



# SOMERVILLE HOUSE

## HONOUR BEFORE HONOURS

### School Officer - Science Laboratory Assistant

#### Position Description

#### About Us

Somerville House, a day and boarding school for girls established in 1899, is a landmark in girls' education, providing exceptional education for students from Pre-Prep through to Year 12. Somerville House students have the opportunity to participate in an extensive academic, sporting and cultural program, while receiving high standards in personal care and individual attention within the School community.

Somerville House is a school of the Presbyterian and Methodist Schools Association (PMSA). The PMSA is a mission of the Presbyterian and Uniting Churches.

#### The Role

The Science Laboratory Assistant is required to provide support and assistance to the Science Department in all aspects of the day-to-day running of the Laboratories across the Junior, Middle and Senior Schools.

This position works collaboratively with our Laboratory Assistant, and reports to the Head of Science.

#### Conditions of Employment

The terms and conditions of employment are according to the PMSA Enterprise Agreement 2017, as varied or amended from time-to-time.

#### Hours of Duty

The School Officer – Science Laboratory Assistant is a fixed-term, part-time, term-time position, working 19 hours per week (to be discussed at interview) between the School operational hours of 8:00am – 3:15pm from Monday to Friday, during school term-time only. An additional 7.5 hours of duty is required for the remainder of the 2019 academic year, over and above the 19 hours of duty detailed above.

#### The School Officer – Science Laboratory Assistant is responsible for the following:

Liaising with teaching staff (in Junior, Middle and Senior Schools) about the equipment, chemicals and materials needed for Science lessons and activities

- Assisting teachers with experiments in the classroom as requested
- Providing delivery of service to Science teachers that is efficient, responsive and timely. Such services include (but are not limited to):
  - Ensuring laboratories and preparation rooms are tidy and safe
  - Preparing, ordering and replenishing chemicals, materials and equipment for practical lessons
  - Supporting and assisting with the maintenance and safety processes for the laboratories
  - Assisting with ordering supplies, budgeting and stock control processes in the Science department
  - Cleaning of equipment and work areas
  - Preparing materials for field trips if required
  - Maintaining a database of equipment, chemicals, prepared slides and specimens
  - Monitoring all Workplace Health and Safety equipment
  - Collecting of specimens
  - Labelling chemicals in accordance with safety requirements
  - Preparing and maintaining displays in classrooms and at Science Departmental events
  - Disposing of chemical and biological waste in accordance with safety and environmental obligations
  - Other duties, as requested by the Head of Science.

- Conducting mini/trial experiments to eliminate or lessen risks
- Training and supporting teachers, support staff and students in Workplace Health and Safety and/or technical and chemical safety and the use of appropriate equipment in classes and field experiments
- Performing general administrative duties as required and other duties as requested by the Head of Science

**The skills and requirements of this position are:**

- Genuine interest in, and a sound knowledge of scientific principals and procedures
- Awareness of Workplace Health and Safety practices, particularly pertaining to Science laboratories
- Qualifications in a relevant Scientific field (at Certificate III level or higher, and/or experience in a laboratory environment)
- High level interpersonal skills and the ability to work effectively in a team environment
- Honesty, integrity and confidentiality
- Energy, drive and demonstrated diligence
- Excellent written and verbal communication skills
- Demonstrated loyalty and supportiveness
- Ability to forward plan
- Ability to maintain systems and procedures and establish task priorities to meet deadlines and commitments
- High level of initiative and the ability to work without direct supervision
- Excellent organisational and time management skills
- Excellent attention to detail
- Excellent IT skills
- Preparedness to attend professional development in order to keep up with current initiatives, developments and/or legislative requirements.

The School Officer – Science Laboratory Assistant may be required to maintain a degree of flexibility in working hours from time-to-time, as required and may also be required to assist and relieve in other positions from time-to-time. The School reserves the right to modify the position to meet its operating needs.

All staff must hold a strong commitment to independent schooling in a Christian context. It is a condition of employment that applicants must have, or be eligible to apply for a Blue Card for working with children.

Workplace, Health and Safety is the responsibility of all employees. All employees must perform duties in accordance with the Work Health and Safety Act 2011 and the workplace, health and safety requirements of Somerville House.

**Application Process**

All applications must include the official Application for Employment form for Non-Teachers available under the 'Careers at Somerville House' section of our website, as well as a current Curriculum Vitae, and the contact details of three (3) professional referees.

Applications will be treated as confidential and must be forwarded by email to [employment@somerville.qld.edu.au](mailto:employment@somerville.qld.edu.au), marked to the attention of The Principal, Somerville House.

**Applications close at 9:00am on Monday 17 June 2019.**