

Introduction

Kennedy Baptist College's mission is "to provide educational excellence in a Christian context, addressing the needs of individuals for lifelong learning". We are committed to fulfilling this mission as a College community as we serve God by serving our students, families and each other. Underpinning the mission and culture of the College are our values defined as **faith, integrity, boldness, growth** and **service**.

- **Faith:** The Christian faith undergirds all the College's activities
- **Integrity:** The College Community demonstrates respect and honesty towards all its members and delivers on its promises
- **Boldness:** Staff and Students are bold in accepting the challenges on offer at the College and strive to achieve the best outcomes.
- **Growth:** College Community members develop their unique gifts and talents and strengthen their areas of weakness.
- **Service:** College community members serve others within the college, and local, national and international communities.

Role Summary

Position: Laboratory Technician

Responsible to: Head of Learning Area - Science

Job Purpose: To work as an integral team member of the Science Learning Area, in the support of classroom practices and in the maintenance of the Science Laboratories within the College. Provide technical support to Science Department, teachers and students.

Responsibilities

Major Responsibilities

1. Consistently model the College's Vision, Mission and Values in all dealings with students, staff and external parties.

Teacher Support

2. Liaise with science teaching staff on their needs for practical work and maintain an efficient system for use and allocation of materials and equipment, setting a priority system where necessary
3. Advise science teaching staff on technical components of curriculum
4. Assist science teaching staff with demonstrations
5. Assist science teaching staff in instructing students on use/care of equipment during science experiments
6. Advise and assist science teaching staff in safety matters relating to the science laboratory
7. Prepare risk assessments in relation to preparation tasks
8. Demonstrate laboratory techniques to science teaching staff/students
9. Assist with the use of computers and learning technologies within the department

Preparation and Maintenance

10. Prepare solutions, stains and media for use in the laboratory
11. Deliver practical equipment to laboratories when required
12. Clear up, dismantle experiments and wash up of glassware
13. Co-ordinate Science resources and advise on availability
14. Clean and carry out routine maintenance, where possible, of equipment and materials
15. Maintain an inventory of equipment
16. Acquire relevant catalogues and price lists
17. Assist with stocktaking and ordering of equipment and chemicals
18. Attend appropriate professional development

General Duties

Budget

1. Assist with the science budget

Legislation

2. Create and maintain safe, tidy environment in the storage and preparation areas
3. Provide Material Safety Data Sheets for all current chemicals
4. Correctly label all bottles as per current legislation
5. Store chemicals in their correct classes and conditions as per legislation
6. Arrange disposal of used/contaminated/hazardous materials safely as per legislation
7. Advise on and work within the Science Safety Policy
8. Assist other departments with technical and chemical matters
9. Ensure all activities within the Department comply with relevant legislation (e.g., Animal Ethics) and that all relevant licenses are held and up to date

Care

10. Care for flora and fauna within the science department, in accordance with current handling and prevention of cruelty regulations
11. Procure/collect/store/preserve and dispose of fresh specimens as per legislation
12. Collect and maintain living specimens (in accordance with regulations)
13. Collect off campus scientific materials and field samples, utilising the school vehicle

Liaison

14. Liaise with organisations and industries for purpose of acquiring equipment etc.
15. Liaise with other Baptist colleges to share resources

Other Duties

16. Accompany excursions as required
17. Attend Science Staff meetings
18. Provide basic First Aid to students – minor burns, cuts and eye wash in presence of another staff member where appropriate
19. Support Science Staff in events such as Open Day and Orientation Day when needed
20. Other duties requested by Head of Learning Area: Science or Science Laboratory Manager

Selection Criteria

Essential

1. Demonstrated commitment and capacity to actively promote the Mission and Values of Kennedy in the school community
2. Appropriate tertiary qualifications
3. Current Working with Children Check

4. Working understanding of Safety Data Sheets and Risk Assessments
5. Ability to work independently
6. Effective interpersonal and communication skills, suited to interacting with adults and students and able to work cooperatively as part of the Science Learning Area team
7. Well-developed organisational and time-management skills, analytical and problem-solving skills, and the ability to prioritise work
8. Working knowledge of Excel and Word software

How to apply

To apply for an advertised employment position at Kennedy Baptist College please fill in the online [Employment Application Form](#) on our website.

Please ensure you have ready your CV, Cover Letter, Selection Criteria (if applicable), references, a written reference from your church pastor/minister and digital copies of all academic records. You will be asked to upload these documents as part of your submission of this application.

Please Note: Should you be invited to an interview, given the position applied for involves working with and actively presenting the Christian Gospel to children, you will be asked your personal views on Faith issues. Given the Christian nature of the College and the expectations of all who enrol, agreement with the College's [Statement of Faith](#) and [Staff Code of conduct](#) is a pre-requisite.