

High School Science Laboratory Technician

2020 Application Package

Thank you for your interest in applying for the High School Science Laboratory Technician Position at *Samford Valley Steiner School*. This role is initially offered as a one-year contract, with the possibility of a permanent continuation. Full registration or eligibility for registration as a teacher in Queensland with the Queensland College of Teachers is highly desirable.

The package for the above position is enclosed. It is composed of:

1. Information for Applicants
2. Role Description
3. Selection Criteria

Should any of the above documents be missing from your package, please contact the office on 07 3430 9600.

Please read these documents carefully before seeking further information.

Yours sincerely,

Tracey Taylor
Director

INFORMATION FOR APPLICANTS

Thank you for your interest in the advertised position. The aim of this *Information for Applicants Package* is to help you understand the selection process so that you can present your best case for appointment.

The basis for selection is the relative merit of each applicant in relation to the selection criteria identified in the *Role Description* and the *Selection Criteria*.

Role Description

The *Role Description* should be read carefully. It provides information regarding the following:

1. Position title
2. Area
3. Location
4. Role Relationships
5. Role Context
6. Role Purpose
7. Key Accountabilities

Remuneration

Above the State Award and dependent upon experience and qualifications

Hours of Duty

This is a 0.4 position with flexible working hours needed.

Probation

There is a 6-month probationary period.

How to Apply

Your application should include:

1. A brief summary of your career, outlining relevant positions you have held and major responsibilities.
2. Statements, which concisely but fully describe how you consider yourself suitable against each of the selection criteria.
3. The names, positions and telephone contact numbers for at least two referees who can comment on your suitability for the position.

Your application should be emailed to dcrawley@samfordsteiner.qld.edu.au and rcaynes@samfordsteiner.qld.edu.au

Closing Date

Applications close 4.00pm Monday 25th November 2019

Selection Process

All applications received will be acknowledged. If you do not receive confirmation of your application, please contact the office on 07 3430 9600.

Short listed applicants will be contacted by phone and will be required to attend a face-to-face interview. All applicants will be informed by Tuesday 19th November 2019 whether they have been short listed or not.

Contacts for Further Information

If you require further information after reading this information package, please ring the office on 07 3430 9600 and arrangements will be made for the High School Education Administrator to contact you.

If she is not immediately available when you call, please leave your business hours and after hours contact numbers and she will return your call at the first opportunity.

SELECTION CRITERIA

Position title: High School Science Laboratory Technician

Required Qualifications

1. Certificate III or IV in Laboratory Skills preferred and desirable and / or a willingness to undertake.

Selection Criteria

1. Certificate III or IV in Laboratory Skills preferred and desirable and / or a willingness to undertake.
2. Basic knowledge of administrative processes, spreadsheets etc
3. Interest, experience and understanding of science as a discipline.
4. Willingness to work autonomously under limited direction and instruction.
5. Support and comply with the schools Workplace Health and safety compliance.
6. Sound understanding of laboratory safety processes and/or willingness to learn.
7. Interpersonal and communication skills of a high standard.
8. Positive attitude towards children.