure safe practices in the laboratories, providing guidance to Science Teaching Staff on the same.
- Identify hazardous substances and maintain an accurate hazardous substance register.
- Develop and implement safe procedures for handling, storing, and disposing of hazardous substances.
- Trial experiments or procedures before they are used in teaching, ensuring accuracy and effectiveness.
- Provide First Aid when necessary.
- Perform any additional tasks as requested by the Head of Science, Director of Curriculum 7-12, or the Deputy Head.

WORK HEALTH AND SAFETY RESPONSIBILITIES

- Act in accordance with the College's Work Health and Safety ("WHS") Program.
- More specifically:
 - Take reasonable care for own health and safety, ensuring personal actions do not place self or others at risk of harm.
 - Understand the nature of College operations and associated hazards / risks and risk mitigation strategies.
 - Report WHS issues via the incident / hazard notification processes, drawing attention to urgent matters to reduce risk of harm to others.
 - Address WHS issues in consultation with those involved or affected and the Facilities & WHS Manager.
 - Undertake risk assessments for any variations to routine for activities you lead / are responsible for.
 - Participate in incident investigations and WHS inspections, as required.

CHILD SAFE RESPONSIBILITIES

- Act in accordance with the College's Child Safe Program.
- More specifically:
 - Demonstrate a strong commitment to the safety and welfare of children and young people in line with the College's Child Safe Policy.
 - Report child safety incidents or concerns to one of the College's nominated Child Safety Officers.
 - Ensure personal professional boundaries are maintained and provide guidance to others to do the same.
 - Adhere to the expectations of the Child Safe Code of Conduct and provide guidance to others to do the same.

COLLEGE FRAMEWORKS & MODELS – THE EXPECTATIONS

Christian Framework

- Advocate and act in accordance with the College's Christian Framework.
- More specifically:
 - The tenets of the College's Christian Belief Statement are embedded in all works, words, and actions so that the Christian narrative is central.
 - Actions are other-person centred, seeking the good for both the individual and the entire College Community.

Pastoral Care Framework

- Act in accordance with the College's Pastoral Care Framework.
- More specifically:
 - Contribute to an *Environment* that allows others to feel safe, supported, engaged and where purpose is known in order to encourage growth and ability to flourish in their position and/or studies.
 - Support others to look after their own *Wellbeing* through growing themselves to live life with purpose, developing healthy habits, maintaining a balance on ones perspective and priorities, and building resilience to press on despite adversity.
 - Look after your *Wellbeing* through growing yourself to live life with purpose, developing healthy habits, maintaining a balanced perspective and priorities, and building resilience to press on despite adversity.
 - Support others in the development of their *Character*, encouraging them to explore who they are, seeking pathways to contribute to community, and understanding their impact on the growth of others.
 - Develop your *Character* through exploration of who you are and pathways to contribute to community.

Teaching and Learning Framework

- Have awareness of the College's Teaching and Learning Framework.
- More specifically:
 - Understand the instructional model and common language conventions used in delivering curriculum and learning experiences.
 - Model the *Individual*, *Interpersonal*, and *Intellectual* characteristics in own work.

Leadership Model

- Act in accordance with the College's Leadership Model.
- *More specifically:*
 - Demonstrate *Servant Heartedness* through humility in approach, being sacrificial in putting others interests first, empathetic in seeking to understand those you work with, and support others in their growth.
 - Demonstrate *Credible Service* through being transparent in approach, competent in the position, trustworthy to those around you, and having integrity at all times.
 - Demonstrate *Relational Leadership* through being an effective communicator, emotionally intelligent in engaging with others, equitable in approach, and an effective listener in order to better understand the perspectives of others.
 - Demonstrate *Purposeful Service* through being goal-focused, positively approaching change, and aligned to moving forward together.
 - Demonstrate *Reflective Leadership* through being evidence-focused in approach, utilising feedback in own growth process, being self-aware, and continuously improving on all aspects of position and self.

