

BUNBURY CATHOLIC COLLEGE



Science Technician

Part Time Ongoing – 4 days per week

Bunbury Catholic College is a Year 7-12 College with a total enrolment of 950 students. Bunbury is a vibrant and growing city less than two hours from Perth that offers an amazing quality of life and is in close proximity to all of the South-West's best wine, food and beaches.

POSITION DETAILS:

Bunbury Catholic College invites applications from enthusiastic and experienced professionals for the position of Science Technician. This position has a responsibility for providing assistance and support for the Senior Science Technician, Head of Learning Area and Science Teachers. Under the general direction of the Senior Science Technician, the Science Technician is directly responsible to the Head of Science in all aspects of his/her duties relating to the Science Learning Area.

Position: Part Time Ongoing - 4 Days per week (40 weeks per year)
Commencing 6 February 2023 or by negotiation

Salary: As per the Roman Catholic Archbishop of Perth Non-Teaching Enterprise Bargaining Agreement (2014) for Administrative & Technical Officers and depending on qualifications and experience of the successful applicant.

SELECTION CRITERIA

Qualifications

Desirable: Minimum: Certificate IV in Laboratory Techniques, or equivalent.
Demonstrated ability to use leading technology tools, including the Office365 suite, Surface Pro and Windows 10.

DUTIES:

1. ADMINISTRATION

The Science Technician, under the supervision of the Senior Science Technician, and as directed by the Head of Science, is responsible for the following administration duties:

- 1.1 Attend General Science Staff meetings and raise awareness of science related issues and present new resources.
- 1.2 Assist in acquiring quotes for new Science equipment.
- 1.3 Write up orders for new resources and stationery.
- 1.4 Ensure Science stock and chemicals are continually updated on a master stock take list.
- 1.5 Assist in the conduct of annual stock take.
- 1.6 Secure and manage Petty Cash.
- 1.7 Maintain a Borrowed Equipment Register.
- 1.8 Assist in compiling and monitoring science budget.
- 1.9 Update data logger hard drives when updates are available (every 6mths)

2. RESOURCES

The Science Technician, under the supervision of the Senior Science Technician is responsible for the organisation and preparation of equipment and materials for all Science classes:

- 2.1 Coordinate and advise on availability of science resources when required.
- 2.2 Care for living organisms established for study purposes.
- 2.3 Instruct and demonstrate use of equipment where necessary.
- 2.4 Construct equipment where feasible.
- 2.5 Procure/collect/store/preserve and dispose of fresh specimens as per relevant legislation;
- 2.6 Shop/purchase petty cash items as necessary.
- 2.7 Prepare technical equipment for excursions.

- 2.8 Clean and, where possible, carry out routine maintenance of equipment and materials.
- 2.9 Prepare laboratory reagents and media preparations.
- 2.10 Set up practical tests.
- 2.11 Organise and prepare ordered equipment and materials for all Science classes.

3. LEGISLATION

The Science Technician, under the supervision of the Senior Science Technician is responsible for ensuring that all Science equipment, chemicals, etc. are as per legislation requirements.

- 3.1 Provide and maintain Material Safety Data Sheets for all current chemicals.
- 3.2 Continually maintain chemical register as per legislation.
- 3.3 Advise on and work within the Science Safety Policy.
- 3.4 Undertake professional development to continually update knowledge/ legislation.
- 3.5 Arrange disposal of used/contaminate/hazardous materials safely as per legislation.
- 3.6 Create and maintain safe, tidy environment in the storage and preparation areas and classrooms.
- 3.7 Correctly label all bottles as per current legislation.
- 3.8 Store chemicals in their correct classes and conditions as per legislation.

4. OTHER DUTIES

- 4.1 Provide basic First Aid to students – minor burns, cuts and eyewash.
- 4.2 Other duties requested by Senior Science Technician.
- 4.3 Other duties as requested by Head of Science or by the Principal.
- 4.4 Assist other departments with technical and chemical matters as required.
- 4.5 Support teachers on excursions when required.

PERSONAL CHARACTERISTICS

- Understanding of and ability to contribute to the mission of a Catholic school.
- Ability to anticipate and understand the needs and requirements of the Science Department, in order to provide a high level of support.

Persons appointed to this position will:

- Actively support and promote the objectives and ethos of Catholic Education as articulated in the Bishops of WA Mandate for Catholic schools and the Vision and Mission of the College.
- Have strong interpersonal skills, with the ability to build positive relationships with staff and students.
- Have a friendly and respectful nature and act with integrity and diplomacy.
- Show a demonstrated ability to work independently and as part of a team.
- Be an enthusiastic, proactive and self-motivated individual.
- Demonstrate a willingness to be actively involved in all College activities.

All staff members are required to:

- Have completed or be willing to undertake and maintain Accreditation to Work in a Catholic School
- Hold a current Working with Children Card.
- Hold or be willing to maintain a senior first aid qualification.
- Hold a current WA Department of Education Nationally Coordinated Criminal History Check (NCCHC)

Please complete the 'Support Staff Positions' application form on our website and return with a covering letter and CV by email to:

The Principal - Confidential
Bunbury Catholic College
BUNBURY WA 6231

Email: human.resources@bccwa.wa.edu.au

Closing date: Monday 30 January 2023