



Art & Laboratory Technician

Preshil is a small, secular and progressive co-educational school for ages 3 and 4 through to Year 12. The students take an active role in their education and develop responsibility for their actions; they are encouraged to ask challenging questions, to know themselves, care for others and achieve excellence on their own terms.

The school's website is a valuable source of information in coming to an understanding of Preshil. The school philosophy is inspired by the work of Margaret J R Lyttle and builds continually on her work and the work of her niece, Margaret E Lyttle and the ideas of other educational theorists relevant to progressive education in 21st century Australia.

Preshil is an International Baccalaureate World School authorized in the Diploma Programme (DP), the Middle Years Program (MYP) and the Primary Programme (PYP). We are seeking an experienced Art and Laboratory Technician to work with staff and students to support the Art and Science programs.

Major Areas of Responsibility and Duties:

Teacher Support:

- Liaise with art and science teaching staff regarding their needs for practical work and maintain an efficient system for use and allocation of materials and equipment, setting a priority system where necessary
- Advise art and science teaching staff on technical components of curriculum
- Assist art and science teaching staff with demonstrations
- Assist art and science teaching staff in instructing students on use/care of equipment
- Advise and assist art and science teaching staff in safety matters relating to the science laboratory and art rooms
- Prepare safety assessments in relation to Preparation tasks
- Demonstrate laboratory techniques to science teaching staff/students
- Assist with the use of computers and learning technologies within the department

Preparation & Maintenance:

- Prepare solutions, stains and media for use in the laboratory
- Maintain a safe chemical storage/handling/disposal system in accordance with current regulations
- Assist with security of art and science laboratory and equipment
- Maintain an inventory of equipment
- Acquire relevant catalogues and price lists
- Assist with labeling, storage, stocktaking and ordering of equipment and manufacture simple glassware/general equipment
- Service and clean simple laboratory and art room apparatus/equipment
- Develop maintenance procedures for laboratory and art equipment
- Attend appropriate professional development
- Maintain clean and safe and functional spaces
- Other duties as directed by the Principal

Care:

- Care for flora and fauna within the science department, in accordance with current handling and prevention of cruelty regulations
- Collect and maintain living specimens (in accordance with regulations)
- Collect off campus scientific materials, field samples and art materials

Liaison:

- Liaise with organisations and industries for purpose of acquiring equipment, etc
- Liaise with other schools to share resources
- Be a member of a professional association relevant to the duties of the position

Skills Required:

- Highly developed interpersonal skills with a friendly disposition
- Ability to work as part of a team
- Adherence to Preshil's Code of Conduct and to Preshil's cultural values
- Current Working With Children Check

Desirable:

- Prior experience in a similar role
- Prior experience working with Secondary School students
- Level 2 First Aid Certificate

Ensuring the Safety of Children and Young People

Our organisation takes child protection seriously, and as an employee or volunteer of Preshil The Margaret Lyttle Memorial School, you are required to meet the behaviour standards outlined in our Safeguarding Children in Schools Code of Conduct. You can also access a copy of these guidelines via the Preshil website <http://www.preshil.vic.edu.au/why-preshil/policies/>

Therefore as a part of your duties and responsibilities, you are also required to:

- Provide a welcoming and safe environment for children and young people
- Promote the safety and wellbeing of children and young people to whom we provide services
- Ensure that your interactions with children and young people are positive and safe
- Provide adequate care and supervision of children and young people in your charge
- Act as a positive role model for children and young people
- Report any suspicions, concerns, allegations or disclosures of alleged abuse to management
- Maintain valid 'working with children' documentation
- Undergo periodic 'national criminal history record' checks
- Report to management any criminal charges or convictions you receive during the course of your employment/volunteering that may indicate a possible risk to children and young people

Conditions of Employment

The successful applicant will be subject to a Working With Children Check and Criminal History Records Check where applicable.

Our organisation undertakes several screening processes to ensure the appropriate protection of children in its care. This includes reference checks, identity check, qualification checks and professional registration checks.

Applications

Send your application in one complete file, to Kate Bowers, HR Coordinator, at kate.bowers@preshil.vic.edu.au

The following information must be included when applying for this position:

- A covering letter
- A current resume/curriculum vitae with details of education/training and employment history
- Names, titles and contact details of three professional referees

Applicants must be eligible to work in Australia and hold a current Working With Children Card

Applications close Monday 18 November at 5pm