



**Carey**  
Baptist  
College  
Harrisdale

## Position Description

### Science Laboratory and STEM Technicians

1.0- 2.0FTE

There is the possibility of multiple roles, and as such qualified individuals seeking a part-time role or with limited experience are encouraged to apply.

Carey is a community of faith on mission in the world. As such, how we live and serve together matters. Mission, faith and relationships are three words that are used to describe Carey. In order to ensure that we remain a relational community of faith on mission in the world, we have identified a number of core values that we believe are essential in shaping us as a community.

- **Kindness:** a concern for others, which compels us to act for their good.
- **Courage:** the willingness to act well in the face of uncertainty and fear, and a willingness not to settle for mediocrity.
- **Respect:** sensing and honouring the God-given worth in another. We recognise the value of those we serve and that they deserve our best.
- **Humility:** embracing a clear perspective for one's place with God and others and seeking to benefit others above ourselves.
- **Integrity:** being honest and consistently living out our moral principles, whether seen or unseen.

The gospel is the foundation from which we serve, in an environment that respects the diversity of our students, their families and the broader community. As such we believe that we earn the right to speak by operating in an environment that values kindness, courage, respect, humility and integrity.

### Overview

The Science Laboratory and STEM Technicians work as part of a team in the Science Department and play a crucial role in supporting and improving students' learning experience. They work closely with teaching staff to ensure that the science curriculum and STEM program can be delivered safely which includes preparing resources for practical lessons, assisting with practical demonstrations. They also manage equipment maintenance and preparation, overall cleanliness of the Laboratories, prep room, stock control and ordering.

In general, as a Science Laboratory and STEM Technician, the tasks would include:

1. Ensure that preparations for classwork are completed in a timely manner.
2. Assist with science experiments, demos, and STEM activities in timetabled classes where necessary.
3. Ensure that science and STEM facilities are maintained and safe.
4. Maintenance of science and STEM equipment and resources.
5. Ordering and purchasing of materials and relevant equipment.

## Accountability

The role is responsible to the Head of Department (Science) and Director of STEM.

## Responsibilities

The role of the Science Laboratory and STEM Technician is to provide support and assistance to students and staff in the delivery of the department's academic program from Years 7 to 12.

### 1. Key responsibilities

- Maintain the Science laboratories and STEM equipment.
- Provide support for the Science department.
- Prepare and set up experiments and STEM activities for classes.
- Preparing and organising STEM equipment (such as 3D printing, robotics kits etc.).
- Clean and pack up completed experiments and STEM activities.
- Assist teaching staff, on occasions, with demonstrations and class practical work.
- Other duties as required by the Head of Science.

### 2. Preparation of Resources and Materials

- Make up solutions, reagents and media as required.
- Carry out regular servicing and organise repair of equipment.
- Assistance in developing new activities and trialling practical activities.
- Regularly review the ordering and preparation process to provide flexibility for both the technician and Science staff.
- Assist with the ordering of equipment and chemical supplies from suppliers.

### 3. Workplace safety

- Regularly review the safety status of the laboratories.
- Maintain knowledge of and follow the correct procedures for handling all biological, chemical and physical materials used within the Science Learning Area.
- Follow safe storage practice of all materials used within the Science Learning Area.
- Keep an updated file of Material Safety Data Sheets.
- Keep an updated file system and control all chemical and safety audits.
- Keep an updated stock list.
- Ensure all hazardous (including biological) materials and dangerous materials are disposed of following current guidelines.
- Ensure preparation areas are kept safe, neat and tidy.

### 4. Team Work

- Offer assistance and support to Science staff.
- Work with the Director of STEM to manage the STEM budget.
- Coordinate the use of practical resources and facilities between Science teachers and Science areas.
- Communicate effectively and foster positive relationships with staff and students.
- Work collaboratively with other members of the profession and engage in discussion of contemporary issues and research to improve professional practice.
- Identify their own professional learning needs and plan for and engage in professional learning activities.

## Essential Attributes and Skills

- Demonstrated experience working within a science laboratory, including knowledge of laboratory techniques, STEM equipment, and relevant safety and legislative requirements.
- Demonstrated knowledge of the secondary science curriculum and the ability to design and construct experiments and equipment to support curriculum requirements.
- Strong organisational skills, flexibility and the ability to work with changing priorities.
- Demonstrated computer skills including a working knowledge of spreadsheets and word processing.
- Demonstrated organisational and time management skills and ability to work independently and as a team.
- Certificate IV in Laboratory Techniques or equivalent qualification (desirable).

## Selection Criteria

1. An active Christian faith.
2. Possess the technical knowledge, experience and expertise relevant to the position.
3. High level practical and problem-solving skills.
4. High regard for maintaining a safe working environment for both teachers and students.
5. A willingness to go the extra mile to achieve excellence.

## Other Requirements:

- A current Working with Children's Check (or eligible to obtain one).
- A current National Police Clearance.
- A current driver's licence and vehicle.
- The appropriate COVID vaccination certificate.

## Remuneration

Remuneration will be in line with the College agreements on an FTE basis.

## Application Requirements

- Complete the Carey Baptist College Non-Teaching Application Form.
- A written response demonstrating development in each of the **five Selection Criteria** including a statement outlining the applicant's spiritual journey.
- A current Pastor's reference.
- Current vaccination certificate

Potential applicants are welcome to contact Mr Daniel Braithwaite [dbraithwaite@carey.wa.edu.au](mailto:dbraithwaite@carey.wa.edu.au) for a further understanding and description of the role.

## Timeline

- **Applications close Monday 24th January**
- Interviews will occur ASAP thereafter
- Commencement will be as soon as available

Applications addressed to:

**Mr Brenden Gifford - Secondary Principal**

Email [employment@carey.wa.edu.au](mailto:employment@carey.wa.edu.au) as one attachment (where possible)