



POSITION DESCRIPTION

Communities of hope, joy and wonder where all are welcome.

Science Laboratory Assistant

Position Level	Classroom Learning Support Level 4 - 5
Salary Range	\$57,255 - \$68,366 (based on skills and experience)
Reports To	Business Manager
Location	St Clare's College – Griffith, ACT
Employment Type	Part-Time
Employment Status	Permanent
Commencement	23 August 2021
Hours Per Fortnight	60 during school terms and professional development weeks

Who Are We?

St Clare's College is an inclusive and caring community where learning is valued and students are given every opportunity to grow in all dimensions of their life. We provide a safe and empowering environment for students to reach their full potential.

For more information about the school or curriculum, please visit the school's website: <https://stcc.act.edu.au/>

Our Vision

St Clare's College is a spirited learning community where students can develop their knowledge, skills, confidence and faith.

Position Purpose	The Science Laboratory Assistant provides support to the Science Faculty with regard to the safe management of faculty experiments and provision of Faculty supplies and equipment.
Position Duties	Key Responsibilities <ul style="list-style-type: none">• Identify, organise and maintain stocks of equipment and materials;• Order, label and check stock received from suppliers;• Maintain storerooms and preparation rooms in a well organised manner;• Carry out regular stocktakes of equipment and materials, in consultation with the Faculty Leader of Learning and/or the Business Manager;• Ensure the safe storage and disposal of chemicals;• Prepare specialised equipment and set up demonstrations for lessons;• Assist science teaching staff with application of safety measures, systems and procedures;

	<ul style="list-style-type: none"> • Support on-going student practical investigations; • Clean and sterilise apparatus; • Maintain equipment, materials, storerooms, classrooms and preparation rooms, in consultation with the Leader of Learning, and with reference to Work Safety and other relevant legislation and policies and procedures; • Provide assistance to teachers in classrooms where additional safety or special needs support is required; • Other duties as required by the Business Manager or Leader of Learning applicable to the Laboratory Assistant's classification. These duties may include assisting in other areas if required.
Skills, Attributes and Experience	<p>Essential</p> <ul style="list-style-type: none"> • Knowledge and experience in general laboratory practices and techniques; • Knowledge of laboratory safety requirements and procedures; • Demonstrated organisational skills including the ability to prioritise, meet deadlines, use initiative and operate within a team environment; • Experience with office computing applications; • Sound written and oral communication skills; • Support of the aims of Catholic Education; <p>Desirable</p> <ul style="list-style-type: none"> • A Science qualification – N.B level 5 positions require knowledge or training equivalent to either a diploma or certificate IV with relevant work experience, a certificate III with extensive work experience, or an equivalent combination of relevant experience and/or training. • Demonstrated knowledge of Work Safety principles; • Experience with Chemicals in Schools; • Knowledge of Chemical Safety in Schools; • Demonstrated skills in the use of scientific computer software packages.
Qualifications	<ul style="list-style-type: none"> • Current and valid ACT Working with Vulnerable People Card. • Current and valid First Aid qualification or willingness to obtain.

Application Requirements

All applications must be submitted online via the online recruitment system. You can apply using the 'Apply Now' button found in the job advertisement. Applicants are required to submit their resume, and address the selection criteria, to a maximum of 3 pages.

Working with Children

In the course of your employment, you will have direct contact with children, and it is, therefore, child-related work in accordance with: in the ACT, Working with Vulnerable People (WWVP) (Background Checking) Act 2011; and/or Employment with CE is conditional upon successful applicants having or obtaining a valid and current working with children registration, appropriate to the state and/or territory in which they will work. NSW and ACT require different working with children registrations.

Religious Education

All CE staff are required to attend religious accreditation designed to acquaint you with the vision and mission of Catholic Education. For more information regarding religious education - [Click here](#)

Employment Information Collection Notice CE's Privacy Policy - [Click here](#)

Application Enquires: [CE Recruitment Team](#)

Phone: 02 6234 5427 | Email: recruitment@cg.catholic.edu.au