



EMPLOYMENT OPPORTUNITY

Currently available

SCIENCE LABORATORY TECHNICIAN (0.6-1.0 FTE)

Toongabbie Christian College is a Kindergarten to Year 12 co-educational College in the western suburbs of Sydney. The College is a ministry of Toongabbie Baptist Church. Our purpose is to function as a Christian community in supporting families by providing quality education to develop the whole person in a Christ-centred, caring environment for life and eternity.

Toongabbie Christian College seeks to appoint a **Science Laboratory Technician** who will:

- Maintain a commitment to a faithful walk with the Lord Jesus Christ
- Demonstrate ongoing commitment to the College's Purpose and Purpose Statements
- Commit to a growing understanding of the place of education, teaching and learning from a Biblical Worldview
- Set an example to students, staff and parents/carers in matters of faith and conduct

The Role

- This is a 0.6 to 1.0 FTE permanent position
- Please see Role Description on page 2
- **Commencement date:** Friday 21 January 2021
- Remuneration in accordance with the NSW Christian Schools General Staff Multi-Enterprise Agreement 2020-2023

Specific Criteria

- TAFE qualification **or** Industry experience with a Bachelor of Science

Application documentation must include:

- **Only applicants eligible to work in Australia may apply for this position**
- Completed and signed Toongabbie Christian College General Staff Employment Application form available at www.tcc.nsw.edu.au
- CV to demonstrate suitability for the position, including qualifications, relevant experience, current position responsibilities and employment history
- Current Working With Children Check (Employment) or an ability to obtain such a check
- Evidence of a First Aid credential or a commitment to obtain such a credential by the commencement date
- Demonstrate evidence of a COVID-19 Digital Certificate

Application process

- Submit application via email only to employment@tcc.nsw.edu.au
- Indicate in subject line the following: **Application: Science Laboratory Technician**
- **All documentation submitted as a single PDF document**
- Specific enquiries regarding this position may be addressed to Dr Johan Griesel on (02) 8863 2952 or jgriesel@tcc.nsw.edu.au
- This position does not have a closing date and will close when a suitable applicant is found. Interviews may commence upon receipt of suitable applicants.

Selection process

- Interviews for this position occur upon receipt of application.

The College as a Safe School Organisation actively promotes the safety and wellbeing of all children. We are committed to protecting children from abuse or harm, in accordance with our legal and ethical obligations including Child Safe Standards. All applicants need to have a current Working with Children Check or be eligible to obtain a WWCC by the time employment commences.

ROLE DESCRIPTION

SCIENCE LABORATORY TECHNICIAN

1. PURPOSE OF THIS POSITION

The Science Laboratory Technician is responsible assist the Science Faculty to ensure safe and well-maintained laboratories and preparation of practical science tasks. There is currently a Science Laboratory Technician and this is an additional role.

2. REPORTING RELATIONSHIPS

- Reports to _____ Principal
- Direct Report _____ Head of Faculty – Science
- Non-reporting relationships _____ Science Teachers
- This position _____ Science Laboratory Technician

3. RESPONSIBILITIES

Demonstrated commitment to

- Maintain a commitment to a faithful walk with the Lord Jesus Christ
- Demonstrate ongoing commitment to the College's Purpose and Purpose Statements
- Commit to a growing understanding of the place of education, teaching and learning within a Biblical Worldview
- Setting an example to students, staff and parents/carers in matters of faith and conduct

Key Responsibilities

- Maintain stock and equipment in the Science Store, Prep Room and Laboratories including the maintenance of inventories on a computer database
- Prepare and set up equipment for all practical lessons
- Assist Science staff during practical assessment tasks
- Check and maintain all Science equipment in working order
- Preparation of solutions for Chemistry experiments
- Maintain safety systems in laboratories and prep rooms
- Check that storage of and disposal of chemicals and biological materials is performed in accordance with Hazardous Substances Policy and Procedures. Also abiding by safety standards set out by Chemical Safety in Schools package (CSIS)
- Involvement in local Laboratory Assistants professional group and liaison with other laboratory assistants
- Label chemicals according to CSIS standards. (A K-12 role in accordance to NESA registration and accreditation standards)
- Filing of Safety Data Sheets (SDS) and other Faculty resources relating to equipment and chemicals.
- Shop for resources and picking up/delivering resources when required
- Place orders for chemicals and other science stock/equipment
- Supervision of the animals at College and the Animals at School license
- Involvement in collegiate activities (Staff Meetings, etc) and co-curricular activities, as required
- Attend annual Compliance information sessions and training as directed

4. AGREEMENT

This role description is intended to describe the general nature and responsibility of work in this position. These statements are not constructed as an exhaustive list of all duties, tasks and skills required for this position. This role description should be read in conjunction with the employee's current conditions of employment and the provisions of the *NSW Christian Schools General Staff Multi-Enterprise Agreement 2020-2023*.

Employees will also be required to follow any other role-related instructions and College policies, and to perform other role-related duties requested by the Line Manager (Head of Faculty - Science) to support the College's compliance with legislative obligations.

The Line Manager (Head of Faculty - Science) may, in consultation with the employee vary the responsibilities of the position temporarily as required, but within the skills and responsibility levels appropriate to the position.

This position will undergo an annual performance review.