



Position Description

Position Title	Laboratory Technician
Organisation	Catholic Education Sandhurst Limited (CES Ltd)
School	St Anne's College
Location	Kialla
Enterprise Agreement and or Award	Victorian Catholic Education Multi-Enterprise Agreement 2018
Classification	Category C Education Support, Level 2 (7 weeks paid school holidays)
Remuneration	As per the VCEMEA
FTE	Part Time (0.86) 8.30am to 3.30pm
Status	Ongoing
Reports to	Principal / Business Manager / Science Educators

Our Organisation

Catholic Education Sandhurst Limited (CES Ltd) is committed to the mission of Catholic Education across the Diocese of Sandhurst. With a rich history dating back to 1853 the Diocese reaches from Central to Northeast Victoria. The organisation supports more than 3000 employees in 52 schools and 2 early childhood facilities. It also provides support to 4 secondary colleges owned and operated by Religious Institutes.

CES Ltd participates and cooperates in the work of the Catholic Education Commission of Victoria Ltd (CECV), which has key responsibilities for the allocation and distribution of government funding, facilitating cooperation across the four Victorian Dioceses, and in working and cooperating with government statutory authorities.

The Chief Executive Officer of Catholic Education Sandhurst is appointed by the Board of CES Ltd to support the administrative, organisational, and service matters to Catholic schools within the Diocese.

The Chief Executive Officer and all delegations via that position operate within the parameters of Canon Law and the Catholic Church structures and processes. CES Ltd is the employing authority for

its schools and acknowledges and respects the role of Parish Priests within the Parish communities in which schools are located and supported.

Our Vision

The vision for CES Ltd is to provide, in partnership with our families, stimulating, enriching, liberating, and nurturing learning environments in each of the Catholic school communities within the Diocese. At the heart of this vision is our commitment to the ongoing duty of care that we have for the safety, wellbeing and inclusion of all children and young people.

We believe:

- That the values of the Gospel are central to who we are, what we do, and how we act.
- That we have a vital role in the mission of the Catholic Church to imagine and seek new horizons while respecting our Tradition.
- That a strong sense of community is dependent on the quality of our collegial relationships.
- That each person's potential is fostered through the dedicated ministry of Catholic Education.
- In leadership encompassing vision, innovation, and empowerment.

Our Values

CES Ltd Values underpin and reflect the behaviours we expect of our staff:

Principles of Catholic Social Teaching

The identity of the Sandhurst Catholic School reflects the principles of Catholic social teaching, grounded in the person of Jesus, and interpreted and enacted for the "common good" in response to the "signs of the times".

These principles require that the dignity and potential of each person be fully respected within a climate that is conducive to peace, security, and development. This must find expression in the relationships, structures, curricula, planning, processes, and care in the everyday life of the school.

Respect

Respect for the dignity and potential of each person within a climate that is conducive to peace, security, and development. This must find expression in the relationships, structures, curricula, planning, processes, and care in the everyday life of the school.

Partnerships

The Sandhurst Catholic Schools do not function in isolation. In attending to the religious dimension of education, the most fundamental partnerships are those with parents/guardians and with local Catholic faith communities. The school is part of the wider Church community.

Faith

The tasks of evangelisation, catechesis and religious education are shared by home, school and parish, with each having its own distinct contribution to make in a sense of genuine partnership.

School Summary

St Anne's College is a Foundation to Year 12 co-educational Catholic college servicing families in the Goulburn Valley area. St Anne's College is situated on 10 hectares of land and is located at the south end of Shepparton in a rapid growth corridor. St Anne's College had its first intake of students in 2019 and began with enrolments in Foundation and Year 7. As each year progresses, a new year level is added in the primary and the secondary areas. The estimated college population at full capacity is around 1200 students.

Position Summary

The Laboratory Technician will, in accordance with their experience, support college educators in the delivery of science programs to students. This role is responsible for the sourcing and preparation of materials for practical classes, as well as ensuring the safety, security and maintenance of stock and equipment.

