



**ST MARY'S
COLLEGE**

EST. 1869

INFORMATION FOR POTENTIAL APPLICANTS

Laboratory Assistant (ESO)

Permanent part-time 37.5 hours per week 44 weeks per year
Commencement date to be negotiated

Thank you for your interest in the advertised position.

Please be aware, all applicants **must** hold a current **Working With Children Clearance (WWCC)**.

Below you will find instructions to follow when submitting your application.

Your application (5 pages maximum) should include:

1. A covering letter.
2. A statement addressing your suitability for the role at St Mary's College as outlined in the PID.
3. Your Curriculum Vitae listing three (3) referees relevant to the position.
*Please ensure that you include **your current employer**. It is essential that you seek your referees' permission to list them as willing to speak about you in relation to this position. You are asked to forward to them a copy of the advertisement and the Position Information Document. This will mean that they are better able to speak about your suitability for the position, as they will be able to speak in specific terms.*
4. The completed **Applicant Declaration** (found at the end of this document).

The successful applicant is expected to hold and provide evidence of the following:

- Current DHS Working with Children Check
- Responding to Risks of Harm Abuse and Neglect – Education and Care (RRHAN-EC) certificate with an expiry date of 31 December 2024
- Provide First Aid certification including training specific for treatment of chemical related injuries
- COVID-19 Vaccination Certificate

Please submit your application via email (in one (1) pdf document) to:

Sandy Conroy
Principal's Executive Assistant
sandy.conroy@stmarys.sa.edu.au

Applications are to be addressed to Ms Clare Nocka, Principal.

Applications close 11am Friday 23 September 2022

The panel will draw up a short-list of applicants for interview based on applications, and where necessary, referee reports.

I wish you well should you decide to proceed with your application.

Yours sincerely

Sandy Conroy
Principal's Executive Assistant



St Mary's College

Laboratory Assistant (ESO)

Permanent part-time
37.5 hours per week 44 weeks per year
Commencement date to be negotiated

St Mary's College is an R-12 school, educating girls in the Catholic Dominican tradition since 1869. Our Dominican spirit inspires us to be seekers of truth, to be daring and courageous, open minded and to hold an unwavering commitment to inclusivity and welcome. Our approach to learning is contemporary and innovative, we challenge and support our students to achieve their personal best. We develop leadership in diverse ways. Our restorative culture is at the heart of all that we are and all that we do. Relationships matter. As a city school located on one campus, there is a tangible sense of community. Our city location affords vital networks and connections providing big school opportunities with a small school feeling. We nurture the growth of strong women equipped to find their place in the world.

Purpose Statement

St Mary's College empowers young women to excel in learning and in life. We nurture relationships that challenge and support students to contribute to a more just and compassionate world.

Values

Truth, Justice, Community

Grade and Stream

Education Support Officer (ESO) Grade 3 (Resources Stream), working 37.5 hours per week, 44 weeks of the year, Monday to Friday 8am to 4pm (with 30 minutes for lunch), paid fortnightly over 52 weeks of the year. The position includes a pro rata annual salary plus superannuation, pro rata long service leave, sick leave and holiday loading.

Overview of Position

The Laboratory Assistant is to act in liaison with the science staff to ensure efficient operation of the laboratories and the preparation areas.

Key Working Relationships

- Principal
- Science Learning Area Leader
- Maths Learning Area Leader
- Business Manager

Team Leader: Science Learning Area Leader

The College Principal is responsible for the general employment conditions of all staff.

Key Responsibilities

- Act in liaison with the science staff to ensure efficient operation of the laboratories and preparation areas.
- Assist teaching staff in the planning and preparation of practical activities.
- Set up laboratory equipment, consumables and living materials for student practicals as requested by Science staff.

- Maintain and prepare test solutions of particular concentrations and other chemical materials to prescribed formulations.
- Trial and validate new or modified experiments before presentations to students by Science staff.
- Coordinate and conduct repairs, maintenance and calibration of specialist laboratory equipment.
- Manufacture and fabricate equipment for use in practical lessons.
- Be responsible for the cleaning and sterilisation of all glassware and equipment used in practicals.
- Maintain feeding and cleaning routines for all animals.
- Organise and maintain efficient stock controls systems, ie. stocktaking, ordering materials, etc.
- Ensure relevant regulations with regard to storage, labelling, disposal and safe handling of hazardous chemicals and biological wastes, are complied with at all times.
- Attend and be proactive in all available Chem Watch System training and briefings.
- Maintain and repair robotics equipment.
- Robotics – research, learning design, staff support and development.
- Committee member of the Work Health and Safety (WHS) Committee.
- Other duties as directed by the Leadership Team and Science Learning Area Leader.

Essential Personal and Professional Skills

- A comprehensive appreciation of and experience with the Chem Watch system.
- A good understanding and practical support of the Catholic ethos and culture.
- A thorough understanding of the College operational routine for both staff and students.
- Capable of operating the computer/electronic based student database software program, currently Synergetic and Seqta.
- An ability to identify more complex issues and refer with appropriate advice and recommendations.
- Excellent communication and interpersonal skills.
- Proficient organisational, prioritisation, time management skills, and attention to detail.
- Undertake ongoing personal professional development.
- A capacity to work independently and unsupervised.
- An ability to be flexible and to respond to current needs as they occur.
- A preparedness to be flexible in working hours including some afterhours work.
- The ability to use discretion and deal appropriately with sensitive matters.
- The ability to maintain confidentiality in all aspects of St Mary's business.
- Support WHS requirements.
- Provide First Aid certification including training specific for treatment of chemical related injuries.

