

## **Laboratory Officer**

**Contract Type: Limited Term Position, Part Time (45 hours / fortnight).**

**Applications Close: Friday 21<sup>st</sup> March 2025.**

Playford College is a young and vibrant school community in Elizabeth which focuses on learning, faith and nurture for every child. Our aim is to develop children to be confident, curious, and resilient and our motto is wisdom through faith and knowledge. This position offers an exciting opportunity to contribute to the Playford College mission while engaging actively with the community through innovative communication strategies. Founded in 2017, Playford College is a Foundation-12 co-educational Islamic school with an enrolment of approximately 650 students.

Science is taught to Primary and Secondary students and the College requires a Science Laboratory Officer.

### **Key Responsibilities can include:**

- Managing the safe operation of the laboratories and preparation areas in compliance with WHS legislation
- Offering professional support to aid teachers, student teachers, and as part of the school services team
- Overseeing WHS within the Science area and being a member of the WHS Committee
- Assisting the Science teachers with the preparation of the Science budget
- Sourcing cost comparisons to prepare purchase orders for Science equipment and consumables; negotiating with suppliers for local purchases of Science resources and consumables
- Receiving stock, invoicing, stocktaking, inventories, and supporting documentation
- Maintaining the Hazardous Substances register and Safety Data Sheets for hazardous chemicals in Science using the Chemwatch programme and chemical suppliers' information
- Preparing Science experiments and pracs in collaboration with teachers
- Collating, documenting, and organizing hazardous substances collection
- Setting up and using technical laboratory equipment and software; creating equipment used in practical activities; sourcing, testing, and modifying practical activities for year-level appropriate content
- Resourcing information from a variety of sources including the internet, photocopying Science material, preparing booklets, and providing displays

- Maintaining cleanliness in all areas within the Science faculty, including the fridge, incubator, and surfaces

## **JOB SPECIFICATION**

### **Summary of the broad purpose of the position and its desired outcomes**

The Laboratory Officer is accountable to the Science teachers for the day-to-day management, coordination, and long-term development of the Science laboratories, ensuring a high level of service is maintained, which contributes to the achievement of educational outcomes for students at Playford College. The Laboratory Officer is line-managed by the Leadership Team.

### **Reporting/working relationships**

The incumbent reports to the Leadership Team and is accountable to the Science teachers for work associated with the effective operation of the Science laboratories and to the Leadership Team for work associated with non-laboratory specific Work, Health, and Safety matters. All performance management, training and development, counselling, conflict resolution, and other personnel activities pertaining to the incumbent are the responsibility of the Leadership Team. The Officer works closely with Science teachers and students on a day-to-day basis.

### **Special conditions**

- Responding to Abuse and Neglect Training must be completed
- The employee will be required to be cleared through a Department of Human Services (DHS) Working With Children Check (WWCC) prior to confirmation of appointment and every 5 years thereafter
- Some out-of-hours work may be required

### **Statement of desired outcomes and associated duties**

- Support the effective and efficient management of the Science faculty by contributing to the planning of programs and the use of associated teaching facilities, including:
- Providing laboratory-specific information and advice at faculty meetings
- Informing teaching staff of new and updated practices and procedures
- Assisting in the research, writing, and planning of practical experiments; the Laboratory Officer is responsible for the day-to-day management of the Science laboratories
- Providing information to the Science faculty on the safe handling of chemicals, safety procedures, and the use of both the Chemwatch & Risk Assess database

- Attending seminars and workshops to provide the Science faculty with current information in the areas of health and safety and government regulations
- Maintaining the site's hazardous substances register
- Setting up, testing, dismantling, and cleaning of all materials and equipment in a timely manner, ensuring safety within the Science laboratories by:
  - Securing, handling, and disposing of hazardous chemicals in accordance with WHS regulations
  - Contributing to Science area of study meetings, especially with regard to WHS issues
  - Establishing and maintaining individual safety data sheets for all hazardous substances located in the chemical storeroom
  - Including relevant Individual Risk Assessments and a summary of Safety Data Sheets with each Science practical, ensuring practicals are conducted safely and appropriately
  - Ensuring the correct storage, safe handling, and disposal of microbiological hazards
  - Ensuring all hazardous substances comply with the globally Harmonised System of classification and labelling of chemicals
  - Labelling, handling, storing, culling, and disposing of dangerous and toxic substances
- **Managing Science resources and equipment in the laboratories by:**
  1. Ensuring adequate resources are available, e.g., organising comparative quotes for repairs to equipment and ensuring repairs are completed in a timely manner
  2. Prioritising the purchase of new equipment as required
  3. Maintaining a Science assets and equipment register
  4. Monitoring the Tag and Test status of all electrical items in the Science area
  5. Maintaining preparation areas and storerooms in a clean and orderly condition
- **Support the management of the science budget process by:**
  1. Executing an annual stock take of equipment, chemicals, and other consumables in the Science laboratories
  2. Monitoring quantities of consumables and purchasing as required in collaboration with the Science teachers
  3. Directing the annual bulk science order process including chemicals, large equipment items, and local purchases

