

# **SCIENCE LABORATORY ASSISTANT**

## **ROLE DESCRIPTION**

The following tasks are to be carried out in consultation with the Laboratory Technician:

### Experimentation

- prepare equipment for practical classes
- liaise with staff regarding technical procedures.
- ensure that risk assessments are complete for every practical
- set up equipment for practical exams
- supervise the use of data logger by students

### Labs/prep room

- regular upkeep of labs/prep rooms.
- repair, replenish and put equipment away after use
- wash used glassware and replace in labs
- clean and maintain microscopes
- make up lists for lab locking
- take broken lab furniture to maintenance for repair
- put in maintenance and repair requests
- contact maintenance directly for emergency repairs
- wash hand towels and tea towels
- check that labs are locked at end of each day

### Stock

- keep stocks of equipment in labs replenished
- make simple pieces of equipment
- purchase incidental supplies at local shops
- keep records of purchases and repairs
- maintain rock and mineral collection
- maintain preserved specimens
- maintain plants for scientific experimentation

### First Aid

- keep first-aid cabinets replenished.
- administer first aid to students, or guide them to student first aid office

### WHS

- comply with WHS policies and procedures

### Supervision

- participate in class room activities as required
- supervise small groups of students during examinations
- participate in excursions as required.

### Administrative

- make up a science timetable from main timetable
- photocopy programs, examinations, worksheets etc
- file copies of past practical examinations
- laminate charts, posters
- be a proficient user of Microsoft Word and Microsoft Excel.

### Other

- participate in on going staff development
- communicate any issues regarding equipment orders with staff member prior to lesson