



Emmanuel Catholic College

Whadjuk Boodjar, 122 Hammond Road, Success WA 6164
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www.emmanuel.wa.edu.au



Dear Applicant

Thank you for your interest in Emmanuel Catholic College.

Emmanuel Catholic College is an innovative and vibrant school community that seeks to deliver an engaging contemporary 21st Century education. We are a proud Catholic school, committed to providing a holistic education encompassing a vision where we strive to develop a strong sense in our students of the benefits in becoming men and women for the service of others.

All staff have a major role to play in achieving our mission and offering a quality education in line with our College Vision and Values.

We aim to attract employees who want to be part of a community of innovative, life-long learners, providing a safe and nurturing environment for our students, delivering personalised education, and striving for excellence.

Please see below items included in this package:

- Position Information
- Duty Statement
- General Information for Applicants

Any questions regarding this role can be directed to Mrs Sonja Matthes, Business Manager on 9414 4000.

Kind regards

Mr Paul Watson
Principal

Position Information

Science Laboratory Technician

Part-Time, 0.5 FTE, Ongoing (Term Time Only)

About us

Emmanuel Catholic College is a leading co-educational school for students in Years 7 to 12, located in Perth's southern suburb of Success. Emmanuel Catholic College opened its doors in 1999 to a small group of Year 8 students. It is now home to approximately 1,200 students.

The College name, derived from the Hebrew word Emmanuel, means "God is with us". The campus is a modern and vibrant learning area, equally enhanced by the natural beauty of both Lake Kogalup and the natural bushland area of the Beeliar Regional Park.

Emmanuel Catholic College acknowledges and pays respect to the Traditional Owners and Elders, both past and present of the land on which our College is located, the Whadjuk people of the Nyungar Nation.

Success Criteria

The successful applicant will:

- Possess or be willing to complete the requirements for Accreditation to Teach/Work in a Catholic School.
- A willingness to learn, innovate and be creative.
- Investment in ongoing Professional growth.
- The capacity to work independently and collaboratively.
- Uncompromising confidentiality.
- Very strong attention to detail.
- Ability to work as part of a team.
- Excellent communication skills (verbal and written).
- Excellent time management skills and the ability to meet deadlines in a timely and efficient manner.
- The ability to coordinate multiple projects at once.
- The highest degree of professionalism.
- Understanding and support of the Catholic Ethos.
- Punctual.
- High safety standards.
- Uncompromising confidentiality

Essential Requirements

- Current Education Criminal Record Check.
- Current Working with Children Check (WWCC).
- Complete Mandatory Reporting Training.
- Complete Staff Code of Conduct Training.
- Acquire and/or maintain relevant Accreditation requirements to Work in a Catholic School.

Conditions and Salary

For Conditions and Salary, please refer to the Catholic Education Western Australia (CEWA) Enterprise Bargaining Agreement (EBA):

