



## Information for Potential Applicants

Thank you for your interest in this position.

Attached you will find the Position Information Document relating to this role.

The panel will draw up a shortlist of applicants for interviews based on applications, and where necessary, referee reports.

If you decide to apply, your application should include a cover letter, your Curriculum Vitae/Resume and a brief Context Statement addressing the Position Information Document. You must also complete the Applicant Declaration Form located at:  
[http://www.tenison.catholic.edu.au/\\_files/d/12351/ApplicantDecForm.pdf](http://www.tenison.catholic.edu.au/_files/d/12351/ApplicantDecForm.pdf)

Please include a list of 2-3 referees with contact phone numbers. It is essential that you seek your referees' permission and ensure they are willing to speak about you in relation to this position.

Email applications should include the relevant Job Title in the subject line and be sent as ONE DOCUMENT to [denym@tenison.catholic.edu.au](mailto:denym@tenison.catholic.edu.au) by the closing date.

Alternatively, please forward four copies of your application by post to:

Mary de Nys  
HR Officer  
Tenison Woods College  
PO Box 965  
Mount Gambier SA 5290

## Applications close 4.00pm, Friday, 15 March 2024

We will send an email advising you that we have received your application and then you will either receive a phone call requesting that you attend an interview, or an email advising you have not been shortlisted.

The process, from the closing date of applications through to shortlisting and interviews, will usually take approximately two to three weeks.

On behalf of Tenison Woods College I thank you for your interest and effort, and I wish you well should you decide to proceed with your application.

Yours sincerely

**Mary de Nys**  
**Human Resources Officer/Principal's Assistant**

## Position Information Document (PID)

Tenison Woods College is situated in Mount Gambier SA, approximately 440 kms from Adelaide. Based on the Mercy and Marist charisms, the College has a strong commitment to creating positive futures for all students through its motto of "Let Your Light Shine".

The College has an outstanding reputation for its innovative curriculum, pastoral care of students, staff and families, advanced technologies and modern facilities. Staff thrive on the leadership and professional development opportunities provided by the College and enjoy the benefits of working in a well-resourced and exciting learning environment which caters for over 1400 students.

### Laboratory Technician Education Support Officer (ESO)

<b>Status:</b>	This is a permanent position working within the Science Faculty of Tenison Woods College.
<b>Commencement date:</b>	As soon as able
<b>Area of appointment:</b>	Science faculty
<b>Position Reporting to:</b>	Principal, Business Manager, Science Learning Area Coordinator,
<b>Employment Requirements:</b>	<p>A probationary period of 3 months applies to this appointment. With the consent of the employee, this may be extended for a further period.</p> <p>Applicants must have the ability to relate with children and adolescents in an educational setting and understand the complexity of a school as an organisation. They must be prepared to support the Catholic ethos of the College and participate in our Pastoral Care Program.</p> <p>As an employee at the College, you will be expected to support our aims and philosophy by your conduct and interactions with the school community and by being an example of the Christian virtues. You must also ensure that at all times you avoid injury to the religious susceptibilities of the Catholic school community.</p>

### Role Description

The person appointed to this position is accountable to the Principal and responsible for the shared administration duties at the College. This position will involve working alongside the Office Manager and in cooperation with the Business Manager. It is a position that will involve a wide variety of functions and will require a flexible approach to all the required tasks and a total school view in the approach to the job.

## Role Purpose

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**The purpose of the Laboratory Technician is to oversee the safe and efficient operations of the Science Laboratories. This will include chemical management, class assistance, assisting with set up and pack up; managing resources and overseeing the organisation of the Science labs.**

**The successful applicant should be able to:**

- Demonstrate a high level of personal integrity and conduct;
- Demonstrate problem solving and recommend practical solutions to operational problems;
- Provide professional, effective and efficient administrative support which results in the delivery of high quality services to the faculty;
- Demonstrate sound interpersonal, written and verbal communication skills to maintain positive working relationships with a wide variety of stakeholders including addressing issues with patience and diplomacy.
- Work without supervision, to cope with high volumes of work, deal with competing demands, set and meet deadlines, determine priorities and organise activities to provide efficient services.
- Work collaboratively in a team environment, contribute to and encourage a culture of teamwork and take a shared responsibility for achieving results.
- Carry out a complex array of tasks, maintain confidentiality and cope with fluctuating workloads.
- Participate in relevant training and development activities.
- Have the ability to initiate and implement workplace change, particularly in relation to the identified evaluation of improved work practices.
- Develop a sound working knowledge of operations, systems and processes.
- Utilise Microsoft Office suite packages, including Word, Excel, Access, Outlook and Internet Explorer.
- Be willing to participate in aspects of school and parish life.
- Participate regularly in professional learning opportunities, courses and programmes.
- Attend all meetings and professional activities as required.
- Ensure that confidential information is handled appropriately.
- Exercise a *Duty of Care* of all times.
- Support the development and maintenance of a best practice WHS culture within the workplace.

