



SUNSHINE COAST  
GRAMMAR SCHOOL

## POSITION DESCRIPTION

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<b>Position Title:</b>	Science Assistant
<b>Department / Section:</b>	Secondary School
<b>Direct Report:</b>	Head of Learning Area – Science
<b>Executive Reports:</b>	Head of Secondary School
<b>Staff Reporting:</b>	Nil
<b>Developed:</b>	March 2018
<b>Last Revised:</b>	May 2018

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### Position Objective

Provision, under the supervision of the Head of Learning Area - Science, of a high level of customer service to Science Faculty staff through the organisation and maintenance of the Science Laboratory.

### Key Responsibilities:

The primary role of the Science Assistant is to support the work of the Science Assistant. The Science Assistant as part of a team and under general supervision. Checking of work will be in relation to overall progress and meeting the expectations of the role.

### Duties will include:

- Cleaning up/washing up/putting away of equipment after use.
- Laundering of Lab coats and other items as necessary.
- Ensuring the correct disposal of rubbish and waste.
- Having appropriate responsibility for the application of workplace health and safety requirements in the laboratory.
- Ongoing care of the plants, animals and related resources associated with the Science Department and arranging for their care during school holiday periods.
- Maintaining a stock of consumables.
- Under general supervision of the Head of Science, maintain the security of the laboratories, including:
  - Lockup of chemical store and cupboards.
  - Ensuring all gas and power is switched off.
  - Ensuring equipment is safely put away.
- Working within the school laboratories ensuring all labs are well resourced and maintained.
- Maintaining confidentiality within strict guidelines in relation to school and personal information.
- Other duties as directed by the Head of Learning Area – Science or Head of Secondary School.



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## **Work Health and Safety**

Staff employed with the Presbyterian and Methodist Schools' Association – Sunshine Coast Grammar School, have responsibilities relating to Work Health and Safety which require staff to recognise and support all of the School's Work Health and Safety Manuals, Policies and Procedures in addition to taking reasonable care to ensure the health and safety of yourself and others at the workplace.

The PMSA is an equal opportunity Employer

*The Presbyterian & Methodist Schools' Association – Sunshine Coast Grammar School reserves the right to amend this Position Description at its discretion in accordance with any legislative and/or operational requirements.*