

Position:	Laboratory Manager		
Reports to:	Head of Science		
Term of Position:	12 months Fixed Term, Full Time		
Commencement Date:	January 2019	Applications Close:	15 October 2018

Girton Grammar School in Bendigo has an exciting opportunity for a suitably qualified and experienced Laboratory Manager to work at one of Victoria's top performing schools.

The successful candidate for this position will have responsibility for a Laboratory Technician and all laboratory operations at the Senior School, working closely with Teachers.

Purpose of the Position

Ensure all laboratory operations operate efficiently, effectively and safely to meet the needs of the science curriculum.

A Great Place to Work

Girton Grammar School in Bendigo is a leading independent school for boys and girls catering for around 1,200 students from Prep to Year 12 in an enriching and supportive environment.

With a Junior School campus and separate Senior School campus minutes from the centre of town, this renowned School sits at the heart of the Bendigo community.

The school is proud of its culture of optimism and commitment in both students and staff, translating to personal growth and academic achievement that truly sets the school apart in Regional Victoria.

Our rich history and steadfast values have, over time, built a school culture where we equally value people, character and learning. The behaviour and attitude of our students and staff contributes to a learning environment where every child is known and their individuality is respected.

Outcomes

The successful candidate will be responsible for achieving the following outcomes:

1. Practical aspects of the science curriculum are delivered in a safe and effective manner.
2. Science teaching environments are safe, efficient and supportive.
3. Sound laboratory techniques are practiced at all times.
4. Equipment is maintained in good working order and supplies are maintained to required levels.
5. Process improvements are identified and implemented.
6. Staff are managed and developed to achieve optimal performance.

Mandatory requirements for the role

- Certificate IV in Laboratory Techniques (Diploma preferred) or equivalent relevant experience, and extensive experience in laboratory work in an educational setting (experience in VCE chemistry and biology highly desirable).
- Experience in managing laboratory technicians.
- Understanding of practices and legislative requirements as per the School Science Laboratory Technicians National Standards 2013.

Personal characteristics

- Organises and prioritises work to achieve required outcomes.
- Excellent communication and interpersonal skills.
- Strong customer service focus.
- Works with a high level of autonomy.
- Reflects on, evaluates, improves and shares knowledge and practice.

Additional information

All staff are required to hold a current Working with Children Check.

A six-month probationary period will apply to this position in line with all new staff members commencing employment at Girton Grammar School.

Employment conditions are in accordance with the Girton Grammar School Bendigo Enterprise Agreement.

To apply

To apply submit your CV along with a letter of application to the Headmaster, and email to: employment@girton.vic.edu.au.

Candidates who are selected for an interview should expect a second interview if they are short-listed for this position.

If you require further information, please phone Mrs Jane Reaburn, Head of Science at janereaburn@girton.vic.edu.au.



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