



Alphington

GRAMMAR SCHOOL

- Role:** Science Laboratory Technician 0.6 FTE (3 Days) Ongoing.
- Remuneration:** Under the School's Collective Agreement, salary scales are commensurate with the Government and Catholic systems.
- Reports to:** The Head of STEM.
- Accountable for:** Providing technical expertise to ensure the maintenance and effective operation of the school's Science Preparation Rooms and Laboratories.

Position subject to a six months probationary period.

Alphington Grammar School is a non denominational culturally inclusive school established by the Greek Orthodox Community of Melbourne and Victoria (GOCMV) in 1989. It caters for a culturally diverse student population from ELC to Year 12. Alphington Grammar School is set on three hectares of natural bush land on the banks of the Darebin Creek just seven kilometers from Melbourne's CBD. Accessible by many forms of public transport, private bus services and major arterial roadways the school has a strong focus on academic endeavour. Its values of pursuing excellence, respect, integrity, responsibility, diversity, endeavour and creativity are supported by a small student staff ratio and many innovative learning programs.

Key responsibilities

Administering the day to day operation of the school's STEM Science Prep Rooms and Laboratories, including

- Providing technical knowledge and support for the school's STEM Faculty
- Maintenance, organization and inventory of stock, materials and equipment
- Secure storage and deployment of hazardous substances and maintaining an updated register
- Ensuring compliance with all relevant Occupational Health and Safety requirements relating to the storage and use of STEM Faculty facilities, materials and equipment
- Provision of equipment and materials as requested by teaching staff
- Running trials of experiments prior to classes and then demonstrating techniques for experiments
- Maintenance of STEM Faculty computer records
- Monitoring, maintaining and repairing of Faculty equipment, either in-house or by liaising with repairers/suppliers
- Liaising with the Head of STEM regarding the ordering, deployment, use and replacement of Faculty stock, materials and equipment
- Other duties as determined by the Head of STEM

Selection Criteria

- Relevant tertiary qualifications in Science laboratory Technology or other related area
- Preferred experience as a school or teaching institution laboratory technician
- Experience and knowledge of current technologies
- Excellent inter-personal skills
- Ability to work in a team
- Capacity to work under pressure and meet deadlines
- Capacity to work efficiently and reliably without supervision but within agreed limits and in accordance with school policies and procedure

Suitably qualified and experienced professionals should apply providing a full CV and a letter of introduction outlining their relevant experience.

Applications should be addressed to the Principal, Dr Vivianne Nikou. Applications should be made via Seek.

Applications close: 5.00pm Monday 31 January 2022