Westminster School is a Uniting Church, coeducational day and boarding school that cares for 1200 students from Early Learning Centre to Year 12. Our School was established in 1961 and is located on 23 hectares 11 kilometres south-west of the city centre of Adelaide. Westminster’s holistic approach to education ensures that the social, emotional, spiritual and physical wellbeing of each student complements their academic success.

**POSITION DESCRIPTION**

<table>
<thead>
<tr>
<th>Position name</th>
<th>Laboratory Assistant</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Area of School</strong></td>
<td>Senior School – Science Department</td>
</tr>
<tr>
<td><strong>Employment Status</strong></td>
<td>Casual</td>
</tr>
<tr>
<td><strong>Conditions of Employment</strong></td>
<td>In accordance with the Westminster School Inc Teaching Staff and School Assistants Enterprise Agreement 2012</td>
</tr>
</tbody>
</table>
| **Key Relationships** | Whilst the Principal is ultimately responsible for the School’s staff, all non-teaching staff report to the Director of Corporate Services. The Laboratory Assistants will:
  - Report directly to the Curriculum Leader (Science)
  - Liaise with and work in close cooperation with the other Laboratory Assistants and with Science Teaching Staff |

**Broad Objective:**
To provide assistance to the Science teaching staff under the management of the Curriculum Leader (Science) by preparing experiments, providing classroom assistance to teachers, stocking and maintaining laboratories and undertaking administrative tasks.

**Key Responsibilities:**
The Science Laboratory Assistants will liaise with and work in close cooperation with other Laboratory Assistants to:

- Prepare practicals and experiments as required by teaching staff and assistance with classroom activities.
- Provide support for the Curriculum Leader (Science) and the Science Teachers
- Coordinate the maintenance of laboratory equipment, chemicals and stocks.
- Coordinate the purchasing and receipt of chemicals and other materials required in laboratories as part of the Science Budget for this purpose.
- Take responsibility for the safe storage of chemicals and materials and maintenance of associated registers and records.
- Take responsibility for cleaning equipment and the maintenance of a clean and tidy working environment.
- Assist the Curriculum Leader (Science) and teaching staff with the preparation of annual running and capital budget submissions.
- Take responsibility for the compliance with Occupational Health, Safety and Welfare legislation requirements as they relate to areas of responsibility.
- Provide clerical and administrative assistance to facilitate the efficient operation of laboratories and the broader science programme.
• Undertake a range of preventative, planned and unplanned tasks to ensure the smooth and effective running of the Science program
• Carry out other duties designated by the Curriculum Leader (Science) from time to time always acting conscientiously and in support of the School community.
• Other duties as required.

Key Selection Criteria: Qualifications, Skills and Experience:

Essential
• Competent computer literacy skills particularly in the use of Microsoft desktop products such as Word, Excel, Outlook and SharePoint
• Experience in information management systems, including internet and on-line environments.
• Current First Aid Certificate (BELS) and Child Safe Environment (Mandatory Notification) training
• Experience in managing a budget and purchasing orders

Desirable
• Tertiary qualifications in a relevant field or demonstrated equivalent skills and experience in an educational setting.

Key Selection Criteria: Personal Qualities:
• Demonstrated commitment to teamwork and the maintenance of a supportive work environment.
• A high level of interpersonal and communication skills with managers, colleagues and students
• Excellent organisational and planning skills in managing a personal workload in a busy environment with conflicting demands, including the capacity to set priorities and work to deadlines.
• Demonstrated commitment to maintaining and improving resource management and provision systems.
• A high level of WHS knowledge and risk assessments
• Proven ability to exercise sound judgment in complex decision making.
• Demonstrated ability to provide input to a team during periods of organisational change.
• Experience in developing and implementing organisational change programs.
• Strong work ethic and willingness to work in a ‘hands-on’ capacity

Safety and Wellbeing:
All staff must:
• Take reasonable care of, and cooperate with actions taken to protect, the health and safety of both themselves and others
• Report all accidents, incidents and hazards to their supervisors as soon as is practicable.
• Read and adhere to all Westminster OHSW policies

Conditions of Employment:
• All applicants must be eligible to work in Australia
• All staff must satisfy child protection screening and adhere to Westminster’s Student Protection policy