

Science Lab Assistant (School Support Officer)

Marist Sisters' College Woolwich

WOOLWICH, NSW

Admin / SSO / Non-Teaching

Contract Type: Contract Position Part Time (0.60 FTE)

Applications Close: 9 December 2019

The position of Lab Assistant supports the administrative functions of the College Science Department. This is a temporary position for 2020, three days per week (Wednesday to Friday) 8:30am to 3pm.

Key Selection Criteria:

- A commitment to support a positive religious and cultural Catholic school environment for young women in the Marist tradition
- Flexible, adaptive, and willing to assist with a diverse range of support roles across the College
- Strong organisation and time management skills
- Preparation of practical work for use in the classroom, including general and complex laboratory experiments
- Preparation of simple chemical solutions and, under instruction, more complicated solutions
- Develop and use appropriate storage systems, including for dangerous and toxic substances consistent with material safety data sheets
- Competence and confidence in using a variety of ICT including Microsoft Office Applications
- Demonstrated ability to follow direction, prioritise and meet set deadlines
- Effective communication skills both written and verbal
- Professional presentation
- Demonstrated ability to work effectively both autonomously and as part of a team

Desirable Criteria:

Familiarity with the Mac OSX, Compass and SAS operating systems and Google Applications

Interested applicants should submit a cover letter to the Principal, Dr Anne Ireland; an application addressing each of the selection criteria, a current resume, completed **Employment Application Form for Support Staff** (found on our website under Employment Opportunities) and certified copies of qualifications.

The successful applicant will be required to hold and maintain a valid Working With Children Check from the Office of the Children's Guardian.

Applications in writing to:

Mrs Narelle Camroux

Assistant to the Principal, Marist Sisters' College

Email: narelle.camroux@syd.catholic.edu.au