



Science Laboratory Assistant Role Description

About Arden Anglican School

Arden is a non-selective Anglican School providing a co-educational, Pre-School to Year 12 education. It seeks to attract, retain, and develop dedicated, highly effective, values-oriented staff for all positions. At Arden, we are committed to providing a positive work environment in which staff are valued and encouraged to develop professionally.

Arden is a Christian community centred on the good news of Jesus Christ. Arden's ethos is of high expectations and a commitment to academic and professional excellence. The School aims to attract and retain the best possible teachers and support staff, who are experts in their field and highly committed to the continuous improvement of their professional practice. The School's focus is to engage staff who have a passion for lifelong learning and believe in each student's unique value. Arden welcomes applications from people of faith who are committed to the Christian aims of the School.

Arden is committed to being a Child Safe organisation. All staff are required to help always maintain a child safe culture, and to act in every child's best interest and to keep them safe from harm. The School has zero tolerance for child abuse.

There is a strong collegial culture of mutual trust and support between staff and school leaders. All levels of governance are committed to embodying the Christian values of the School, and a culture of servant-minded leadership is fostered at all levels.

All staff must be committed to positive and caring relationships because they are important to successful student learning and the high level of family involvement that exists at Arden in all aspects of school life.

Our Vision and Mission

Vision

Arden strives to be an inspiring learning community that engages the mind, nurtures the spirit, and nourishes the body in a caring Christian environment.

Arden graduates are curious, courageous and compassionate men and women with an enduring passion for learning who transform the communities in which they live and work.

Mission

Centred on the Christian faith and finding joy in God, Arden provides an exceptional co-educational learning experience that nurtures the uniqueness of confident, capable global citizens.

Workplace Expectations

Professional Conduct

- ☐ Foster supportive positive professional relationships
- ☐ Demonstrate a sensitive and compassionate work ethic, underpinned by the Christian values of the School
- ☐ Demonstrate a duty of care to staff, students and visitors in relation to their physical and emotional wellbeing
- ☐ Undertake and comply with mandatory training and regulatory requirements as determined by the School
- ☐ Attend School meetings, as requested, including outside of usual work hours
- ☐ Participate in professional learning, as requested, including outside of usual work hours
- ☐ Any other duties and activities as required by the School Principal (or delegate)

Work Health & Safety (WHS)

- ☐ Participate in the development of a safe and healthy workplace
- ☐ Adhere to safe work procedures ensuring ongoing adherence to any instructions given for personal safety and health as well as that of others
- ☐ Remain familiar with emergency and evacuation procedures, including the location and use of emergency equipment (e.g. first aid kits, fire blankets)
- ☐ Report any injury, hazard or illness immediately in accordance with the School's policies and procedures

Child Safety

- ☐ Actively participate in the School's zero tolerance for child abuse and commitment to embedding Child Safety in approaches to daily work tasks and involvement in School approved activities
- ☐ Model a commitment to providing, so far as reasonably practicable, an environment in which students feel respected, valued and encouraged to reach their full potential
- ☐ Commit to understanding professional boundaries and the nuances of appropriate student and staff interactions in the workplace
- ☐ Demonstrate an understanding of the need to report suspected (observed or perceived) abuse, neglect, mistreatment and risk of harm

Privacy

- ☐ Commit to understanding the appropriate use, sharing, retention and destruction of personal information in the workplace
- ☐ Demonstrate an understanding of the need to report suspected (observed or perceived) data breach/es and misuse of personal information

Role classification

Staff are employed at a classification level and assigned to a role rather than appointed to a position. Staff may be re-assigned to other roles at the same classification over time, in line with organisation priorities and/or personal development plans.

The below is intended to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive or limiting list of responsibilities and expectations of the position. Any additional daily tasks are as advised by the Line Manager and are not identified in this Role Description.

The responsibilities, expectations and tasks relevant to this role may be varied at the Principal's discretion, to ensure the operational needs of the School are continually being met.

Professional Review

This Role Description in conjunction with any role specific task lists (if applicable) will be relied on as a framework for professional review.

