

Laboratory Manager

Position Description



Employment Type:	Permanent Part-Time
Normal Hours:	30 hours per week, 40 weeks of the year (actual hours/day of work to be negotiated with the person filling the role)
Classification:	Grade 4, Administration Stream, St John's Grammar School Inc, Enterprise Agreement 2019
Area of Responsibility:	Science Laboratories
Position Location:	Secondary School Campus, Gloucester Ave, Belair
Responsible to:	Head of Science

About St John's Grammar School

St John's Grammar School is an E – 12 Co-educational, Independent, Anglican School and is located in the hills at Belair, South Australia. St John's is structured into four sub-schools: The Early Learning Centre (3 and 4 Year Old Programs), Junior School (R-6), Middle School (Year 7-9) and Senior School (Year 10 – 12).

We offer a safe, nurturing, welcoming and positive environment for our students. Our long-term goal is to produce citizens who are articulate and confident young people with a social conscience, who can contribute to society and lead with tolerance and compassion for others as they live a thriving and meaningful life.

Position Objective

To ensure the smooth and safe operations of the Science Laboratories including maintaining the laboratories and stock control, preparation of experiments and providing advice to teachers on experimental practice and safety information.

Working Relationships

This position reports to the Head of Science and supervises a Laboratory Technician. This position works closely with Science teaching staff as well as working with other teaching and business support staff.

Position Responsibilities:

- Maintaining the laboratories, including recording all stock, chemicals and apparatus, and ordering and purchasing all stock in collaboration with the Head of Science.
 - i. Ensure that laboratory equipment and consumables necessary to undertake practical activities are available to meet Science faculty requirements in line with budgetary restraints and School administrative procedures.
 - ii. Complete administrative tasks associated with the laboratories – eg stocktaking and ordering material, recording equipment purchased, receipt of goods, stock records etc.

- iii. Coordinate and conduct repairs, maintenance and calibration of laboratory equipment and apparatus, including fume cupboards and volatiles' storage areas. This includes ensuring that volatile chemicals are securely stored at the end of each day and at the end of school terms.
 - iv. Coordinate the collection of hazardous waste required to be treated offsite, including the documentation required to accompany the waste.
- Preparation of all experiments including making up of chemical solutions to appropriate formulations and maintaining apparatus in a clean and safe condition.
 - i. Set up, adjustment, calibration and operation of laboratory equipment, including preparation, development and construction of apparatus, to meet lesson specifications and achieve student outcomes.
 - ii. Calculate and prepare solutions and other chemical materials to the required molarity.
 - iii. Administration of the laboratories and preparation areas, including distribution of materials – chemicals, apparatus, books, notes etc in class sets.
 - iv. Cleaning and sterilisation of laboratory equipment, apparatus and glassware.
 - v. Ensuring correct disposal and treatment of hazardous waste.
 - vi. Prepare risk assessments for practical lessons and teacher demonstrations.
- Providing advice to teachers and students on experimental practice and safety information.
 - i. Assisting teaching staff in the planning and preparation of practical activities.
 - ii. Assisting students individually or in groups, in the safe and correct use of equipment and practical activities.
 - iii. Advise teachers on risk assessments and risk management for practical lessons and demonstrations.
- Overseeing of all practical resources of the Department
 - i. Ensure the care and protection of School resources, assets and property under his/her control.
 - ii. Assist in the monitoring and updating of Asset Management systems and other laboratory systems for managing work programs, hazard identification and control etc.
 - iii. Ensure all relevant Legislative Acts, regulations, Council Policies and Procedures are complied with at all times and that all works undertaken comply with Safety and Quality standards and procedures.
 - iv. Access information from ChemWatch as required.
- Managing time and resources to provide an efficient service to the department
 - i. Manage the laboratory booking process to log practicals as they are requested and manage change when needed.
 - ii. Communicate effectively with the Laboratory Technician and teaching staff to ensure the requests are understood, met accurately and in time.
 - iii. Manage the resources of the department to equitably be shared between staff and students in the most effective way.
- Contributing to the safe operation of the school and the safety of all by
 - i. Adhering to the school's Work, Health and Safety policy.
 - ii. Ensuring the safe storage of all materials.
 - iii. Maintaining an up to date resource of safety data sheets of all items in the manifest of chemicals and hazardous materials used and stored within the science department.
 - iv. Assuming the role of fire warden for nominated areas for drills and in the event of an emergency.
 - v. Testing the laboratory safety equipment, maintain a log and arrange repairs or alert relevant staff when a problem is identified.
 - vi. Auditing the science department first aid kits on an annual basis.
 - vii. Maintaining the stocks of shared student personal protective equipment hygienically.
- Ensuring the well-being of all fauna located within the science department
 - i. Take care of animal enclosures, keeping them clean, hygienic and safe.
 - ii. Feed and provide water for the fauna according to the animal care plan.

