

# POSITION DESCRIPTION



**ST MARY'S**  
Catholic College

<b>POSITION TITLE:</b>	Science Laboratory Assistant
<b>SECTION:</b>	Student Learning
<b>REPORTS TO:</b>	Principal
<b>CLASSIFICATION:</b>	Remuneration for level 4 in accordance with the <i>Catholic Employing Authorities Single Enterprise Collective Agreement – Diocesan Schools of Queensland</i>
<b>AUTHORISATION:</b>	Executive Director

## Catholic Education – Diocese Of Cairns

Catholic Education - Diocese of Cairns (CEDC) is a dynamic and growing organisation that is actively inviting schools to co-create with us, schools that are places of rich learning for now and into the 22nd Century.

Our vision is to offer every student in every school a world class education enriched by their lived encounter with the Catholic Faith.

CEDC is committed to this vision through Co-Leadership with schools to build communities of learning that provide a safe, nurturing and academically challenging environment. Our schools are places where we create opportunities for every student and every staff member so that they are inspired to contribute to our society, innovate, explore possibilities, and achieve excellence.

CEDC embraces thirty (30) schools including twenty (20) primary schools, two (2) Prep to Year 12 colleges and eight (8) secondary colleges. One of these colleges is a Special Assistance College with campuses in Cairns, Cooktown, and Edmonton. This community also includes Catholic Education Services located in Cairns itself. Over the next five years there are two new schools planned.

All schools and colleges, except three, are within a two-hour drive of Cairns. Cooktown, Waibeni Island (Thursday Island) and Weipa are accessed by daily flights and located in some of the most beautiful parts of the country. In total, there are 11 500 students and 1500 staff.

Leadership and strategic management is the responsibility of the Executive Director of CEDC. Through a team of professionals, and in Co-Leadership with principals, the Executive Director manages and facilitates a number of significant delegations which include:

- Support of the mission of the Church as delivered through Catholic Education
- Support of schools by providing services that strengthen school capacity
- Provision of leadership and forward planning to develop organisational capability
- Distribution to schools of government allocated funds and their accountability
- Monitoring quality of schools and compliance/accountability with requirements of governments, Church, and parents
- Within limits, provision of some centralised, specialised student services, where this is the most effective and efficient approach

Our staff are supported to experience success and satisfaction in their vital role.

Cairns also offers many lifestyle opportunities that can be found in few other places and is surrounded by World Heritage listed areas including the Great Barrier Reef and the Daintree Rainforest, all within an hour's journey from the growing City of Cairns. It is the gateway to our Asian neighbours with direct flights to China, Japan and Singapore as well as having direct flights to all the east coast capital cities, Darwin, and Queensland's Sunshine and Gold Coasts.

## Purpose Of The Role

The position of Science Laboratory Assistant is an important and valued position in the College. As a member of staff, the person contributes to the development of the College and its Catholic Ethos and follows the guidelines set out in the Code of Conduct document from Cairns Catholic Education Services.

The person must be able to use discretion and judgement in working under general supervision and/or broad guidance to select equipment, organise work and services, and achieve outcomes within time constraints. Specific knowledge of Workplace Health and Safety regulations involving hazardous chemicals and a range of quality control and maintenance skills are essential components of the position.

The Science Laboratory Assistant will report to the Science HOD. Any communication required with other departments/personnel in the College will need to go through the Science HOD.

## Essential Duties and Responsibilities

*Typical duties performed may include, but are not limited to:*

- Under the general supervision of the Science Laboratory Technician: prepare, maintain and dispense solutions, chemical mixtures, compounds and cultures or similar materials, including known concentrations of solutions
- Prepare, maintain, organise, set-up and dismantle equipment and materials for experiments as required by Science teachers
- Assist staff with the design/construction/demonstration of suitable experiments and equipment if required
- Assist with installing and maintaining WHS labelling on chemicals and equipment and safely store and dispose of chemicals within routines, methods and procedures
- General care of all Science rooms, fittings, demonstration benches, drawers, cupboards, sinks and fume cupboards
- Maintenance and storage of equipment, replenishing of standard sets
- Unpacking, checking and sorting new equipment
- Assist Science Laboratory Technician with stocktaking and recording of laboratory inventory and maintenance of the Science databases (stock take during Term 3)
- Photocopying administrative material
- Accompany teachers on science excursions when required and assist teaching staff in class when required

## Genuine Occupational Requirements

- Facilitate the prevention of child harm by recognising and responding appropriately.
- Accountable and responsible for ensuring professional behaviour.
- Ability to cope with own emotions and behaviour effectively.
- Ability to comply with legislation and professional regulations to reduce the risk of harm to self and others.
- Ability to maintain an appropriate level of confidentiality.
- Ability to communicate in English both verbally and in writing to meet necessary standards with respect to clarity, accuracy and professionalism appropriate to the position.
- Ability to locate appropriate and relevant information from multiple sources and convey, integrate and implement knowledge in practice.
- Ability to prioritise workloads and manage multiple tasks with competing timelines.
- Ability to accept responsibility for own work.
- Intermediate to advanced skills in Microsoft applications necessary to demonstrate the required range of skills and tasks.



- Competent use of digital technologies necessary to demonstrate the required range of skills and tasks.

### **Physical requirements of the position:**

- Work is normally performed in a typical interior office and/or classroom environment.
- Work is normally performed in an outdoors environment and may involve frequent exposure to elements such as weather (sun/wind/rain), dust, dirt, fumes and/or loud noises.
- Manoeuvring within the office/school environment appropriate to the position.
- Frequent driving of a motor vehicle.
- Frequent use of telecommunication and electronic equipment.
- Work environment involves exposure to potentially dangerous materials and situations that requires following safety precautions and may involve the use of protective equipment.
- Work environment involves the use of tools, machinery and other equipment that requires following safety precautions and may involve the use of protective equipment.

## **Mandatory Qualifications And Requirements**

- Promote child safety at all times.
- Unless an exemption applies all staff are required to hold a current Working With Children Blue Card or be eligible to apply.
- A strong demonstrated commitment to the objectives, vision, and ethos of Catholic Education.
- Tertiary qualifications at Associate Diploma level or Certificate level preferably in the areas of Youth Work, Social Work, or other related areas, as well as demonstrated relevant industry experience. Other qualifications relevant to the position may be required or such knowledge, qualifications and experience that are deemed by the employer as necessary to successfully carry out the duties of the position.
- Previous experience in a school environment is an advantage, but a demonstrated ability and willingness to quickly develop new knowledge and skills is essential.
- Demonstrated ability in assisting developmentally appropriate learning for individuals and/or groups.
- Demonstrated ability to use discretion and judgment when working with young people, their families and professional organisations.
- Demonstrated success in achieving outcomes individually and in teams.
- Strong communication skills in one to one scenarios as well as in team environments.

## **Related Documents**

- Statement of Principles for Employment in Catholic Education
- Code of Conduct for Employees of Catholic Education
- Catholic Employing Authorities Single Enterprise Collective Agreement Diocesan Schools of Queensland

## **Additional Information**

The incumbent will need:

- The appointee to this position will be required to complete a period of 6 months of probation, in accordance with The Fair Work Act 2009.
- An in-depth understanding of and commitment to the mission and objectives of Catholic Education in the Diocese of Cairns.
- A sound working knowledge of the Catholic Education context and an appreciation for Catholic Education issues.



## Employee Acceptance

The employee's signature signifies an understanding and acceptance that the content contained herein and forms an integral part of their employment terms and conditions.

I have read and acknowledge receipt of this Position Description:

Employee Name:

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Signature:

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Date:

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