



MOAMA ANGLICAN GRAMMAR SCHOOL LABORATORY TECHNICIAN POSITION DESCRIPTION

Moama Anglican Grammar School commenced operation in 2005. It moved to its permanent site on Kirchhofer Street Moama in January 2007. Moama is a twin town with Echuca, situated on the Murray River North East of Melbourne on the NSW/Victorian border. Both sides of the border are experiencing rapid growth.

Moama Anglican Grammar is an independent, co-educational, Anglican school offering classes from Year 5 to Year 11 in 2009, growing through to Year 12 in 2010. The School operates under the NSW Education System.

The School has already established itself as a school which provides a comprehensive and balanced program which caters for the academic, cultural, emotional, sporting and spiritual needs of each child in its care. It commenced with one class of 16 Year 7 students and has a current enrolment of nearly 303 students across 7 year levels. In 2010 it is expected that enrolments will reach 400 students. The School will add classes in K-4 in 2011.

The Nature of the position and starting date

The School is seeking a part time Laboratory Technician from Wednesday 27 January 2010. The successful applicant should have relevant experience and/or qualifications as a laboratory technician, basic computer skills and current drivers licence.

The exact nature of each appointment would be set out in the letter of offer.

Please note that Moama Anglican Grammar School is a Smoke free workplace.

Key selection criteria

Essential

- Demonstrated skills in the specific areas of responsibility identified in this position description
- Relevant training or qualifications to the position description
- A demonstrated ability in Microsoft software such as Word, Excel and Powerpoint
- An ability to problem solve in own function area
- An ability to identify, access and extract information from internal sources
- A demonstrated ability to work well with students and colleagues
- Appropriate time management skills
- A current motor vehicle driver's licence
- Demonstrated initiative, flexibility and discretion
- An ability to prioritise work-flow and meet deadlines under pressure
- A strong sense of corporate and personal loyalty and a keen work ethic
- A keen interest in building a school from "the ground up".
- A demonstrated commitment to the Christian ethos of the School.

Desirable

- Current Level 2 First aid
- Experience in day to day Laboratory operations
- Proven experience in OHS regulations

Application details

Your written application **must include**: a covering letter, details of current and previous experience, a section addressing the selection criteria, a copy of any qualifications relevant to the position and the names of three professional referees. **Applications which do not address the selection criteria will not be considered.** If selected for interview you will be required to bring the original documents along to the interview. **Please send your application to:** Mrs Vicki Reid, Personal assistant to the Principal, Moama Anglican Grammar School, PO Box 786 Moama 2731 or by email to: vreid@moamagrammar.nsw.edu.au

The closing date for applications will be Monday 9 November 2009

Child Protection issues

The School recognises its legal and moral obligations with respect to the protection of children and has instituted the following procedures in relation to staff who are in direct contact with students.

Please note that it is an offence to apply for a position working with children if you are a prohibited person within the meaning of the Child protection legislation.

- Applicants selected for interview are advised that any offer of employment will be subject to satisfactory clearance by the Commission for Young People.
- Before an applicant is offered a position the interviewer makes contact with the applicant's referees
- Following a satisfactory referee check the applicant is offered the position subject to:
 - a) Completing and returning Attachments 3 and 4 of the working with children checks
 - b) A satisfactory outcome being obtained by the School, on submission of attachment 6.
- If the applicant's screening check is unsatisfactory the School will notify the applicant and the Child protection authority.

General Areas of Responsibility

- Work under the direction of the Principal and such other senior staff who are given responsibility for the operation of the School or part thereof.
- Attend and participate in staff meetings as required.
- Participate in professional development activities both in and out of School hours.
- Be supportive of the School's Christian ethos.

Specific Areas of Responsibility

The following Position Description is intended to give prospective applicants an overview of the intended positions only. It is not intended to be an exhaustive summary of tasks and duties.

- Prepare practical classes as requested by staff and clean away afterwards
- An understanding of the OHS policy of the School and adherence to the requirements for a Safe Working Environment
- Prepare Risk Assessments
- Assist teachers and/or students during practical lessons when required
- Ensure all chemical supplies are kept in a stable condition, stored and disposed of according to Government regulations
- Keep equipment in a clean and safe working order, calibrate and repair if necessary

- Develop and trial new practical experiments and equipment when required
- Be familiar with the use of all equipment and demonstrate to teachers or students if needed
- Keep an inventory of all science stock, chemicals and OHS documentation
- Maintain any animals, aquarium and plant life
- Keep classrooms and preparation room in a clean and tidy manner and provide a safe working environment

Position Reports To

The Principal and such other senior staff who are given responsibility for the operation of the School, including the Science Coordinator, and also liaise with other Science teachers and technicians.

Appraisal

All members of staff will take part in the School's appraisal system which has as its core aim assisting staff to develop their skills and abilities as teachers, administrators etc.

Salary and conditions

General terms and conditions will be in accordance with the School Support Staff (Independent Schools) (State) Award for NSW.

Hours of Duty

The number of hours and days involved will be by negotiation at the time of appointment. It is expected that the hours will increase as the School grows.

Andrew P Pullar
Principal
October 2009