## Key areas of work

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**Contributes to the delivery and support of the science program by:**

- Preparing materials for science experiments including the setting up and dismantling of science equipment and practicals.
- Providing advice to teachers relating to the conduct of experiments and laboratory procedures.
- Providing induction to newly appointed science staff, student-teachers and temporary relieving teachers in all areas of the science program and of general procedures within the laboratories.
- Assistance with researching, writing up and planning practicals within the Science curriculum area.

- Demonstrating science experiments to students as required.
- Assisting individuals and small groups of students in conducting experiments.
- Contributing to the care of all students in accordance with Behaviour Management and Mandatory Reporting policies and assist in providing for general wellbeing and safety of all students by monitoring student behaviours and taking appropriate action, including reporting incidents and accidents to the teacher or principal as required.
- Managing Science resources, including ensuring adequate resources are available and equipment is maintained appropriately.
- Caring appropriately for laboratory animals, ensuring animal ethics are observed and maintaining habitats in a clean condition.

**Ensure chemicals and dangerous substances are properly maintained and safe practices, in accordance with WHS requirements, are maintained in the science laboratories by:**

- Carefully monitoring the amounts of hazardous substances and equipment and their use in lessons.
- Managing the safe handling and disposal of dangerous substances (in accordance with WHS regulations).
- Ensuring that chemicals are stored appropriately and in accordance with appropriate practices and procedures.
- Attending Science faculty, whole of school and support staff meetings as required and reporting on Behaviour Management issues, changes in WHS regulations and other issues.
- Contributing to the level of safety awareness of students and staff in the laboratories by ensuring they are aware of hazardous chemicals and providing relevant information on each substance.
- Coordinate the purchase of science equipment by:
  - Obtaining quotations and researching options for major expenditure items.
  - Conducting regular and the annual stocktakes, making recommendations for purchases for the next school year.
  - Contributing to the preparation of the annual Science Budget allocation and monitoring and reviewing it throughout the year, in conjunction with the Science Coordinator.
  - Maintaining a database of stock items through the use of appropriate software.
  - Preparing the annual bulk science order.
  - Checking invoices against orders and following up discrepancies.
- Assisting with student tests under the direction of the teacher.
- Working cooperatively with staff, parents and students to maintain a cohesive environment within the school community.
- Assisting students to research and produce project material.
- Collecting resources and information for teachers.

## Specific skills and abilities

**The incumbent will need to demonstrate:**

- The ability to organise, plan and manage time effectively.
- The ability to work independently, make judgements and show initiative.
- The ability to operate various types of office equipment.
- Ability to maintain confidentiality.

- Ability to work with the school team to achieve common goals.
- Demonstrate interpersonal and communication skills with a wide range of people.
- Demonstrated ability to establish effective working relationships with adults and young people from a diversity of backgrounds.
- Ability to provide effective supervision and induction programs to staff and small groups of students.
- Ability to plan and exercise initiative.
- Ability to use and set up a variety of laboratory equipment.

#### **Experience (including community experience)**

- Experience in using, handling, storage and disposal of hazardous substances.
- Experience in contributing effectively to the operation of a laboratory.

#### **Knowledge**

- Knowledge and understanding of Occupational Health and Safety legislation and safe handling of chemicals and other dangerous substances as it relates to school laboratories.
- Knowledge and application of various computing programmes.
- Demonstrate a willingness to undertake training and development relevant to the position.

## **Specific requirements**

#### **Qualifications and Training**

- Knowledge and experience with Chemical management.
- Approved Mandatory Notification training
- Police clearance to work in Catholic Education SA
- Perform any other duties as required from time to time by the Principal and Business Manager.

## **Your Responsibility**

Once you have completed your application and additional information it will be your responsibility to ensure that:

- The role description has been addressed and you have demonstrated that you can carry out all of the duties of the position.
- You have thoroughly checked your application for accuracy and completeness.
- You have included the names, position title and telephone number of your three (3) referees.
- Your application is signed and reaches the HR Officer by **Friday, 15 March 2024 at 4.00pm.**

Please email your application (as ONE DOCUMENT) to Mary de Nys at [denym@tenison.catholic.edu.au](mailto:denym@tenison.catholic.edu.au) or alternatively, post your application to:

Mary de Nys  
HR Officer  
Tenison Woods College  
PO BOX 965  
MOUNT GAMBIER SA 5290  
or via email to: [denym@tenison.catholic.edu.au](mailto:denym@tenison.catholic.edu.au)

#### *Please Note:*

*This job description seeks to provide clarity and focus to the general role. It is not intended as - nor can it be - an all-inclusive list of every task that may emerge during the course of work, nor is it a static document. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.*