

MISSION HEIGHTS Junior College

Science Laboratory Assistant

POSITION DESCRIPTION

NAME:

POSITION: **Science Laboratory Assistant**

TENURE: **Permanent**

HOURS OF WORK: **30 hours per week (6 hours per day)**

Terms of employment and remuneration as per the Support Staff in Schools' Collective Agreement

RESPONSIBLE TO: **Senior Leader responsible for Science, Science Learning Area Liaison**

KEY TASKS

To ensure that the science learning environment is effectively managed to facilitate engaging, challenging and appropriate learning consistent with the school's vision.

Set up and preparation of science equipment.

Ordering of materials as required by science staff.

Maintaining Science teaching and storage spaces in a tidy and safe state.

Science class support etc as required by science teachers.

Supervise students during interval, lunch times.

Establish positive, professional communication with students and teachers.
Communicate any concerns to Senior Staff immediately.

Maintain acceptable standards of behaviour, with consistent expectations.

Seek clarification, guidance or assistance as necessary. Work cooperatively, sharing information and ideas with staff.

Where appropriate, participate in and support school activities, these could include cultural, sporting, social and community activities.

Adhere to the staff handbook guidelines re attendance, dress code, playground duties etc.

Management of all Hazardous Substances contained within the science designated area and ensure that the Code of Practice relating to Hazardous Substances is adhered to:

1. Hazardous substances in the designated area are secure at all times.
2. The organisation or delegation of emergency planning, inventory control and the implementation of safe methods of use for hazardous substances.
3. Approved and unapproved hazardous substances are handled and stored in the way required under the Hazardous Substances Control (Classes 1 to 5 Controls) and (Classes 6, 8 and 9 Controls) Regulations, For example, flammable liquids shall not be stored adjacent to oxidisers.
4. Appropriate protective equipment is available, and that such equipment is maintained.
5. Information on the use and maintenance of equipment is available to all persons using hazardous substances.
6. Procedures for the disposal of hazardous substances are included in the Laboratory Safety/Procedures manual or other appropriate documents. The procedures shall comply with requirements specified in Appendix 6 of the code.
7. Hazardous substances in the laboratory are secured at all times.

Learning Assistant _____

Principal _____

Date _____