Other Conditions

- This position is subject to a satisfactory police clearance to work in Catholic schools and other screening clearances and ongoing satisfactory police checks at regular intervals as requested throughout your employment.
- Catholic Education SA requirements for Mandatory Reporting and First Aid will need to be completed and maintained.

Additional requirements

- Full vaccination against COVID-19 or the provision of a medical exemption endorsed by the Chief Public Health Officer in accordance with South Australia Government Emergency Management (Education and Early Childhood Settings) Direction 2021.
- Screening clearance to work in Catholic Education SA, including current and accepted DHS Working with Children Clearance.
- Provide First Aid certification including training specific for treatment of chemical related injuries.

- Approved 'Responding to Risks of Harm Abuse and Neglect – Education and Care (RRHAN-EC)' qualifications.
- Annual sign off is required for:
 - CESA Code of Conduct
 - Protective Practices
 - St Mary's College ICT Agreement.

Work Health & Safety (WHS) Role

This role is deemed to be a *Worker* under the South Australian Work Health and Safety (WHS) Act 2012.

As a Worker, while at work you must –

- take reasonable care for your own health and safety.
- take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons.
- comply, in so far as you are reasonably able to, with any reasonable instruction given by the employer.
- cooperate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers.

CESA Employment Declaration

To be considered for employment in any capacity in CESA, you must complete all parts of this Declaration, including by providing additional, supporting information and documentation where a "Yes" response has been recorded. You will not be considered for employment unless you complete the Declaration and provide comprehensive and complete information as necessary.

If you have any questions about the Declaration, please contact your school or CEO (Human Resources Team on 8301 6853).



SURNAME: _____ **Dr / Mr / Mrs / Ms / Other**

GIVEN NAMES: _____

FORMER NAMES: _____ *please ensure your FULL name is included*

DATE OF BIRTH: (optional) _____

ADDRESS: _____ **P/Code:** _____

EMAIL: _____

TELEPHONE: **HOME:** _____ **MOBILE:** _____

Teacher Registration No. (if applicable) _____

Please note: You must provide the **ORIGINAL TRB** issued teacher registration certificate (if applicable) and evidence of a valid, current DHS issued **Working With Children Check (WWCC)** for sighting at your work location.

POSITION FOR WHICH APPLICATION IS MADE:

Please respond to the questions below and sign the Declaration at the end of this form:

- | | | | | |
|---|-----|--------------------------|-----|--------------------------|
| 1. Have you ever been investigated, charged, arrested, reported for or pleaded or found guilty of any criminal offence? (Tick 'No' where an expiation notice only was received) | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 2. Have you ever received a written counselling or warning or been dismissed or resigned following allegations of improper or unprofessional conduct or unsatisfactory work performance? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 3. Have you ever or are you currently the subject of an investigation or any other process relating to alleged unsatisfactory performance or misconduct by you as an employee? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 4. Have you ever been the subject of allegations of misconduct by you of a sexual nature towards or in relation to a child (person under 18 years of age) or towards any other person to whom you were responsible for providing education or other services? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 5. Our process includes asking referees whether there are any child protection concerns in your regard. Do you foresee any problem arising from this process? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 6. (If applicable) Do you have conditions on your SA teacher registration? | N/A | <input type="checkbox"/> | Yes | <input type="checkbox"/> |
| | | | No | <input type="checkbox"/> |

Please note: If you answer **YES** to any of the above questions, you are required to provide comprehensive supporting details, including relevant documentation in order to be considered for employment. (Please attach as separate sheets.)

If you choose not to answer one or more of the above questions, please indicate by ticking the box below that you wish to meet with the **Principal/Director** (or delegate) to discuss.

I have opted not to answer one or more of the above questions and ask that a meeting be arranged between the **Principal / Director** (or their delegates) and me.

Please note: If you wish a meeting to be arranged you must submit your application at least one week prior to the closing date.

Further information and ongoing requirements

Evidence of a criminal history that may be unrelated to any risk of harm to children will not automatically preclude a person from being or remaining employed.

The requirement for full and honest disclosure is a condition of initial and ongoing engagement. In signing this form you declare that you are a fit and proper person of good character, and if you are successful in your application, you will notify the **Principal / Director** should there be a relevant change in your circumstances; for example, criminal charges and convictions, restraining orders, intervention orders, injunctions, disciplinary proceedings and investigations.

If you are charged with, convicted of, or granted bail in relation to a sexual offence against a child you are required to inform the **Principal / Director** immediately and if you are accused, convicted or granted bail you will need to immediately cease providing services to CESA.

Declaration

I understand that any false or misleading information I provide will result in me not being considered for employment or may result in the termination of my employment. I declare that I have answered this Employment Declaration Form truthfully.

Signed: _____ Date: _____

OFFICE USE:

Principal / Director signature: _____ Date: _____

Referred on: _____ Date: _____