



LINDISFARNE
Anglican Grammar School

Position Description

Position:	Science Laboratory Assistant
Immediate Supervisor:	Director of Science
Subordinates:	None
Award/Agreement:	Independent Schools NSW (Support and Operational Staff) Multi-Enterprise Agreement
Classification:	School Assistant Level 3

Our Vision

Lindisfarne Anglican Grammar School is a high quality, Independent, Anglican co-educational Grammar School that serves the southern Gold Coast, Tweed Coast and northern New South Wales. We seek to provide the distinctive identity, relationships, learning and leadership that support our staff and families to work together to meet our high expectations for the achievement and holistic development of our students in our local, national and international communities.

Our Values

Within our Anglican tradition, we value:

- Compassion: Building genuine relationships through generosity of spirit and care for others.
- Wisdom: Gaining the knowledge, understanding, skills and character that comes from learning.
- Respect: Appreciating all within our environment and leaving an honourable legacy for those who follow.

Our Culture

We cultivate learning through relationships, expert teaching, educational research and innovation that focus on:

- Leadership
- Standards
- Collaboration

Our Strategic Domains

- **Achievement**

Our Aspiration: A great school privileges the disciplined pursuit of achievement; encourages challenging individual and collective goals; asserts confidence in the capability of all to be successful and seeks out the best processes by which this might be attained; and measures its effectiveness in attaining the best possible outcomes.

- **Relationships**

Our Aspiration: A great school builds robust and resilient learning relationships within supportive environments that inspire learners to grow in knowledge, skills and character so that they are equipped, empowered and enabled to assume responsibility for making a positive contribution to the world.

- **Communication**

Our Aspiration: A great school listens to its community carefully and consistently, connecting and communicating with it by creating a credible narrative of the school that honours the legacy of its past, frames the complexity of its present and projects a compelling rationale for a preferred future that serves 21st century learning needs.

- **Initiatives**

Our Aspiration: A great school invests significant hope, resources and commitment into research and development by planning, conducting and evaluating intentional projects and initiatives that are aligned to the school's mission, realise the school's vision and demonstrate the school's values in action.

- **Reputation**

Our Aspiration: A great school earns a strong reputation as a great school that exceeds expectations with relation to the quality of its outcomes; the efficiency and efficacy of its processes; its engagement with its community; the consistency of application of its ethos; and the execution of its strategy across the domains of achievement, relationships communications and initiatives.

The Role

The Laboratory Assistant is required to assist the Director of Science in the management of the School laboratories and hazardous substances for the whole school.

Areas of Responsibility

Day to day duties will include, but may not be limited to:

Stock Control

- Organising quotes, preparation of orders, receiving, checking, cataloguing & storing of stock
- Maintenance of stock levels with respect to life span
- Annual stocktake
- Storage of stock in appropriate manner in light of Occupational Health and Safety regulations
- Dilution of chemicals as required
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Equipment and Resources

- Maintenance & cleanliness of materials & resources including simple repairs (glassware, microscopes, animals and plant materials)
- Annual stocktake
- Maintenance of borrowing system for materials and resources
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Practicals

- Preparation of laboratory for practicals classes, demonstrations and examinations
- Procedure for ordering of practical
- Support for staff with practicals

Hazardous Chemicals and Substances – Whole of School

- All dangerous goods and hazardous substances are identified within the school and included in a chemical register

- Acquisition of MSDS sheets
- Management of chemicals in accordance with the manual and MSDS sheet
- Review labelling and ensure all containers are correctly labelled
- Assist in Risk Assessments for chemicals and practicals, provide advice on Policy relating to Hazardous Substances

Signage

- Ensure signage is complete for all laboratory areas
- Order new signs when needed
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General

- Maintain petty cash & reconcile accordingly
- Ensure laboratories and preparation areas are kept tidy
- Displays
- Collection of materials from external sources
- Assist with special events; eg. Science Week
- Examination supervisions
- Filing of materials relevant to the laboratory and the Laboratory Assistant
- Attend meetings as requested by the Principal and/or Director
- It should be noted that this list of duties is a guide and the Lab Assistant may be directed to carry out tasks that have not been listed. You may also at times be required to work within other areas of the School.

Key Considerations

A member of the Lindisfarne Anglican Grammar Team is:

- Emotionally intelligent
- A strategic and visionary thinker
- A successful communicator
- A goal orientated achiever
- A sensible risk taker
- A capable decision maker
- A resourceful facilitator
- A visible role model
- A life-long learner
- An astute and agile leader

Workplace Health and Safety

All staff are responsible for their own health and safety and for the health and safety of any other person around them. They have a responsibility to comply with all statutory health and safety rules applying to their position and must therefore:

- Read and understand all School Health and Safety regulations applying to their position.
- Comply with standard working practices to ensure all work is performed in a safe manner within the extent of their control over the work situation.
- If within their authority to do so, take personal action to eliminate, avoid or minimise hazards of which they are aware.
- Comply with all workplace health and safety instructions.
- Make proper use of relevant safety devices and personal protective equipment.
- Seek information and advice where necessary before carrying out new or unfamiliar work.
- Maintain dress standards appropriate for the work being done and wear uniforms if supplied.
- Be familiar with emergency and evacuation procedures and the location, and use, of emergency equipment.
- Bring to the attention of their immediate Supervisor any sub-standard situation or procedure they observe.

Performance Indicator

Areas of responsibility must be met as an indication of performance and failure to meet these may lead to a performance review.

Note: This Position Description must be read in conjunction with the full Strategic Intent document of the School.

The duties and responsibilities of the Science Laboratory Assistant may vary from time to time at the discretion of the Principal.

I have read and fully understand the contents of the Position Description.

Science Laboratory Assistant

Signed: _____

Date: _____