



HIGHVIEW COLLEGE  
21 Kars Street  
Maryborough  
VIC 3465

E: [highview@highview.vic.edu.au](mailto:highview@highview.vic.edu.au)  
T: 03 5459 1000

# Science Laboratory Assistant

## **Our Vision, Mission and Values.**

Highview College aspires to be an exceptional, co-educational school founded on Christian values. We are an inclusive community that welcomes families from all faiths.

Our core values are; **G**rowth **R**espect **A**spiration **C**ompassion **E**xcellence guiding everything we do.

## **Child Safe Statement:**

Highview College is committed to creating and maintaining a child safe environment in which all students, including Aboriginal children, students from culturally and/or linguistically diverse backgrounds, students in out-of-home care, LGBTIQ+ students and students with a disability, feel safe and are safe.

Highview actively promotes the safety and wellbeing of all students, and all staff members are committed to protecting students from abuse or harm in the College environment, in accordance with our legal obligations including child safe standards.

A condition of employment is that all staff are deemed to be persons suitable to work with children.

Highview College has Child Safe Policies and a Child Safe Code of Conduct. All staff members of the school are subject to and expected to comply with the Child Safe Policies and the Child Safe Code of Conduct.

## **Position Overview:**

To maintain and repair equipment and assist with displays in Science laboratories.

To order, unpack, register, store and maintain stock (chemicals and consumables) used in Science classes.

To prepare materials and equipment for Science classes and dismantle such equipment after use.

To assist Science teachers to complete Risk Assessments for practical classes and support teachers to maintain safe work practices in the laboratory

## **KEY RESPONSIBILITIES AND DUTIES**

### **1. MAINTENANCE AND REPAIRS**

1.1 To maintain the order and cleanliness of Science Laboratories, storerooms and preparation rooms by cleaning student workbenches and sinks and cleaning and sweeping Prep. Rooms.

1.2. Service, clean and repair simple laboratory apparatus/equipment and organise for repair of complex apparatus/equipment.

1.3. To report faults in gas, water and electricity supplies and ensure that faults are rectified.



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## **2. STOCK CONTROL AND STORAGE**

- 2.1 Unpack and check stock deliveries against invoices.
- 2.2 Maintain accurate records of stock in hand and Science equipment used in the school.
- 2.3 Prepare orders for chemicals and consumable equipment which must be approved and signed by the Head for Science.
- 2.4 Purchase consumables and equipment locally, maintaining accurate Petty Cash records.
- 2.5 Ensure that all chemicals and equipment are stored in accordance with the latest Occupational Health and Safety regulations.
- 2.6 Care for flora and fauna within the Science department in accordance with current handling and prevention of cruelty regulations.
- 2.7 Dispose of all waste in accordance with current regulations.
- 2.8 Liaise with other organisations and industries for the purpose of acquiring equipment.
- 2.9 Liaise with other schools to facilitate the sharing of resources.

## **3. PREPARATION FOR CLASSES AND DISPLAYS**

- 3.1 Liaise with Science teaching staff on their needs for practical work and maintain an efficient system for use and allocation of materials and equipment, setting a priority system where necessary.
- 3.2 Prepare, set out and clear away apparatus and other materials required by class teachers for practical work.
- 3.3 Be fully conversant with all Occupational Health and Safety regulations and model safe behaviour when working with apparatus in the presence of students and Science teachers.
- 3.4 Assist Science teachers in safety matters relating to the Science laboratories.
- 3.5 Prepare solutions and stains for use in the laboratory.

## **4. PROFESSIONAL LEARNING AND TEACHER SUPPORT**

- 4.1 Attend appropriate Professional Learning workshops.
- 4.2 Assist Science teachers with demonstrations.
- 4.3 Assist Science teachers in instructing students on the use/care of equipment during Science experiments.

## **CONDITIONS OF EMPLOYMENT**

Employment is conditional on holding a Working With Children Check (Employee) and maintaining that registration.



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### **Flexible Working Arrangements:**

We recognise the importance of work-life balance and offer flexible working arrangements to support our staff. This includes the possibility of part-time work, job-sharing, or other flexible scheduling options, subject to the operational needs of the school.

### **How to Apply:**

Please follow the link below to apply.

<https://highview.recruitment.com.au/Careers>

Highview College is an equal opportunity employer and encourages candidates from all backgrounds to apply. We celebrate diversity and are committed to creating an inclusive environment for all employees. This position welcomes candidates with relevant experience and skills, providing an opportunity for professional growth within our dynamic organisation.