



POSITION DESCRIPTION SENIOR SCIENCE TECHNICIAN

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KINGSWAY
CHRISTIAN COLLEGE

POSITION DESCRIPTION SENIOR SCIENCE TECHNICIAN

Section 1. School Identification

Kingsway Christian College (governed by the Kingsway Christian Education Association (KCEA) Inc.)

Section 2. Mission, Vision and Values

Kingsway Christian College is a co-educational non-denominational Christian day school with approx. 1400 students enrolled in K-12. The College has a friendly professional team of staff, modern facilities and attractive employment conditions.

The College has in place organisational Mission, Vision and Values which reflect the strategic directions of the College governing body, the Kingsway Christian Education Association (KCEA) Inc.

At Kingsway, we support and nurture our students so they can excel in their education, strive for excellence and develop their individual character. The College campus technology and infrastructure is designed to support creativity and innovation.

The College is fully committed to the protection of children, and to this end has in place policies and procedures for the recruitment and screening of staff, suitable to work with children and young people, who meet the selection criteria. The Kingsway campus is free of alcohol, illegal drugs and tobacco.

Kingsway provides a supportive environment for staff and is committed to staff health and well-being through various initiatives including a Wellness Program, incorporating an Employee Assistance Program.

Kingsway Christian College thrives on bringing out the best in its people who go on to influence the world around, for the glory of God.

Section 3. The Position

Title

Senior Science Technician

Section/Department/Learning Area

Science

Tenure & Workload

Permanent part-time (3 days per week during term time only), commencing Term 1, 2025

Section 4. Remuneration Terms and Conditions

KCEA Inc. Education Assistant and Non-teaching Staff Enterprise Bargaining Agreement 2014-2017.

Section 5. Reporting

Overall responsibility for the College lies with the Principal supported by the Senior Leadership Team comprising the positions of the Director of Corporate Services, Dean of Primary, Dean of Secondary, Dean of Christian Formation, Director of Community Engagement and the Director of Information Technology.

Senior Science Technicians report to the Head of Learning Area Science.

Section 6. Responsibilities and Duties

Christian Values

The position requires you to be committed to the Christian vision of the College by:

- Celebrating and enjoying being a Christian and being part of a Christian community.
- Modelling Christian behaviour, practices and beliefs.
- Building cooperative and supportive relationships with staff, students and parents.
- Striving for excellence in performance and participation.
- Acting in the best interests of the College, the Association and its ethos.

Specific Duties

- Provide technical expertise and support to teaching staff, managing practical work and equipment setup for Years 7–12.
- Collaborate with teachers to prepare and trial experiments, offering guidance on the suitability of materials and equipment.
- Maintain and update a weekly experiment chart to assist teachers with planning and timetabling.
- Manage and oversee laboratory safety protocols, ensuring compliance with school safety standards and legislative requirements. Update and manage SDS (Safety Data Sheets).
- Assist Head of Learning Area with the development and review of safety protocols.
- Maintain the chemical storage room, ensuring it remains secure and follows safety guidelines. Ensure hazardous materials are safely stored and handled.
- Monitor and manage stock levels of chemicals and equipment, updating inventory and assisting with year-end audits.
- Perform more complex repairs and maintenance on lab equipment, coordinating with external repairers when necessary.
- Manage the weekly load of experiments, assisting with scheduling and timetabling of practical work.
- Occasionally make purchases for consumables, using personal transport when necessary.
- Supervise and assist other technical staff, ensuring they follow safe work practices and contribute to the smooth running of practical science activities.
- Assist with budget management and purchasing of chemicals and equipment, ensuring spending aligns with the faculty budget.
- Attend faculty and professional development meetings, including Labnet, as required by the Head of Learning Area.
- Assist with the organisation and cleaning of lab spaces and apparatus after experiments.

Other duties:

- Assist teachers in setting up classroom displays for Open Night.
- Support teachers on excursions as needed, ensuring this does not conflict with regular science program duties.

Workplace Health and Safety

- Undertake reasonable care for your own health and safety, for the health and safety of others and comply with College WHS policies and procedures.

Section 7. Selection Criteria

Pre-requisite

1. Satisfactory Department of Education Criminal History Clearance no more than 3 months old.
2. Working With Children Check clearance.
3. Written reference from Church Pastor/Minister.
4. Legally entitled to work in Australia with proof of Australian Birth, Citizenship or residency visa details.
5. Personal faith and commitment to the Lord Jesus Christ including regular church attendance and a lifestyle consistent with the expectations of Christian faith.
6. Supportive of the aims, principles and tenets of Kingsway Christian Education Association Inc. at Kingsway Christian College.

Essential

1. Understand fundamental scientific concepts and be able to apply them to the relevant Science curriculum.
2. Possess a Certificate III in Laboratory Skills or higher qualification.
3. Possess technical knowledge and be familiar with a laboratory's operations.
4. Be prepared to work collaboratively as part of a team.
5. Possess administrative knowledge and ability relevant to the school laboratory environment.
6. Be aware of the safety standards required to operate a school laboratory.
7. Sound verbal and written communication skills, and ability to relate to students, parents and peers.
8. Sound computer literacy skills.

Desirable

1. Prior experience in a school environment.
2. Have a basic working knowledge of bookkeeping and budgeting.
3. Qualifications in First Aid and/or Workplace Health and Safety.
4. An understanding of Christian Education.

Section 8. Application Process

Applications must include the following:

- [Admin & Support Staff Application Form](#)
- Responses to the selection criteria
- A detailed CV
- Letter of reference from your current Pastor

The application form and full details of this position are available on the College [website](#) or by contacting HR on 9302 8777 or HR@kcc.wa.edu.au.

Applications Close: 12 noon, Monday 2 December 2024

Peter Burton
Principal
November 2024