



Job Description

Position title:	Laboratory Assistant
School / Entity:	St Philip's Christian College Gosford
Reports to:	Instructional Leader – Science
Direct reports:	Nil
Award:	Independent Schools NSW (Support & Operational Staff) Multi-Enterprise Agreement 2021 – School Assistant Level 3
Date created / revised	20 March 2024

What's it like working at St Philip's?

We are focused on providing quality education in a caring, secure and challenging learning environment based on Christian beliefs, values and practice. Our organisation's core values are:

- **Christ First** – we want to honour Christ in all things.
- **Serve One Another** – we want to appreciate the unique God-given potential of each person.
- **Strive For Excellence** – we want to aim to do our very best all the time.
- **Do What Is Right** – we want to always behave in a Christian manner.
- **Build Community** – we want everyone to feel they belong.

What's it like working at St Philip's Christian College Gosford?

Great results, attractive and flexible spaces, up-to-date technology and best practice based on current academic research are important to us – and unlocking the unique God-given potential in every child to lead a life of passion and purpose in whatever pursuits they choose is highly valued.

Our best assets are our passionate and purposeful teachers who are trained to consider the individual learning and wellbeing needs of every child in their class, and dedicated non-teaching staff who actively support the goals of the organisation.

What's the focus of this position?

The Laboratory Assistant is responsible for the safe storage of chemicals and other hazardous materials used by the Science Department; ensuring that at all times the Science Department has the chemicals, materials and equipment we need for practical activities; preparation of practical activities to be used by Science classes in Years Five through Twelve. The Laboratory Assistant receives limited direction and instruction and must be able to work independently.

What you'll be doing:

The Laboratory Assistant will:

- Ensure that all hazardous materials are stored safely, correctly labelled and disposed of appropriately, according to the requirements of WHS legislation.
- Acquire relevant catalogues and price lists.
- Maintain an inventory of chemicals, materials and equipment.
- Order or purchase chemicals, materials and equipment as required.
- Monitor spending to ensure that we remain within budget.
- Prepare practical activities as requested by our Science teachers via email, generally within 24 hours.
- Complete initial risk assessments for each activity (which must be countersigned by classroom teachers).
- Clean and pack away equipment returned from the classroom.
- Maintain a clean and safe prep room.
- Assist teachers to maintain clean and safe laboratories.

You will be required to carry out other duties that are within the limits of your skills, competence, training and/or experience as directed by your supervisor or Principal.

The essentials you'll need:

- To promote the Christian vision and ethos of the school and broader organisation.
- To demonstrate a living relationship with Jesus Christ.
- Appropriate qualifications to demonstrate knowledge and understanding of laboratory and technical practices. Minimum Certificate IV with preference for a Diploma in a relevant area.
- A sound understanding of chemical and biological safety, and safe work practices in line with Codes of Practice.
- Strong organisational and time management skills.
- A high level of interpersonal skills leading to constructive relationships with students, colleagues and parents.
- A sound working knowledge of Microsoft Office and a willingness to embrace new technologies.

We'll encourage you along the way

We will partner with you to support your performance and ongoing development to ensure you are fully prepared for future challenges as this position and our organisation adapts and grows.

It is important to note that all employees of St Philip's Christian College are responsible for ensuring the workplace is free from sexual harassment and must not engage in any behaviour that could amount to sexual harassment.

I acknowledge that I have read and understood the requirements and responsibilities of this position as detailed in the Job Description (JD) and have discussed the JD with my Manager.

Employee Name:	
Employee Signature:	
Date:	