

MacKillop College Laboratory Assistant



Position Description

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| Classification (CEMEA 2022) | Education Support Level 2 (Cat C) |
| Position reports to | Learning Leader: Science |

About MacKillop College

MacKillop is a Catholic college in the Josephite tradition. Inspired by the spirit of St Mary of the Cross MacKillop, we strive to:

- encourage individuals to reach their full potential as lifelong learners by providing an innovative, challenging and collaborative learning and teaching environment in a rapidly evolving society;
- foster leadership by empowering and developing all members of the school community;
- enhance positive relationships in a supportive community by promoting justice and a sustainable future;
- support wellbeing by affirming the intrinsic dignity of each individual, embracing diversity and empowering active citizenship;
- witness the presence of God amongst us by celebrating our Catholic heritage as a faith community.

Overview of the Role

The Laboratory Assistant supports the effective delivery of practical science learning by preparing experiments, maintaining laboratory equipment, and ensuring laboratories operate in a safe and organised manner. Working closely with science educators, the Laboratory Assistant prepares materials, chemicals and apparatus for classroom experiments, assists with the setup and pack down of laboratory activities, and helps ensure practical lessons run safely and smoothly.

This role is critical in maintaining safety and hazard controls within the laboratories, including managing the safe storage and handling of chemicals, maintaining Safety Data Sheets (SDS), supporting risk assessments, and ensuring compliance with workplace health and safety standards.

Through strong organisation, attention to detail and collaboration with staff, the Laboratory Assistant helps create a safe and well-prepared environment that enables students to actively engage in hands-on scientific investigation.

Commitment to Catholic Education

- demonstrate an understanding of the ethos of a Catholic school and its mission
- demonstrate an understanding of the Church's teachings and the Catholic educator's role in the mission of the Church
- demonstrate a capacity to instil in students a respect for each other in accordance with the teachings of Jesus Christ

Commitment to Child Safety

- ensure students are provided with a child safe environment
- be familiar with and comply with the MacKillop College child safe policy and code of conduct, and any other policies or procedures relating to child safety
- demonstrate a duty of care to students in relation to their spiritual, physical and mental wellbeing
- implement strategies that promote a healthy and positive learning environment
- demonstrate an understanding of child safety standards and obligations (e.g. mandatory reporting)
- demonstrate an understanding of appropriate behaviours when engaging with children
- report any concerns relating to child safety immediately



Accountabilities

Educator Support

- support teachers with work/learning-space preparation by setting up materials and equipment in advance of classes
- provide in-class support to educators during practical sessions, including dissections when required
- provide support to teachers who are unfamiliar with items of equipment or practical exercises
- induct new teaching staff in relation to triggering and resetting emergency cut-offs, safety and clean-up procedures, equipment storage in the laboratories and booking procedures
- trial practical exercises or demonstrations for workability within the classroom
- support extra-curricular activities and workshops, and exhibitions related to Science
- conduct routine checks of equipment and work/learning spaces for hazards or maintenance issues – reporting any anomalies
- encourage students to wear appropriate PPE (goggles, gloves, aprons) and follow all safety instructions
- development of educational resources for use in the science classroom and to support equipment use

Experiment Preparation and Laboratory Support

- prepare and set up laboratory equipment, chemicals and materials for science experiments and demonstrations
- measure and prepare chemical solutions and reagents in accordance with teacher instructions
- assemble experimental apparatus and organise laboratory workstations prior to classes
- dismantle experiments and clean laboratory spaces following practical sessions
- organise repair of equipment
- wash, sterilise and store laboratory glassware and equipment
- ensure classrooms are organised and ready for use, including moving furniture, preparing equipment, ensuring PPE and safety items are available and cleaning up after lessons
- assist with maintenance of equipment as required and within skills
- ensure that items are stored correctly and safely
- maintain living organisms used in practical classes
- manage practical bookings for multiple classes

Resource and Inventory Support

- order, monitor and restock equipment and supplies as required
- monitor and maintain stock levels of chemicals, consumables and laboratory equipment
- assist with ordering laboratory supplies and receiving deliveries
- organise and maintain laboratory preparation rooms and storage areas
- ensure laboratory equipment is maintained, serviced and ready for use

Laboratory Safety

- maintain safe storage, labelling and handling of chemicals in accordance with safety guidelines
- ensure Safety Data Sheets (SDS) are current and accessible
- ensure all hazardous (including biological) materials and dangerous materials are disposed of following current guidelines
- maintain knowledge of and follow the correct procedures for handling all biological, chemical and physical materials used within the Science Learning Area
- maintain and update the chemical register and order all supplies of chemicals for the Science Department, using ChemWatch
- maintain and update the risk assessments for practical activities that use hazardous substances and/or dangerous goods
- assist with risk assessments, standard operating procedures and manuals for experiments and laboratory activities
- monitor and maintain safety equipment including eye wash stations, fume cupboards and autoclave
- support compliance with workplace health and safety standards

Communication

- contribute to the smooth operation of the science department through effective organisation and communication
- respond to incoming queries, phone calls, emails and correspondence as required
- provide meaningful and regular team communication regarding any planning, logistical requirements and changes
- liaise with students and staff in a professional and timely manner
- liaise with external providers, suppliers and contractors as required