Key Responsibilities

Key Duties and Responsibilities	<ul style="list-style-type: none">• Prepare equipment and chemicals etc. for practical science classes• Assist in keeping the laboratory/science classrooms clean and tidy• Assist during practical science classes or on science excursions when required• Assist Teachers with their practical work when requested• Assist students with their science projects when required• Develop practical exercises in conjunction with staff• Construct equipment for use in practical work• Monitor borrowed equipment• Maintain specimens and displays• Care for the plants, animals, and cultures above that which is required of the students• Ensure a personal work practice that meets Laboratory rules, OH&S procedures, and animal care protocols• Assist teachers and students with the application of Laboratory rules, OH&S procedures and animal care protocols• Perform risk assessments via the web-based tool 'RiskAssess'• Liaise with Business Manager to source science supplies and materials• Ensure that stocks are relevant and in adequate supply• Ensure the safe storage of chemicals in accordance with the current government hazardous chemical regulations• Maintain a database of chemicals onsite and ensure the currency of Safety Data Sheets• Dispose of rubbish, chemical and biological wastes appropriately• Willingness to attend training, both internally and externally, relevant to the role
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Carry out all other duties that are within the limits of the skill, ability, competence, and training of the employee, and aligned with the requirements of the role as may be directed from time to time.

Mandatory Responsibilities and Requirements

Compliance with CES Ltd Policies and Procedures

- All CES Ltd policies and procedures are available in either CompliSpace and/or the Staff Portal. It is expected that all employees of CES Ltd must ensure that they comply with policies, procedures and standard ways of work practices when carrying out their work. Any breaches in compliance may result in disciplinary action.

Compliance with Occupational Health and Safety

- All CES Ltd employees have a responsibility to take reasonable care of their own health and safety along with the safety of others. It is expected that all employees comply with policies, safe work procedures, instructions, and rules of CES Ltd's OH&S Management System.
- All employees must report any hazards or any other health, safety, or wellbeing issues to their team leader/principal. There is also an expectation that employees will actively eliminate hazards, follow instructions, and participate in training and consultation processes.
- All employees who have responsibility to supervise /lead others have additional responsibilities including ensuring that employees have clearly defined safety roles and responsibilities, addressing OH&S issues immediately, be aware of tasks being undertaken by employees and ensure that they have the skills required to perform tasks safely, ensuring training is provided to address any knowledge or skills gaps for performing work safely, ensuring clear policies and procedures are implemented as well as holding regular OH&S meetings with employees and managing non-compliance.
- Depending on the role some employees will be required to provide evidence of successful completion of First Aid Certificate inclusive of Anaphylaxis training prior to commencing employment with CES Ltd.

Compliance with Child Safety Legislation

- CES Ltd is committed to creating and maintaining a child safe school environment in which all students feel safe and are safe. They do this by promoting the safety, wellbeing, and inclusion of all children. All CES Ltd employees have a responsibility to comply with current Child Safety legislation. This includes keeping up to date with relevant mandatory reporting requirements and maintaining a valid working with children check or VIT registration. CES Ltd are committed to ensuring the safety of children in our care, as such rigorous reference and background checks are conducted at the pre-employment stage. All staff are also expected to comply with the Child Safety Code of Conduct as amended or varied from time to time.

Key Selection Criteria

	Qualifications, Registrations and Experience	<ul style="list-style-type: none"> • First Aid Certificate (or willingness to obtain) • Anaphylaxis Certificate (or willingness to obtain) • Satisfactory national police record check • Current driver's licence • Diploma / Cert III or IV in Laboratory Practices
	Commitment to Catholic Education	<ul style="list-style-type: none"> • Demonstrated commitment to Catholic Education and Catholic Identity along with an understanding and willingness to work within the Catholic ethos, traditions, and practices of the Diocese of Sandhurst.
	Commitment to Child Safety	<ul style="list-style-type: none"> • Willing to undergo or provide a current and satisfactory Working with Children Check • Willingness to assist with yard duties and the supervision of students when required
	Skills and Attributes	<ul style="list-style-type: none"> • A passion for working in an educational and scientific environment • Strong knowledge and understanding of basic scientific practices and techniques • A knowledge of Occupational Health and Safety procedures as it relates to this role • Self-directed with the proven ability to work autonomously, as well as part of a team • Ability to work in an organised and systematic way • Excellent communication skills and sound ITC skills