ATTRIBUTES

The incumbent will...

- Be an active member of a reformed, evangelical Christian church.
- Actively support the Christian ethos and teaching of the College, integrating faith into all aspects of professional practice.
- Contribute positively as a collaborative and effective team member, fostering a spirit of unity and shared purpose with staff through personal commitment, enthusiasm, and energy.
- Demonstrate exceptional interpersonal and communication skills, with the ability to engage respectfully and relationally with staff, students, parents, and external stakeholders.

- Exhibit strong organisational and time-management skills, with the capacity to manage multiple tasks and priorities effectively.
- Be able to work independently.
- Possess excellent verbal and written communication skills.
- Show meticulous attention to detail.
- Be able to foster a love of science in young people.
- Represent and uphold the College's values and reputation within the wider community.
- Work confidently and respectfully within an openly Christian environment.
- Collaborate as part of the Anglican Schools Corporation (ASC) network of colleges and schools.

QUALIFICATIONS & EXPERIENCE

The incumbent will hold the following qualifications and experience:

- Diploma of Applied Science or Certificate IV in Laboratory Techniques or similar.
- Minimum five years' experience in a similar role, preferably within an educational environment.
- Experience in using the Risk Assess Program, desired.
- A current C Class driver's license and car.

OTHER INFORMATION

All staff are supplied with laptops and are expected to be competent in computer skills, the Laboratory Technician must demonstrate intermediate levels of competence with the MS Office suite.

The Laboratory Technician will have other duties such as meetings, extracurricular activities, taking part in College Community activities, and the College's program for spiritual and pastoral care. Some of these duties may need to be performed at times outside normal hours.

Employment conditions and remuneration are set per the Independent Schools NSW (Professional and Operational Staff) Cooperative Multi-Enterprise Agreement 2025. This position has been classified as a Curriculum / Resources Services Employee Level 4.

The Position Description is to be read in conjunction with the Arndell Anglican College Strategic Plan and will be reviewed every 12-24 months. Next review due January 2027.

AGREEMENT

By signing below, I confirm my acceptance and commitment to execute to the best of my ability the position responsibilities as outlined in this document, understanding that it may be varied from time to time and that any variation will be in consultation with myself and changes subject to applicable legislation as it may apply.

Signed _____

Date _____

Print Name _____

APPLICATIONS – Internal Candidates Only

Application Parameters:

Carefully consider the position description and provide a letter of application outlining your experience in the area/s of the position and what you would bring to the role (no more than two pages), include with this your current CV.

Closing Date for Applications:

Sunday, 22 June 2025

Applications to be sent to:

Headmaster

E: employment@arndell.nsw.edu.au

APPLICATIONS – External Candidates Only

Please provide a letter of application outlining your experience in the area/s of the position and what you would bring to the role (no more than two pages), along with your CV ensuring the following is included:

- Copies of qualifications and summary of academic record.
- Work experience, including current and previous teaching experience.
- The names, positions, telephone numbers and addresses (including email if applicable) of three referees, one of whom should be your current Church minister.
- Working With Children Check clearance number and date of birth (for validation purposes only).
- Involvement and abilities in sport, the arts, or other fields of interest.
- Any other information in response to the position's professional criteria as provided or any other information that may assist us in assessing your suitability for an interview and appointment.

Closing Date for Applications:

Sunday, 22 June 2025

Applications to be sent to:

Headmaster, Arndell Anglican College

PO Box 4063

PITT TOWN NSW 2756

T: (02) 4572 3633

F: (02) 4572 3294

E: employment@arndell.nsw.edu.au

Employment screening of successful applicants will apply including verification of the Working With Children Check and NESA accreditation, which may occur prior to interview. Arndell Anglican College is a child safe organisation, all members of staff are required to comply with applicable child protection legislation and are responsible for ensuring that the College's Child Safe Program is at the forefront of all they do. Arndell Anglican College is an equal opportunity employer and an Anglican Schools Corporation school.