Caroline Chisholm Catholic College Position Description – Science Technician

**CLASSIFICATION: Education Support Officer**

**REPORTS TO: Principal via Business Manager/Head of Learning Science**

The Technician’s role reports to the relevant Head of Learning for operational matters. The role reports to Business Manager for general organisational team matters.

The role of the technician is to provide specialist expertise and support to ensure that subjects which have a need for specialist preparation and ancillary support are supported.

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| Duties |
| Specifically, duties include:**General Stock Management*** Responsible for the management of orders for recurrent stock of the science discipline areas for all campuses/schools
* Update and maintain online, local and specialist supplier relationships, and to source new and relevant equipment in line with the curriculum
* Minimise waste and maximise usage of stock throughout the weekly, term, semester and to ensure that OH&S requirements are met
* Maintain stock for activities including set subject activities, exhibitions, and special VCE requirements
* Develop and maintain an asset register of non-recurrent items
* Manage ordering within current budget requirements and prepare submissions for general equipment and capital items to the Business Manager
* Fully process and archive all orders and purchase requests and contacts as per College policies to assist with future ordering and budget submissions for the Head of Learning
* Regular interaction with external and internal clients/staff to provide specialised advice and information
* Develop and maintain inventory and asset register of chemicals, and science equipment
* Fully process and archive all orders and purchase requests and contacts as per College policies to assist with future ordering and budget submissions for the Head of Learning

**Equipment and Resource Management*** Develop and maintain an equipment monitoring schedule
* Monitor and maintain equipment and resources
* Provide advice to Head of Learning and relevant staff re solution to maintenance and replacement needs.
* With approval by Head of Learning carry out required rectifications and replacements
* Monitor and supply effective cleaning materials, and sterilization of equipment as required in the discipline area
* Monitor and implement OH&S and maintenance requirements
* Manage the preparation of materials required for daily implementation for the discipline area classes
* Prepare advice and process orders for new equipment and repairs as required
* Manage the cleaning of practical areas on a daily, weekly and yearly basis
* Ensure all areas are OH&S compliant
* Liaise with the Head of Learning to induct, oversee and assist staff and students in OH&S procedures in the various specialist areas
* Report and monitor cleaning, maintenance and damaged equipment through appropriate procedures
* Negotiate with the ICT Team Leader regarding requests for technical assistance for College prioritised events

**Special Events and Activity Management*** Order, prepare and organise materials for special events and promotional activities which will depend on area of responsibility. Special events and activities might include College or external functioning professional learning workshops, College functions and displays within a discipline area or elsewhere.
* Attend and supervise Excursions
* Work in collaboration with the Head of Learning and the Business Manager to oversee the budget specific to the hiring of various specialist facilities

**In class assistance*** Assist and demonstrate on a regular basis in class for all practical activities
* Prepare for classroom practical activities
* Assist student teachers with developing their skills in providing practical labs meeting all OH&S and curriculum requirements
* Ensure all Risk Assessment Requirements are met
* Control all waste management of all practicals
* Maintain stock management including location and labelling using systematic agreed approach
* Support discipline areas by attendance at departmental and other relevant meetings
* Assist with any curriculum changes and requirements as required

**General*** Keep abreast of College software / data packages

**Team Culture*** Positively contributes to building effective team culture
* Positive assistance to team members and other teams to successfully achieve tasks within time frames
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| Key Performance Indicators |
| * 100% safety requirements of stock and equipment
* Accurate and relevant documentation of appropriate risk assessments
* Risk assessments and SDS accurate and accessible
* Curriculum materials should be stocked and readily available at Head of Learning requests
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| These duties are indicative, and the College has the right to vary these duties to accommodate the demands of a changing and evolving educational environment.**Other duties as directed by the Principal** |
| Selection Criteria |
| * A commitment to Catholic Education
* Appropriate qualifications and/or experience
* Strong knowledge of Windows based computer applications is essential
* The ability to work under pressure with accuracy
* Time management skills and the ability to develop, maintain and monitor own work programme to meet deadlines
* Ability to exercise high work ethics
* Ability to work under limited direct supervision and to exercise discretion within established work practices
* Highly developed oral and written communication and interpersonal skills
* Experience in working within a team environment
* Holds valid Working with Children Check
* National Police Check
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| Terms & Conditions |
| Terms and Conditions of employment are as per the Catholic Education Multi Enterprise Agreement 2022 (CEMEA). This Education Support Category will be commensurate with the role.This position will undergo a performance review during the tenure period. |
| Caroline Chisholm Catholic College is a Child Safe School |