



Rosebank is a Good Samaritan Independent Secondary Catholic College in the Benedictine tradition, committed to the successful integration of e-learning and innovative pedagogy across the Curriculum.

Applications are invited for the following full time, permanent position:

Science Laboratory Assistant

Commencement Date: 15 June, 2018

The Science Laboratory Assistant provides support and assistance to the Science teaching staff in the organisation and management of the resources required for the subjects offered within the Science Faculty.

Key criteria:

- Experience in maintaining school laboratory spaces and preparation rooms using a thorough knowledge and understanding of Workplace, Health and Safety practices, as they apply to laboratories.
- Experience in preparation of materials for practical lessons using Risk Assess software.
- Excellent organisation and time management skills.
- A flexible approach in assisting teachers both in and out of the classroom.
- Excellent communication, interpersonal skills and the ability to work effectively within a team
- Understanding and supporting the Catholic ethos of the College

Closing Date: 1 May, 2018

Applications must include a one page Cover Letter and a full resume including at least four contactable references, posted or emailed to:

The Principal, Rosebank College – 1A Harris Rd, Five Dock NSW 2046 /
principal@rosebank.nsw.edu.au - Tel: 9713 3119

For further information about Rosebank College and this position, visit our website:
www.rosebank.nsw.edu.au

NB: Shortlisted applicants will be required to provide the College with their new NSW Working With Children Check number in order to be eligible for this position
(www.newcheck.kids.nsw.edu.au)



ROLE DESCRIPTION

LABORATORY ASSISTANT

Core Role Purpose and Accountability

This role exists to provide support to the Science teaching staff in the organisation and management of the resources required in courses within this KLA. The Laboratory Assistant is accountable to the Science Coordinator.

Role Responsibilities

Specific responsibilities of the Laboratory Assistant include:

- Providing Professional and High Quality Support/Administrative Services in the Science Department
- Maintaining tidiness and order of the preparation room and five laboratories;
- Restocking sets of basic equipment stored in laboratories e.g. glassware;
- Preparation of materials for practical lessons (Years 7 – 12) for teaching staff using Risk Assess software;
- Cleaning up/washing up and putting away equipment after practical lessons;
- Unpacking, sorting, checking and recording new equipment orders;
- Cataloguing of resources and acquainting staff with their availability;
- Copying and duplicating of material e.g. instruction leaflets, order forms, etc.;
- Receiving, storing, handling, issuing, distributing, stocktaking and safeguarding supplies and equipment including teaching resources and potentially hazardous (toxic, corrosive, flammable, etc.) chemicals;
- Arranging furniture for practical examinations and setting up practical examinations;
- Supplying basic First Aid and maintaining First Aid kit;
- Assisting with the supervision of students on excursions;
- Preparing, distributing, and checking materials required for excursions;
- Incidental cleaning and clerical-type duties as directed;
- Repair of broken, damaged, or malfunctioning equipment requiring some technical knowledge and expertise;
- Attend to maintenance of on-going experiments;
- Accurate maintaining/completion of stock control inventory lists including a Chemical Register;
- Preparation of displays for Open Day;
- Devising/designing/improvising equipment for specific purposes;
- Preparing chemical solutions in accordance with safety procedures of known concentration;
- Labelling all chemicals using the GHS system of classification;
- Conducting regular safety inspections of safety shower and gas taps. Records must be kept for fume cupboard testing and copies provided to the Science Co-coordinator of all tests performed;
- Maintaining stock solutions of commonly used chemicals;

- Researching reference material for teachers;
- Assisting teaching staff with individuals or small groups of students engaged in tests/exams/practical tests;
- Maintaining budgetary data related to Science ordering;
- Preparation of orders to suppliers;
- Making telephone/email enquiries concerning pricing, description or ordering of goods or services;
- Purchase of materials and resources of an incidental nature;
- Providing information/advice to teaching staff concerning equipment and chemical usage;
- Checking the locking and securing of Science laboratories, preparation rooms and store rooms during and at the conclusion of the day;
- Maintenance of all MSDS in the College
- Filing of documents for audit purposes

- Contributing to the Implementation of the College's Vision and Mission and the Building of the College Community in the Tradition of the Good Samaritan
- Developing harmonious relationships with staff and students via daily interactions;
- Upholding the Benedictine value of service to others in community;
- Providing a standard of service which will support the realisation of the College's Vision and Mission.
- Attending College liturgical celebrations as required

- Contributing to the Service and Professionalism of the College Support Staff Team
- Participating in support staff meetings;
- Demonstrating flexibility and team work by taking on other roles and tasks within the support staff team as needed from time to time;
- Supporting the College priorities to achieve a positive and nurturing learning community for students and staff
- Be committed to ongoing personal planning and professional development to enhance the level of service presented

Other duties as required by the Principal or his/her delegate.

ROSEBANK COLLEGE MISSION STATEMENT

Rosebank College is a Catholic, independent, secondary school that continues in the tradition of the Sisters of the Good Samaritan. Our school provides an environment for young women and young men that encourages a love of learning. We promote a balance between the spiritual, intellectual, physical and social development of the individual. Following the example of the Good Samaritan and in the spirit of the Rule of St. Benedict, we encourage a love of Christ, stewardship, hospitality, compassion and service to each other and the wider community.

We acknowledge the primary role of our families and welcome opportunities to work in partnership with them. As a Catholic community in a multicultural environment we are challenged to give strong witness to our role as advocates of justice. Rosebank is a Catholic, co-educational College operated by Good Samaritan Education that offers families in Sydney's Inner West a unique learning environment.

OUR VISION

The vision for Rosebank College is that it is known as a place of academic excellence, in which students are both supported and challenged. We strive to be a flexible and inclusive learning community, which reaches out to others in prayer, practice and perspective. Rosebank proudly maintains its traditions and aims to respond critically and intelligently to our changing world and its demands. We envision Rosebank as the school of choice for both staff and students; where they are engaged fully in their learning and use it to make a difference in their world.