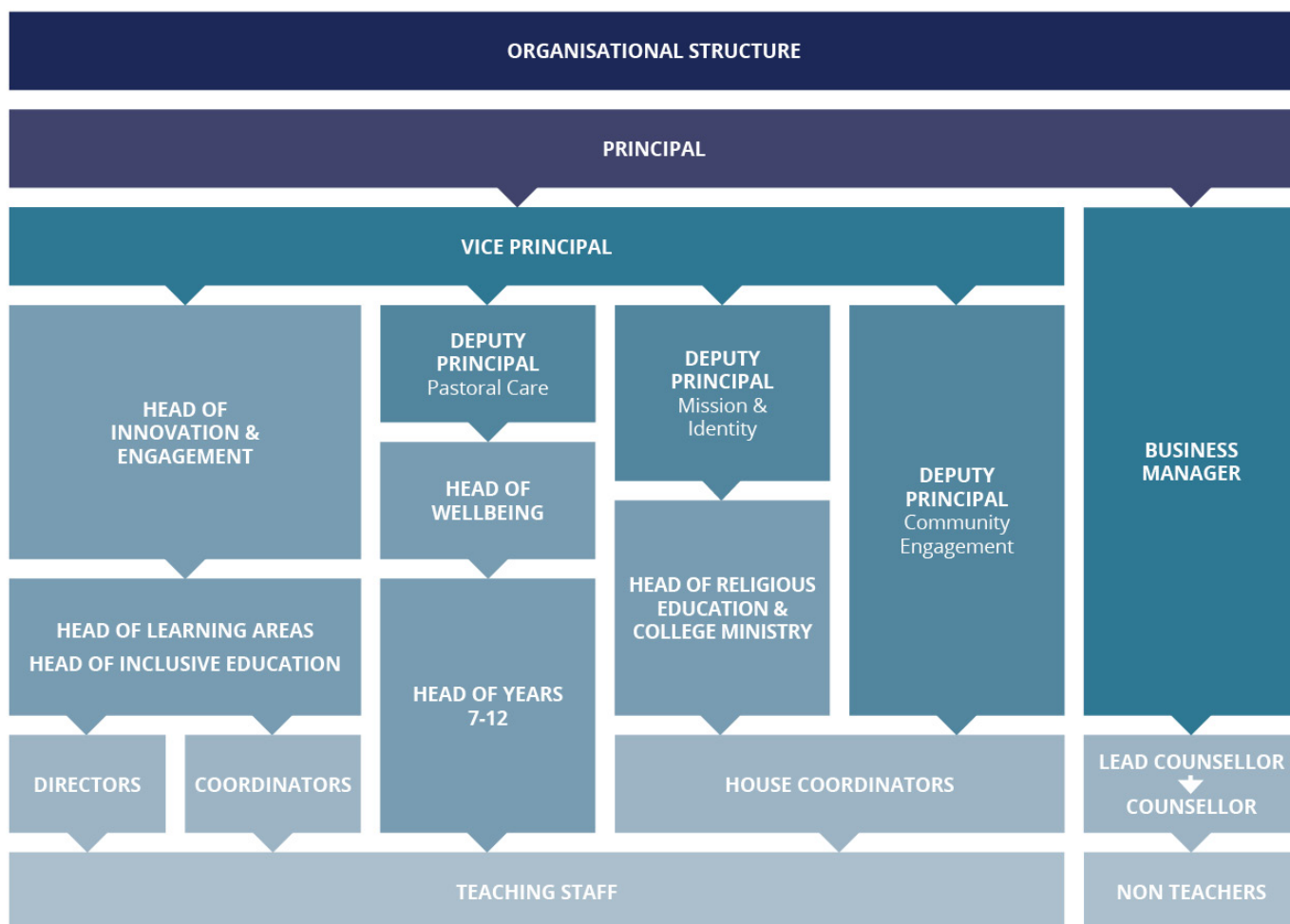
[Non-Teaching Staff](#)

[Salary Schedule](#)

Applications close at 12pm on Friday 28 March 2025



Duty Statement Science Laboratory Technician



Emmanuel Catholic College is a contemporary 21st century school continually striving to create and enable a variety of engaging learning opportunities for students that provide the necessary skills, knowledge, and experiences to prosper as global citizens in the world. In doing so, we seek to inspire a passion for life-long learning in meeting the individual needs of all students so that they may achieve their true potential. In acknowledging parents and care givers as the first and most influential educators and with strong links to the local community and industry, the College provides students with opportunities to immerse themselves in an education centered around real life, informed by contemporary research and best practice.

All staff at Emmanuel Catholic College are expected to be passionate and innovative practitioners, committed to making a positive contribution to the daily experiences of all staff and students.

The Science Laboratory Technician works predominately in the Science Learning Area. They have a significant role in supporting science teachers and the Head of Science with preparation of practical science lessons for students ranging from Years 7 to 12.

As a member of staff, the Science Laboratory Technician will support the Principal and staff in the promotion and upholding of Catholic values and the shared vision of the College. They will involve themselves as a member of the whole staff in enhancing the welfare and development of students in the College community. This includes the promotion and maintenance of a positive public profile for the College and demands the highest level of professionalism, confidentiality, and the capacity to work with independent initiative.

Areas of Responsibility:

- Meeting lesson experimental requirements of staff and provision of technical advice to ensure smooth running of Science classes.
- An understanding of relevant legislation, MSDS', and Laboratory Safety to ensure the safe completion of practical work, storage, and preparation of chemicals as well as compliance with hazardous material handling and inventory.
- The ability to make up chemical solutions/dilutions (working in molarities).
- An understanding of and ability to setup up school Science equipment, demonstration apparatus etc. as well as the ability to construct equipment where necessary.

