

## Science and TAS Assistant

We are looking for a suitably qualified and highly motivated Science and Technological & Applied Studies (TAS) Assistant to support the Science and TAS Departments to provide exceptional learning opportunities for students. This person will play a key role in supporting the teaching staff across both faculties by performing several tasks such as setting up equipment and materials for practical work, clearing away completed practical work and appropriately disposing of wastes material and equipment allocation, assisting with budgeting and ordering, maintaining appropriate supplies and management tasks, ordering of supplies, maintaining equipment and supporting safe work practices.

### ABOUT YOU

An energetic and authentic Science and TAS assistant, committed to providing the environment that will foster a deep love of learning in students, you will have a personal Christian Faith demonstrating a commitment to modelling the Christian community of the College. You will enjoy working in a fast-paced environment, able to multitask and prioritise effectively, and comfortable with working with a diverse group of people, both adults and children.

### Science assistant

- Liaising with the Science teaching staff in relation to practical work, including planning ahead to ensure all relevant resources are available.
- Prepare materials required for practical science classes and ensure all relevant risk assessments are completed.
- Ensure an inventory of all equipment and stock is maintained and/or replaced when required.
- Ensure the Shellharbour Anglican College policies and procedures and all government regulations are complied with in relation to the safe and effective use and storage of all substances, chemicals and equipment, including the maintenance of Safety Data Sheets (SDS).
- Source and purchase new equipment and consumable materials, ensuring safe storage.
- Collect and receive deliveries of stock, consumables and relevant specimens.
- Perform calibration checks and carry out simple maintenance of science equipment.
- Clean, tidy and maintain laboratories, sinks, coats and safety glasses periodically.
- Manage the safe storage and disposal of chemical and other wastes.
- Other duties that may be required from time to time.

### TAS assistant

- Liaising with the TAS teaching staff in relation to weekly practical work, including planning ahead to ensure all relevant resources are available.
- Prepare materials required for teacher demonstrations and practical Food Technology, Hospitality and other TAS classes.
- Ensure an inventory of all equipment and stock is maintained and/or replaced when required.
- Ensure the Shellharbour Anglican College policies and procedures and all government regulations are complied with in relation to the safe and effective use and storage of all substances and equipment, including the maintenance of Safety Data Sheets (SDS).
- Source and purchase new equipment and consumable materials, ensuring safe and hygienic storage.
- Collect and receive deliveries of stock and consumables for all TAS subject areas (Food Technology, timber, D&T etc).

- Ensure all TAS equipment in each area is safe and well maintained, including regular cleaning of fridges, stoves, ovens etc and organising maintenance checks in consultation with the Coordinator of TAS
- Clean, tidy and maintain food technology spaces, including daily laundering of tea towels, dishcloths and other relevant materials.
- Manage the safe storage and disposal of food and other materials.
- Other duties that may be required from time to time.

### **KEY SELECTION CRITERIA**

- Strong personal Christian faith and be a regular and practicing member of a Bible-based Christian church.
- Qualifications in a trade, technical skill, experience working safely with chemicals or laboratory experience, and/or food handling is desirable but not essential. Willingness to train in these areas, as needed, is essential.
- Demonstrate collaborative work practices.
- Excellent communication and interpersonal skills in liaising with a wide range of internal and external stakeholders.
- Demonstrate ability to prioritise workloads.
- Demonstrate ability to participate as an active and collaborative member of a team, consistent with the philosophy and policies of the College.
- Proactive and responsive to requests and needs anticipated and actioned.
- Willingness to support other members of staff.
- Approachable, friendly, and professional.
- Ability to multitask.
- Committed to meeting all legislative and organisational responsibilities and working in accordance with College policies and procedures.
- Able to follow instructions with minimal errors.
- Proactive and responsive to requests.
- Willingness to undertake tasks as delegated.

*No role description can capture the complexity of working in a college as such this is a guide and is not intended to be an exhaustive or exclusive list of duties for this position. It is subject to change with evolving needs and will include other duties as they arise.*

### **CHILD SAFETY**

Shellharbour Anglican College is committed to child safety. All members of staff are required to comply with applicable child protection and are responsible for ensuring that the College's Child Safe policies, procedures and programs are at the forefront of all we do. As such, all members of staff are expected to satisfy WWCC child protection screening and adhere to the College's Child Safe Policy and Code of Conduct.

### **WHS**

Shellharbour Anglican College acknowledges that the health, safety and wellbeing of people and the provision of a safe working and learning environment are central to the values of the College. All members of staff are expected to adhere to and implement safe work practices and procedures in accordance with college policies and undertake annual WHS training.

**Applications Close** Friday 16 February 2024, 5pm