



Science Laboratory and Design Technology Assistant

Status: Temporary 7 week position 32 hours per week – Term 3 2019 (Weeks 3-9)

Position Location: Forde Campus, Corner Francis Forde Boulevard and Hurrell Street, Forde

Line Management: This position is responsible in the first instance to the Head of Middle School and ultimately the Principal.

Burgmann Anglican School is a 3 Year Old Preschool to Year 12 School with campuses located at Gungahlin and Forde.

The school prides itself on its innovative and creative approach to curriculum and education and its strong sense of community and pastoral care of the students and their families and the staff of the school. The school has a strong link with the Gungahlin Anglican Church which shares facilities and resources with the school.

Duties & Responsibilities - Science

- Provide support for Science teaching staff in the in the preparation of practical lessons.
- Liaise with the Senior Science Laboratory assistant and Head of Operations as required
- Develop and adapt laboratory practice methods and procedures. Upskill teachers in new procedures. Update and maintain Science policy document.
- Plan and book excursions, manage the administration of competitions and quizzes the Science department enters.
- Assist with the monitoring of equipment and chemicals and making suitable arrangements to ensure they are maintained, repaired and/or replenished as required in consultation with the Science teaching staff in accordance with budgetary constraints.
- Provide a safe working environment, which includes implementing and managing Occupational Health Safety requirements in accordance with School policies and procedures. Supervise and monitor teachers and students in the laboratory to ensure safety compliance.
- Assist the Science teaching staff with administrative duties as required. Provide Science teaching staff with advice and Ideas for practical lessons
- Maintain safe waste disposal strategies.
- Under the direction of the Senior Science Laboratory Assistant, the Science Laboratory Assistant will have responsibility for relevant Work Health and Safety policies and procedures, student safety and organisational compliance.
- Other duties as directed

Duties - Design Technology

As a member of the Middle School team, you will be responsible for:

- Material breakdown and preparation for use in the DT and Art areas
- Equipment maintenance and/or reporting maintenance requirements to appropriate staff
- Materials and project storage and organisation
- Material ordering on line and on the phone
- General assistance when classes are on assisting students with minor problem solving, observing students using larger equipment such as band saw and disc sander etc.
- Implementing and assisting in the development of OH&S policies, practices and resources for use in the design area
- Maintaining a clean work area
- Other duties as directed

Selection Criteria

- An appropriate qualification and/or significant experience in a science laboratory setting
- Ability to work as part of a team
- Experience in maintaining a safe working environment
- Demonstrated ability to maintain appropriate records
- An understanding of relevant Work Health and Safety legislation and requirements in a school science laboratory setting
- Current Working with Vulnerable People Registration
- Current first aid certificate or ability to gain the qualification

Salary, Terms and Conditions

The successful applicant will be employed under the *Independent School ACT (Support and Operational Staff) Multi Enterprise Agreement 2017*. Salary will be determined according to qualifications and experience.

The Application

Applicants should provide the following documents by email to:

The Principal
Burgmann Anglican School
4 The Valley Avenue
Gungahlin ACT 2912

Email address: employment@burgmann.act.edu.au

- Covering letter, addressing the criteria listed above and outlining how you would approach the position (no more than 3 pages in length).
- Curriculum vitae (no more than 4 pages).

- A copy of your academic transcript (if applicable)
- Working with Vulnerable People registration
- Details of three professional referees

Applications close: 9am Friday 21 June 2019