Role	Science Laboratory Assistant
Campus	Secondary
Department	Science
Line Manager	Head of Department Science
Direct Reports	Nil
Industrial Instrument	Independent Schools NSW (Professional and Operational Staff) Cooperative Multi-Enterprise Agreement 2025
FTE	0.6
Classification	Curriculum Resources Services Level 3
Role Profile	The Laboratory Assistant will support the Head of Science in the delivery of high-quality teaching and learning by working collaboratively with teaching staff to deliver educationally responsive, hands-on activities to support enquiry-based learning in Science. The Lab Assistant will undertake a range of support functions ensuring safe and well-maintained laboratories and preparation of practical science tasks as well as the smooth running of the purchasing, maintaining and preparing of equipment and materials in accordance with the School's compliance expectations and legislated WHS requirements. The Lab Assistant is responsible for ensuring materials and chemicals are prepared and disposed of safely and may be required to provide support and advice within their area of training to the wider school community. This is a permanent, part-time, term-time (plus 2 weeks non-term time) role. Hours to be worked are 8am – 4pm three days per week with some flexibility in hours to be worked potentially needed during busy periods.
Qualifications	☐ Suitable certification (or willingness to obtain) ☐ Experience in a similar role (preferred)
Compliances	☐ Valid NSW Working with Children Check Certificate ☐ First Aid [HLTAID012] [HLTAID011] ☐ CPR [HLTAID009] ☐ OCG Child Safe eLearning – Keeping Children Safe (or equivalent) ☐ NCCD eLearning – Disability Standards for Education (or equivalent) ☐ WHS/Emergency Procedures eLearning (or equivalent)
Skills, Knowledge & Experience	☐ Presents a professional and positive demeanour and is a solution-oriented person ☐ Models emotional intelligence, displays enthusiasm and is highly motivated to contribute to department improvements ☐ Possesses a strong work ethic and professional dress standard ☐ Exercises ownership and concern for quality of own work reflected in accuracy and attention to detail ☐ Works well in a collaborative team environment; establishes a rapport and builds strong professional relationships ☐ Demonstrates strong organisation and time management skills while maintaining a safety focus ☐ Possesses a mathematical ability in order to make accurate calculations when diluting chemicals or making up solutions of a particular molarity

- Demonstrates a strong commitment to follow the WHS Act, Regulations and relevant Codes of Practice, Risk Assessment and Hazard Management, and SDS management
- Demonstrates an ability to meet the physical requirements of the role accessing, maintaining, cleaning and storing Science equipment
- Demonstrates an ability to effectively communicate, both verbally and in writing
- Possesses a working knowledge of role specific computer programs as well as basic computer skills and literacy in the Microsoft suite
- Model a commitment to support the ethos of the School with a willingness to make a significant contribution to the life of the School

Role Function

The Science Laboratory Assistant, throughout their daily work practice, is expected to:

Professional Practice

- Cultivate a safety-positive workplace culture
- Demonstrate a commitment to the Child Safe Standards
- Foster supportive positive professional relationships

Accountabilities

- Contribute to the provision of quality educational experiences by assisting and supporting teachers with the preparation of Science equipment and materials and construct teaching aids for class demonstrations and practical lessons.
- Prepare and maintain Science labs, storage areas, equipment and classrooms through basic care, cleaning and storing.
- Implement and undertake safety procedures that are required by the School in dealing with all aspects of the Science Department work areas.

Responsibilities

Under the direction of the Head of Department, day to day duties may include (without limitation) :

Stock Control

- organise quotes, preparation of orders, receiving, checking, cataloguing and storing of stock
- maintain stock levels with respect to life span of both chemical and biological resources
- complete annual stocktake

Equipment and Resources

- maintain and keep clean materials and resources, including simple repairs (glassware, microscopes, animals and plant materials)
- prepare and set up equipment and chemicals for classes
- ensure laboratories, preparatory areas and storage areas are well organised and well maintained, clean and well stocked
- ensure equipment is in good order and arrange for any necessary maintenance of equipment
- maintain safe and proper storage and labelling of materials and chemicals
- maintain safe practices for handling, storage, and disposal of hazardous substances and

biological waste

Practicals

- support Science teachers during practical classes, assisting teachers with equipment use, cleaning up after spills, and providing extra supplies for experiments
- set up special experimental equipment and chemicals for teachers
- prepare standard operating procedures for the preparation area, laboratory and equipment use
- prepare risk assessments and develop appropriate risk control measures to ensure appropriate safe practices in the preparation of equipment and chemical orders

Hazardous chemicals and substances

- maintain a hazardous substance/chemical registers
- dilute chemicals as required
- review labelling and ensure all containers are correctly labelled

Signage

- assist with maintaining the currency of Science displays (in classrooms and for special events)
- ensure signage is complete for all laboratory areas
- order new signs, as needed

General

- be familiar with, and understand the safe operation of, Science equipment
- actively contribute to faculty discussions on laboratory matters
- check at the end of each workday that gas cut-off has been done in each laboratory is securely locked
- other duties as may be necessary from time to time to assist the smooth running of the faculty or school, including administrative duties
- contribute to the wider laboratory assistants' network