Professional Development

- maintain current accreditation to provide First Aid and CPR
- complete asthma and anaphylaxis training
- maintain the skills needed to support the practical and equipment-based elements of the role
- support a performance and development culture
- complete annual Child Protection and Mandatory Reporting training
- maintain required ICT skills relevant to the role
- contribute and participate in the annual review meeting process as required

General Expectations

- support the Victorian Catholic Education Authority (VCEA) 'Statement of Principles Regarding Catholic Education'
- act as a role model for students
- abide by the Melbourne Archdiocese Catholic Schools (MACS) Code of Conduct
- actively contribute to the achievement of the School Improvement Plan
- stay informed by reading the Principal Memo, all College emails and other correspondence on at least a weekly basis, responding appropriately
- abide by all College policies and procedures
- work collaboratively and build effective working relationships
- ensure MacKillop Colleges' public image, professional reputation and best interest is represented through all interactions and activities
- model a professional approach for all staff and students, including conduct, language and professional dress
- attend all relevant school meetings, functions, events, liturgies, open days, staff faith proceedings and professional development as required by the Principal
- observe the strictest confidentiality for all sensitive and private information
- participate in duty supervision as rostered, and other supervision duties as required
- actively contribute to the care of all College facilities, grounds, equipment and resources

Work Health and Safety

- take reasonable care of your own health and safety
 - take reasonable care for the health and safety of others who may be affected by your acts or omissions
 - cooperate with any actions MacKillop College implements to comply with WHS requirements
 - comply with all Safe Working Procedures
 - use appropriate Personal Protective Equipment (PPE) as required
 - periodically update MacKillop College about any medical condition that:
 - is life threatening or may require Emergency Services to be called
 - could impact on your ability to perform your duties
 - complete safety training courses as required and participate in compliance briefings or inductions as required
 - do not 'intentionally or recklessly interfere with or misuse' anything provided at the workplace to support health, safety and welfare
 - report all hazards (e.g. unsafe working conditions) and incidents (e.g. injuries, illnesses, etc.)
 - work cooperatively and consult with Health and Safety Representatives to resolve workplace safety changes and issues
 - undertake all work activities in a manner that ensures the workplace is free from harassment, bullying and discrimination and supports workplace diversity
 - contribute to a healthy and safe work environment, and comply with all safe work policies and procedures
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Other Duties

It is not the intention of this role description to limit the scope or accountability of the position but to highlight the most important aspects. All employees are required to undertake reasonable duties commensurate with their skills and training from time to time in accordance with the needs of the College or as directed by the Principal.

Required Capabilities

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| Administration | <ul style="list-style-type: none">• excellent word processing skills using Microsoft suite• ability to learn and use software applications relevant to the role |
| Emotional intelligence | <ul style="list-style-type: none">• a demonstrated understanding of social and emotional issues connected to student life |
| Communication | <ul style="list-style-type: none">• clear communicator within the team• strong ability to work closely with teachers and support staff to ensure practical lessons run smoothly• excellent written and oral communication skills, including ability to communicate with all educators and students |
| Organisation | <ul style="list-style-type: none">• ability to manage tasks with minimal supervision• capacity to work to timelines• demonstrated organisational skills including strong attention to detail• proven time-management skills• exhibited self-motivation• problem solving skills• demonstrate flexibility and adaptability to tasks |
| Laboratory | <ul style="list-style-type: none">• ability to prepare experiments, assemble equipment and organise laboratory materials efficiently for multiple classes• competence in the safe use, cleaning and maintenance of laboratory equipment and glassware• understanding of chemical handling, hazard identification, risk controls and safe laboratory procedures• good understanding of the safe use and maintenance of laboratory equipment• accuracy when preparing chemical solutions and measuring materials• ability to monitor stock levels, maintain chemical registers and manage laboratory supplies. |
| Approachable | <ul style="list-style-type: none">• demonstrate a welcoming and calm disposition• demonstrate flexibility and adaptability to tasks• well manner and courteous |
| Teamwork | <ul style="list-style-type: none">• ability to work as part of a team• ability to collaborate with other staff• ability to develop and maintain excellent working relationships with key stakeholders |
| Catholic Identity | <ul style="list-style-type: none">• a demonstrated commitment to working in a Catholic Education environment• demonstrated pastoral approach towards student and staff relationships |

Qualifications, Education and Experience

Essential

- relevant qualifications and/or experience working in a laboratory setting, preferably within a school or educational environment
 - demonstrated teamwork skills
 - sound understanding of laboratory safety procedures, hazard identification, safe storage and handling of chemicals, and the use of Safety Data Sheets (SDS).
 - ability to prepare laboratory materials, equipment and chemical solutions for experiments
 - strong attention to detail when preparing experimental materials, maintaining records, and ensuring laboratory procedures are followed
 - highly developed organisational skills with the ability to manage multiple tasks, prioritise preparation for classes, and maintain orderly laboratory spaces
 - a commitment to participating in a Catholic school environment
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Desirable

- relevant qualifications and/or experience working in a laboratory setting, preferably within a school or educational environment
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Declaration

I accept the above duties for the position at MacKillop College.

Name: _____

Signature: _____

Date: _____