Resources

- Organise and prepare ordered equipment and materials for all Science classes.
- Coordinate Science resources and advise on availability.
- Prepare laboratory reagents and media preparations.
- Set up practical tests.
- Care for living organisms established for study purposes.
- Instruct and demonstrate use of equipment where necessary.
- Construct equipment where feasible.
- Clean and carry out routine maintenance of equipment and materials.
- Procure/collect/store/preserve and dispose of fresh specimens as per legislation.
- Purchase items as necessary.
- Liaise with sales representatives for the requisition of teaching materials.
- Assist teachers with hazardous experiments where necessary.
- Modify experimental procedures and notify teachers of changes.
- Clean and pack up all completed experiments.
- Maintain the Science preparation area in a clean and tidy manner.

Administration

- Attend Science staff meetings as requested by HOLA.
- Acquire quotes for new resources and stationery.
- Manage Science stock/continually update master stocktake and chemicals.
- Write up orders for new resources and stationery.
- Organise and conduct annual stocktake.
- Compile and collate information to assist the HOLA with the Science budget.
- Maintain spreadsheet of Science budget.

Legislation

- Undertake professional development to continually update knowledge/legislation.
- Ensuring that all Science equipment, chemicals etc are as per Legislation
- Create and maintain safe, clean and tidy environment in the store and preparation areas.
- Provide Material Safety Data Sheets for all current chemicals.
- Correctly label all bottles as per current legislation.
- Store chemicals in their correct classes and conditions as per legislation.
- Arrange disposal of used/contaminated/hazardous materials safely as per legislation.

Maintenance

- Maintain science equipment in good working order:
- Continually maintain and inspect Chemical store.

Other

- Other Science duties requested by HOLA.

Essential Skills:

- Intermediate computer skills with Microsoft Office.
- Qualifications (Chemical Safety Certificate and Certificate III in Laboratory Skills or equivalent) and experience working in a school environment would be an advantage.
- Effective skills in verbal and written communication combined with attention to detail.
- Proven track record of time management and reliability, with the ability to independently prioritise workloads, meet deadlines, and multitask.

Tenure and Conditions:

- Total 40 weeks during term time 51.992% FTE pro rata.
- Wednesday to Friday 8.00am – 4.00pm.
- Part-time, Term time only.
- All annual leave is to be taken in school holiday time.
- Ongoing, subject to successful first six months probationary period.

After Hours Requirements at College Events include:

- College events as required or as specified by the Principal.

Appointment:

On appointment, the successful applicant will be required to:

- Current Nationally Coordinated Criminal History Check (NCCCHC).
- Current Working with Children Check (WWCC).
- Complete Mandatory Reporting Training.
- Complete Staff Code of Conduct Training.
- Acquire and/or maintain relevant Accreditation requirements to Work in a Catholic School.
- Undertake CEWA online modules as directed.

General Information for Applicants

Applicants must be fully supportive of the objectives and ethos of Catholic education and be involved in co-curricular activities as part of general duties.

All applicants must have a current Working with Children Check (WWC) and those applying for a teaching position must hold a relevant degree and be eligible for Registration with Teacher Registration Board of Western Australia (TRBWA).

Applications for a position at Emmanuel Catholic College must be consist of;

1. Covering Letter

The Covering Letter should clearly state the position being applied for and highlight the applicant's skills, knowledge and experience in relation to the position being applied for (maximum 2 pages).

2. Current Curriculum Vitae

The Curriculum Vitae should include, where relevant:

- Qualifications
- Employment History
- Subjects / Courses taught
- Relevant Professional Learning
- Reference to any Accreditation held within the Catholic sector
- Extra-Curricular Qualifications / experience
- Parish / Community involvement
- Membership of Professional Associations
- Contact details of three (3) professional Referees, one of which should be the current employer.
- If applicable, a Parish Priest should also be included.

3. Statement Addressing the Key Selection Criteria (where specifically requested)

4. Copies of any requested information

Requested Information - where applicable, applications should include copies of;

- TRBWA Registration status
- Proof of WWC
- Latest Academic Transcript
- Proof of Accreditation.

Applications should be addressed to the Principal, and uploaded via the Emmanuel Catholic College website form: [Application for Employment – Emmanuel Catholic College](#)

Further information can be obtained by contacting the Mrs Sonja Matthes, Business Manager, on 9414 4000.