4. Identifying the need for purchasing larger items of equipment collaboratively with the Science teachers
  5. Negotiating with local and interstate suppliers regarding the purchasing of chemicals, equipment, textbooks, and consumables
- **Contribute to the achievement of educational outcomes for students by:**
    1. Performing a range of clerical and administrative duties as requested by the Science Leader and teachers
    2. Planning and contributing to Science week activities
    3. Preparing science practicals in the areas of Biology, Chemistry, and Physics, most of which are complex and technical in nature
    4. Providing day-to-day support for teachers as unforeseen situations arise
    5. Demonstrating laboratory techniques and equipment for Science teachers and students
    6. Supporting students and staff during practical lessons when required
    7. Giving advice to staff and students regarding the conducting of experiments
    8. Liaising with Science teachers and the Leadership Team regarding planning issues; petty cash; communicating any costs and maintenance
  - **Other Duties:**
    1. May be called upon for classroom support in other faculty areas as needed
    2. As a member of staff, the incumbent will be required to uphold the values and vision of the school and participate in a regular performance management process as part of ongoing professional development for the achievement of outcomes that contribute to an effective and efficient service in line with School directions
    3. Contributing to the care, well-being, and safety of all students by monitoring student behavior and taking appropriate action in accordance with child protection requirements as described in Playford College policies and procedures
    4. Contributing to the maintenance of good personnel and work practices by promoting awareness of the need for compliance with Equal Employment Opportunity and Work Health and Safety legislation, and upholding the code of conduct for Playford College staff

**Apply:**

- Applications including a cover letter, should reach the College by **Friday 21<sup>st</sup> March 2025** via [jobs@playfordcollege.sa.edu.au](mailto:jobs@playfordcollege.sa.edu.au).
- Enquiries can be made via [HR@playfordcollege.sa.edu.au](mailto:HR@playfordcollege.sa.edu.au).
- Child Protection screening procedures apply.
- We reserve the right to close this position prior to the application closing date should a suitable applicant be found.

The successful applicant will work in a productive environment, with a positive and supportive culture.



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## **Application Declaration**

(Teaching and General Staff positions)

*This form must be attached to all applications and all areas must be completed.*

### **Section A: Personal Details:**

Title: \_\_\_\_\_ First Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Email: \_\_\_\_\_ Preferred Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ Post Code: \_\_\_\_\_

Australian Citizen: \_\_\_\_\_

Current DCSI or WWCC: \_\_\_\_\_ Ref # \_\_\_\_\_ Expiry: \_\_\_\_\_

Teacher Registration (if applicable): \_\_\_\_\_ Ref # \_\_\_\_\_ Expiry: \_\_\_\_\_

Mandatory Notification (RAN): \_\_\_\_\_ Provider: \_\_\_\_\_ Date completed: \_\_\_\_\_

First Aid: \_\_\_\_\_ Course name: \_\_\_\_\_ Date completed: \_\_\_\_\_

### **Section B: Position Details**

Position applying for		
Application closing date		
Relevant Formal Qualifications (eg Dip Ed, B.Ed, Cert IV etc.)		
Current position held and years of service		
Notice period required		
Referees  (Please provide at least 3 professional referees, including their name, company/school, position, contact number and relationship to you)		

### Section C: Declaration

**Please respond (Yes/No) to the below questions and sign the declaration at the end of this form:**

Have you ever been investigated, charged, arrested or found guilty of any criminal offence? (Indicate 'no', where an expiation notice only was received)	
Have you ever received a written counselling or warning or been dismissed or resigned following allegations of improper or unprofessional conduct or unsatisfactory performance?	
Have you ever or are you currently the subject of an investigation or any other process relating to unsatisfactory performance or misconduct by you as an employee?	
Have you ever been the subject of allegations of misconduct by you of a sexual nature towards or in relation to a child (person under 18 years of age) or towards any other person to whom you were responsible for providing education or other service?	
Our process includes asking referees whether there are any child protection concerns in your regard. Do you foresee any problem arising from this process?	
(If applicable) Do you have any conditions on your SA Teachers Registration?	

**Please note: if you answer 'Yes' to any of the above questions, you are required to provide comprehensive supporting details, including relevant documentation in order to be considered for employment. (Please attach as separate sheets)**

**If you chose not to answer one or more of the above questions, please indicate by ticking the box below that you wish to meet with the Deputy or Principal to discuss.**

☐ I have opted not to answer one or more of the above questions and ask that a meeting be arranged between the Deputy and Principal and myself.

*Please note: If you request a meeting you must submit your application at least one week prior to application closing date.*

### Declaration:

I understand that any false or misleading information I provide will result in me not being considered for employment or may result in the termination of my employment. I declare that I have answered the Employment Declaration Form truthfully.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_



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**Section D: Checklist (documents to be included in your application)**

- Playford College Application Declaration (signed and dated) ☐
- Cover Letter / Application ☐
- Current Resume ☐
- Teachers Registration (if applicable) ☐