



Duty Statement

Position title:	Senior Science Technician
Effective date:	July 2025
Position status:	Part time (0.2 FTE) - Working 40 weeks per annum
Days of work:	Wednesday
Hours of work:	8am – 4pm
Award: Agreement:	Educational Services (Schools) General Staff Award 2020 Lake Joondalup Baptist College Inc. Operational School Staff Agreement 2018
Reports to:	Head of Science

About the Position:

The Senior Science Technician is an integral position supporting the Science learning area. This position will work under the direction of the Head of Science and will be responsible for supporting the day to day operation of the science laboratory, in the context of providing a high-quality service and support to staff and students.

Duties and Responsibilities:

Duties related to the position include, but are not limited to the following:

1. Duties

- Possess a broad understanding of the school Science curriculum/program and the Science concepts taught.
- Possess broad technical knowledge to identify and safely operate Science equipment.
- Learn new techniques and master operating new equipment.
- Remain conversant with current scientific trends
- Possess comprehensive knowledge of school policies, procedures, relevant legislation, and licence requirements.
- Possess comprehensive knowledge of stock control chemical management systems.
- Possess comprehensive knowledge of purchasing procedures and assist with budgeting.
- Possess comprehensive knowledge of Science booking systems and timetabling.
- Prepare, collate and purchase materials and equipment.
- Research, give guidance and may suggest alternatives regarding the suitability of materials and equipment.
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- Research and source specialised Science equipment.

- Source appropriate repairers.
- Demonstrate and suggest alternative practical activities and skills.
- Ensure appropriate safe work practices are being followed. Develop, maintain and review safe work practices.
- Develop, maintain and review standard operating procedures (SOP).
- Complete and review risk assessments.
- Complete safety audits and document recommendations.
- Provide guidance and train others on Science safety matters to co-workers, teachers and students.
- Demonstrate skills and provide advice or train others in using and operating general and specialist Science equipment and technology.
- Ensure that local policies and procedures are followed regarding legislative and licensing requirements.
- Ensure chemical management is compliant with school procedures, legislative and licensing requirements.
- Identify and implement changes when required.
- Ensure stock control databases are relevant and current.
- Risk assessment of purchases, Management of hazardous substances and waste.
- Oversee purchasing and manage a Science budget.
- Use Science booking systems, access Science timetables and may recommend changes to facilitate sharing of resources and best use of facilities.
- Contribute to planning of Science timetables and facilities.
- Participate in professional learning.
- Suggest suitable professional development opportunities.
- Plan and deliver professional learning for laboratory personnel and teacher staff.
- Attend Science faculty meetings if applicable and ensure that laboratory issues are raised and discussed.
- Liaise effectively with school personnel and may assist in the selection process for new staff.
- Develop plans, in conjunction with other senior staff members, for the development of Science facilities.
- Join and promote relevant professional association(s).
- Participate in school Science technician networks.

2. Other duties

- Attend staff meetings as required.
- Attend the Graduation or Awards evening as directed by the Executive Business Manager.
- Undertake other duties as requested by the Head of Science, or Executive Business Manager.

Professional Review:

The Duty Statement description as outlined above is intended as a framework for professional review.

Qualities and Skills

- Excellent interpersonal skills.
- Excellent standards of service at all times.
- High level of attention to detail.
- Initiative and be self-motivated.

- Friendly disposition.
- Ability to work effectively in a small team environment.
- An ability to work under pressure and meet deadlines.
- A practicing Christian, and able to provide a pastor/minister reference.

Qualifications / Requirements

- Relevant tertiary qualifications will be highly regarded and/or work experience in an educational environment within the Science learning area.
- Knowledge and understanding of the Hazardous Chemicals Legislation.
- Demonstrated experience in using safe work practices in the science laboratory by applying current WHS legislation.
- Working with Children Check (mandatory) or proof of application prior to commencement.
- Nationally Coordinated Criminal History Check through Department of Education Western Australia less than six months old (mandatory) or proof of application prior to commencement.
- Right to work in Australia.

Essential Selection Criteria

1. A committed Christian and an active member of a church.
2. High level of organisation, planning and time management skills.
3. Demonstrated experience in a student-focused work environment and willingness to commit to an exceptional level of service.
4. Excellent interpersonal and communication skills.
5. Computer and technology application skills (Microsoft Office Suite).

Paul Sonneman-Smith
College Principal K-12

May 2025