



Position Description

Laboratory Technician (Science Department)

The School

Hillbrook is a co-educational school of 780 students from Years 7 - 12, established in 1987. The School is growing in size over the next 4 years with up to 900 students by 2024. The School's motto, "In Balance We Grow" underpins life at Hillbrook, which prides itself on its focus on quality teaching and learning and a specialisation in the nurturing of adolescents. We aspire to provide all members of our staff and student body with support in a community environment.

Staff at Hillbrook are encouraged to become involved in the collegial ethos of the school. All applicants would need to be supportive of the core values of Hillbrook.

The School Leadership Team (SLT) comprises the Principal, two Deputy Principals and a Chief Financial Officer (CFO) and a Chief Operations Officer (COO).

Position

Title: Laboratory Technician

Reporting to: Junior Science Coordinator & Senior Science Coordinator

Status: Part time, Term-time 15 hours per week

Commencing: Wednesday 27th January 2021

Position Overview

This position requires supporting the school in the successful operation of the Science Department, assisting teachers with their practicums and properly maintaining the science laboratories. It is anticipated that the successful applicant will have a Diploma or Certificate related to laboratory functions.

Duties:

Duties are varied and focus on the safe and smooth functioning of the Hillbrook Science department. They include:

- Supporting teachers in the classroom during practicums.
- Daily set up of equipment for Science practicals as documented in the term planners, work programmes and as requested by the Science teachers.



- The set-up, monitoring and assistance with student experiments in both junior and senior classes.
- The preparation of chemical solutions and the proper maintenance of science equipment. The checking of equipment for service needs (including data loggers and probes).
- The set-up of material and equipment for use in field exercises & camps (may be needed to assist in local field trips).
- The monitoring of consumables and breakages and the reordering of chemicals and equipment as required.
- Ensuring that Work, Health and Safety requirements are met:
 - a) Organising the availability and working order of safety equipment including the annual inspection of the fume cupboards.
 - b) Checking and restocking of First Aid Kits.
 - c) Disposal of biological and chemical waste as per Education Queensland guidelines and organising outside contractors to dispose of hazardous materials.
 - d) Maintaining & updating the SDS sheets and the chemical register.
 - e) Maintaining safe storage of biological materials and chemicals.
 - f) Maintaining and updating science practicals risk assessments using the risk assessment program.
- The maintenance of laboratories and science prep rooms. Ensuring all laboratories remain clean and tidy on a daily basis. This includes washing used glassware, putting equipment away, cleaning sinks and benches, and checking equipment for breakages and loss etc.
- Assisting the Biology teacher with fish including the maintenance and cleaning of tanks.
- The reviewing of expenses and assisting the coordinators with the science budget. Ordering of science supplies, checking with suppliers, completing purchase orders, taking delivery of goods, unpacking and checking orders. Shopping for science.

Essential Competencies and Qualifications

It is desirable to have a Diploma or Certificate related to laboratory functions, or knowledge and skills from extensive experience in a laboratory.

- The position requires computer skills to a basic level in word processing, spreadsheets and applications specific to the laboratory, eg RiskAssess
- The ability to work in a flexible manner is essential. The nature and frequency of ad hoc requests requires good time management and prioritising skills.
- It is necessary to effectively liaise with staff and students in a positive and friendly manner
- The person should be able to work effectively without direct supervision.
- Possession of, or Eligibility for a 'Working with Children' Suitability card
- A current driver's licence.

Conditions, Entitlements and Benefits:

- The position is term time, approximately 39 weeks p.a.
- 15 hours per week – days and times to be negotiated.
- Annual leave of 4 weeks per annum paid on a pro rata basis, including summer holiday leave loading.
- Sick (personal and carers) leave of 2 weeks per annum – accrued on a pro rata basis.



- Employer superannuation of up to 12.75% is available where staff make voluntary contributions of 5%. Employer super is paid in addition to salary.

Application Process:

In your covering letter please include the following:

- Why you are interested in this position; and
- Your experience working in a laboratory.

The closing date for applications is the **Monday 30th, November 2020**.

All applications should be addressed to the Chief Financial Officer and emailed to: positions@hillbrook.qld.edu.au

Receipt of application will be acknowledged by email. The Principal reserves the right to fill the position by invitation or to re-advertise the position.

After the closing date, short-listed applicants will be contacted by the school, in order that an interview can be arranged. Only short-listed applicants will be contacted.