



# *Mackay Christian College*

*'creating hope, building futures'*

## Applicant Package

### Duties, Key Selection Criteria & Position Description

# SCIENTIFIC ASSISTANT

## Full Time Position – 30 hours per week

Mackay Christian College aims to provide a quality, affordable education for families in Mackay and the Mackay district.

Established in 1984, the College offers a streamlined education from Prep through to Year 12. The College provides a vibrant learning environment with a rural outlook in the middle of Mackay.

Mackay Christian College supports strong family values and provides a caring Christian community within which students can develop. The College has a proven academic track record with past graduates finding success in University courses and other career paths.

#### DUTIES:

The duties to be performed by a Scientific Assistant will be determined by the Principal and Head of Faculty for Science & Innovation, having due regard to the nature of the position and the effective functioning of school activities. The duties of a Scientific Assistant have a direct relationship with the technical work of the College Science department.

The duties performed by a Scientific Assistant may include a mix of any or all of the following activities.

- Handling and preparation of chemicals, laboratory equipment and biological material
- Washing glassware
- Cleaning laboratories and disposing of laboratory wastes
- Collecting, sorting and delivering parcels
- Collecting and distributing glassware
- Feeding animals, cleaning cages and pens
- Taking simple measurements eg. weighing chemical samples
- Preparing samples (by drying, grinding, etc) for subsequent analysis including sub-sampling
- Care of research aquariums and plant specimens
- Overseeing storage, control and maintenance of equipment and apparatus and initiating repairs as required
- Assisting teachers in setting up demonstration apparatus

- General assistance with teaching material for science classes
- Maintaining the chemicals consumable register
- Monitoring chemicals and associated supplies and preparing requisites
- Assisting in stocktaking activities
- Assisting in field trip preparations which may include arranging bookings and appropriate materials
- Using software packages as required
- Other relevant duties as directed

### **KEY SELECTION CRITERIA:**

**KSC 1.** Experience or knowledge that would indicate that the applicant has the potential to successfully perform the duties and responsibilities of the position.

**KSC2.** Sound knowledge or the ability to acquire rapidly a sound knowledge of equipment and chemicals and their use within the Science Department of Queensland Secondary Schools.

**KSC 3.** Sound knowledge or the ability to acquire rapidly a sound knowledge of safety and first aid requirements appropriate for staff and student usage of school laboratories.

**KSC 4.** Personal management and organizational skills including the ability to work in an unsupervised capacity within specific guidelines.

**KSC 5.** Demonstrated personal qualities of industry, tact, reliability and honesty that would indicate an ability to co-operate, communicate and work successfully with others particularly as a member of a team.

### **POSITION DESCRIPTION:**

The position currently will be a full-time position of 30 hours per week. The successful applicant will report directly to the Head of Faculty for Science & Innovation and will perform duties as directed for a period of time each school day.

The successful applicant's demonstrated lifestyle will reflect sound Christian Values.

**All applications must address the selection criteria, and all applicants should enclose at least 2 references, one of which should be from the applicant's Minister.**

Any queries regarding the position should be directed to Mrs Jennifer Penfold through the College Office. Ph. 4963 1100 Email. [mcc@mccmky.qld.edu.au](mailto:mcc@mccmky.qld.edu.au)



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## **CHECKLIST FOR SCIENTIFIC ASSISTANT APPLICATION**

- Completed all sections of the 'Application for Scientific Assistant Position.'
- Completed responses to the 5 listed Key Selection Criteria for the position of Scientific Assistant.
- Attached a Pastor's reference from the Church you currently attend.
- Attached at least 1 other reference or their contact number.
- Read the College Lifestyle Requirement and its implications for ongoing employment at Mackay Christian College, and signed to affirm your understanding of the Statement.

Please send your completed application to:

The Principal  
Mackay Christian College  
PO Box 3215  
North Mackay  
Qld 4740  
[mcc@mccmky.qld.edu.au](mailto:mcc@mccmky.qld.edu.au)