Applications are invited from suitably qualified and experienced professionals to fill the role of Science Laboratory Technician.

The laboratory technician is responsible for working with, and under the supervision of, the Head of Science and with the Science / Agriculture / PDHPE teachers to assist in ensuring the safe, efficient and effective functioning of the college’s Science activities, laboratories and classes.

The position of laboratory technician is an important role in supporting the Science staff in the preparation and conduct of practical activities and in maintaining the laboratory facilities in a safe and efficient manner. The laboratory technician will also provide clerical support to the PDHPE staff as determined by the Head of Science. The laboratory technician is, in the first instance, responsible to the Head of Science.

Essential Criteria
The applicant must be able to demonstrate:
  • the ability to work co-operatively as a team member in such a support role.
  • Self-motivation and the ability to work independently.
  • pride in, and a methodical approach to, establishing and maintaining a safe, clean and well organised work environment.
  • a knowledge of basic laboratory equipment and experience in basic laboratory procedures, including the production of accurate chemical solutions.
  • a knowledge of WH&S Legislation and the Chemical Safety in Schools Legislation, compliance with the requirements of the Working with Children Legislation.
  • competence in computer skills including the use of a personal computer, word processing and spreadsheets.

Desirable Criteria
It is desirable for the applicant to have:
  • Relevant Tertiary qualifications
  • Experience working in schools
  • Experience in maintaining laboratory equipment; such as the cleaning of microscopes, calibration of pH meters etc.

SALARY AND CONDITIONS
  • As set out by award: Independent Schools NSW (Support and Operational Staff) Multi-Enterprise Agreement 2011 – 2014
    o Classification: Level 3 School Assistant (0.825 FTE)
    o Monday to Friday 8.00am to 4.00pm – term time only
    o tuition discounts for children (if applicable)
ADDITIONAL INFORMATION

- The Commission for Children and Young People and Child Guardian Act 2000 requires the preferred applicant to be subject to a “Working With Children Check” as part of the employment screening process. Further details regarding this check may be obtained by accessing the web site of the Commission for Children and Young People at the following internet address: https://check.kids.nsw.gov.au
  Confirmation of employment is conditional upon the preferred applicant being issued with a Working With Children Check clearance.
- All Saints’ College is committed to being an inclusive workplace where diversity is valued, and to fair and equitable treatment of all current and prospective employees.
- A non-smoking policy is in effect at All Saints’ College, including all grounds, buildings and vehicles.
- The appointee to this position may be required to complete a period of probation.

YOUR APPLICATION

Applicants are required to submit:

1. A maximum two page cover letter outlining your suitability for the role.
2. Extra pages may be submitted if necessary to address the essential and desirable criteria.
3. A brief resume including contact details for three referees (one of whom should be someone with current knowledge of your skills and abilities).

Applications close on Monday, 20th January 2014 and should be addressed to:

Dr Peter Miller
Head of College
All Saints’ College
Locked Bag 9
BATHURST NSW 2795

Applications can be submitted either by post or email: felicity.challita@saints.nsw.edu.au

Please contact Mrs Felicity Challita, Executive Assistant, if you have any questions on 6332 7310