



Moreton Bay Boys' College

Life adventurers. Life achievers.

SCIENCE LABORATORY ASSISTANT

Duties and Responsibilities

General Information

Established in 2003 MBBC is a P – 12 boys' school set in the leafy bayside suburb of Manly West. It currently has 500 plus enrolments. At MBBC the Primary School consists of Years Prep to 6 with the Primary School Years 7 – 12. As an International Baccalaureate World school, Moreton Bay Boys' College offers the great benefits of an internationally recognised approach to education. Our globally-focused syllabus helps boys connect with the world around them – managing, constructing and deconstructing knowledge and applying it to different contexts and experiences. Teachers use the Primary Years Program (PYP) and the Middle Years Program (MYP) of the International Baccalaureate to plan inquiry-based, differentiated units covering all aspects of the Australian Curriculum. Senior boys follow the QCAA pathways with the majority of boys obtaining an OP.

College Vision

The College strives to be a leading internationally minded school that offers its boys an innovative, broadly based educational experience. Our philosophy is built on the foundation of Christian values and aims to develop each boy's critical thinking and individual abilities, equipping them with the skills necessary to be successful, productive and responsible global citizens. In brief, Moreton Bay Boys' College strives to develop our boys into young men of faithful service, leadership and integrity, while at MBBC – and into the future.

Relationship with Moreton Bay College

An historic turning point in the College's evolution occurred on July 1, 2011 when Moreton Bay Boys' College (MBBC) and Moreton Bay College (MBC) became formal partners on the premise that "Together we are Stronger". Governed by a joint Board and led by a single Executive Principal with each school retaining its single sex focus and its own personality and attributes, both schools have significant strengths to offer the other and together have a unique market leading proposition in private school education.

We work together to harness our expertise, resources, knowledge, facilities and business functions to best effect. MBBC places a strong emphasis on moral education, with its core values of Care, Character, Engagement and Team work at its core. Accordingly, all employees are expected to model the same attributes of respect, care and courtesy for others in their dealings with each other and the College.

1. APPOINTMENT

- 1.1 The **Laboratory Assistant** is appointed by the Executive Principal, responsible to the Head of College and reports to the STEM Coordinator.
- 1.2 The position will attract a salary as determined through discussion on appointment and will be reviewed by the Head of College.
- 1.3 The position is part time (0.6) with hours of work from 9.00am to 2.00pm each day.

- 1.4 The Science **Laboratory Assistant** provides support services to the Science teachers and is responsible for providing technical support in a range of areas, with particular emphasis on the timely preparation of laboratory equipment and materials for science classes, employing safe work practices in the science laboratory by applying Occupational Health and Safety legislation, safe storage and disposal of chemicals and biological residues in accordance with regulations, safe storage of laboratory equipment and materials and specialist cleaning of laboratory equipment and laboratory preparation areas.

2. DUTIES AND RESPONSIBILITIES

- 2.1 Liaise with science teaching staff on their needs for practical work and maintain an efficient system for use and allocation of materials and equipment, setting a priority system where necessary
- 2.2 Assist science teaching staff with demonstrations under the guidance of the teacher.
- 2.3 Assist science teaching staff in instructing students on use/care of equipment.
- 2.4 Advise and assist science teaching staff in safety matters relating to the science laboratory.
- 2.5 Demonstrate laboratory techniques to science teaching staff/students.
- 2.6 Set out equipment and materials for classroom/department use.
- 2.7 Prepare solutions, stains, and media for use in the laboratory.
- 2.8 Maintain a safe chemical storage/handling/disposal system in accordance with current regulations.
- 2.9 Assist with security of science laboratory and equipment.
- 2.10 Maintain an inventory of equipment, chemicals and annual stocktaking.
- 2.11 Keep a record of the consumables used regularly and maintain adequate supplies of them (including chemicals).
- 2.12 Acquire relevant catalogues and price lists.
- 2.13 Order equipment and chemicals in consultation with Science teachers.
- 2.14 Keep appropriate records of purchases, confirming safe arrival of all products.
- 2.15 Gather simple glassware/general equipment for laboratory use.
- 2.16 Service and clean simple laboratory apparatus/equipment.
- 2.17 Develop maintenance procedures for laboratory equipment and organise maintenance where required.
- 2.18 Report damages to equipment and arrange repairs.
- 2.19 Conduct safety audits for the laboratories.
- 2.20 Maintain clean and organised Science Laboratories.