- iii. Attend site regularly to care for and check on the well-being of the fauna during holiday periods.
 - Supervision of the part time Laboratory Technician.
 - i. Allocate work to the Laboratory Technician and oversee the performance of their work.
 - Attendance at excursions as required.
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Candidate Profile

Qualifications

Desirable

- Associate Diploma or Certificate in an appropriate discipline relating to Laboratory work, qualifications related to Chemistry are particularly desirable.
- Current Senior First Aid Certificate, Working With Children Check (WWCC) and Responding to Risk of Harm, Abuse and Neglect (RRHAN); if these are not current, the School will provide the resources to complete them.

Experience

Essential

- Broad, practical “hands on” laboratory experience including experience managing laboratory resources and equipment.
- Experience in being responsible for Workplace Health and Safety in a laboratory environment.

Desirable

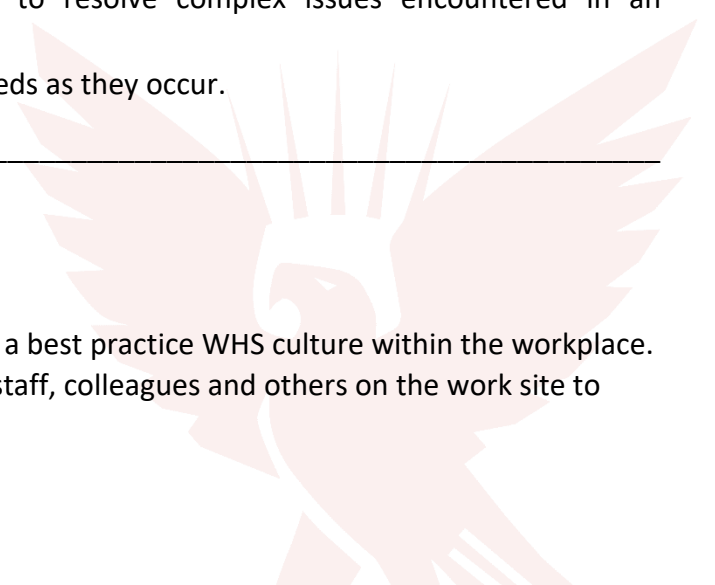
- Experience and familiarity with laboratory practice, the nature of general repairs and maintenance and the functional purpose of laboratory equipment and machinery appropriate for Physics, Chemistry, Biology and General Science practicals for years 7 – 12.
- Experience as a Laboratory Manager or Technician, and/or experience as a Teacher.

Skills and Abilities

- The ability to enthuse others by marshalling professional expertise and contributing to a sense of purpose and direction.
 - Displays qualities of sincerity, integrity, confidentiality, empathy, wisdom, resilience and Christian values.
 - Ability to develop positive working relationships with all stakeholders in the organisation.
 - Demonstrated organisational ability and customer service orientation.
 - Ability to exercise judgement and initiative to resolve complex issues encountered in an administrative practice.
 - Ability to be flexible and respond to current needs as they occur.
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Conditions of Employment

Work Health and Safety

- Support the development and maintenance of a best practice WHS culture within the workplace.
 - Adhere to safe work practices and encourage staff, colleagues and others on the work site to adhere to safe work practices.
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Legal and Policy Requirements

- Comply with all relevant policies and procedures.
- Improve systems of work and safe practices.
- Satisfy all position related employment requirements, including providing Registration details as required, completing medical assessments and police checks etc.
- Demonstrate commitment to the St John's Grammar School Code of Conduct.

Performance and Training

- Participate in relevant compliance and other work related training and professional development as required.
 - Participate in an annual review of performance in the role and review of this Position Description.
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Special Conditions

- Some flexibility is required to change working hours relating to Science class schedules each semester.
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R Anderson

PRINCIPAL

St John's Grammar School

November 2021