- 2.21 Care for flora and fauna within the science department, in accordance with current handling and prevention of cruelty regulations.
- 2.22 Collect and maintain living specimens (in accordance with regulations).
- 2.23 Collect off-campus scientific materials and field materials.
- 2.24 Maintain MSDS/RAS records.
- 2.25 Liaise with organisations and industries for purpose of acquiring equipment, regarding excursions and use of materials.
- 2.26 Liaise with other schools to share resources.
- 2.27 Assist with the development of operational, OH&S and budgetary policy within the science department.
- 2.28 Need something added about the use of online programs such as RiskAssess and Chemwatch

3. SKILLS AND EXPECTATIONS

- 3.1 Excellent knowledge of materials used in science curriculum;
- 3.2 A sound knowledge of scientific procedures and laboratory practices suited to the school environment;
- 3.3 Proven ability to prioritise, demonstrate initiative and take a proactive and flexible approach to tasks;
- 3.4 Ability to work as a member of a team in a manner that fosters the support and co-operation of team members;
- 3.5 Excellent interpersonal and communication skills to successfully engage a range of stakeholders;
- 3.6 Ability to work autonomously once tasks are delegated;
- 3.7 Ability to work calmly under pressure and provide good role modelling to students.

OTHER REQUIREMENTS

- First Aid training
- Post secondary qualifications in a science related field

As a condition of employment employees are expected to obtain and hold for the duration of employment, a current Suitability Notice (Blue Card).

Note that staff are required to familiarise themselves with the College Child Protection Policy.

Moreton Bay Boys' College is committed to maintaining a healthy and safe work environment. Everyone must adhere to the *Workplace Health and Safety Act 2011*.

All employees recognise and accept that multi skilling is an essential component of the College and all employees may be required from time to time to undertake duties that are outside their normal position description but within their skills, competency and capability.

All employees are bound by the requirements of the College's policies, procedures and stated mission to act with integrity, and in a way that shows a proper concern for the public interest.

Much of the information gleaned by staff during the course of their duties is confidential and should be treated as such. Staff shall not use confidential information to gain advantage for themselves, their related persons or for any other person or body, in ways, which are inconsistent with their obligation to act impartially. Nor should such information be used improperly cause harm or detriment to any person, body, or the College.

APPLICATION

Suitable applicants should apply by submitting an application that clearly provides detail about each of the following:

- a statement of reasons why you are applying for this position;
- a current CV that clearly details experience, particularly in relation to the above skills and abilities;
- any additional information you may wish to submit; and
- the names and contact details of two professional referees.

Please note:

All applicants must declare

- any convictions of any criminal offences.
- that all information supplied is accurate and complete.

Applications close 9 am Monday 12 November 2018.

Only those applicants shortlisted will be contacted after the closing date

Employment Collection Notice for Moreton Bay Boys' College

In applying for this position you will be providing Moreton Bay Boys' College with personal information. We can be contacted at PO Box 80, Wynnum Qld 4178; mail@mbbc.qld.edu.au; phone (07) 3906 9444.

If you provide us with personal information, for example, your name and address or information contained on your resume, we will collect the information in order to assess your application for employment. We may keep this information on file if your application is unsuccessful in case another position becomes available.

The College's Privacy Policy contains details of how you may complain about a breach of the APPs or how you may seek access to personal information collected about you. However, there may be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others.

We will not disclose this information to a third party without your consent. We are required to conduct a criminal record check to collect information regarding whether you are or have been the subject of an Apprehended Violence Order and certain criminal offences under Child Protection laws. *We may also collect personal information about you in accordance with these laws.*

The College may store personal information in the 'cloud', which may mean that it resides on servers which are situated outside Australia.

If you provide us with personal information of others, we encourage you to inform them that you are disclosing that information to the College and why, that they can access that information if they wish and that the College does not usually disclose the information to third parties.*

*If applicable.