



Science Technical Assistant

Oran Park Anglican College is a vibrant learning community in one of the fastest growing areas of Southwest Sydney. Catering for over 1200 students Prep – Year 12 in modern purpose-built facilities the College has established its reputation as providing a respectful, joyous and collaborative learning environment with strong pastoral support. We value academic rigour, comprehensive and inclusive pastoral care, service-learning opportunities, thriving sporting programs and excellence in the creative and performing arts.

Position Summary

The Science Technical Assistant plays a key role in supporting the effective delivery of the Science curriculum at the College. Working closely with the Science faculty, this position ensures that all practical lessons are well-resourced, safe and efficiently prepared. This position contributes significantly to the smooth operation of the Science faculty and supports the College's mission of providing high-quality Christian education.

Reports to: Head of Science

Status and Hours: Term Time, Permanent position

7.30 am – 3.30 pm, although an understanding is required that the role may require greater hours than this, including attendance at weekly staff meetings, faculty meetings and other after-hours events.

Full Time Equivalent (FTE): 1.0

Commencement Date: Term 3, Week 1 2025

Dress Code: Oran Park Anglican College requires staff to dress in a professional manner, fitting of an independent school.

Major Responsibilities

The Science Technical Assistant role requires a proactive and organised individual with strong scientific knowledge, attention to detail and a commitment to maintaining a safe and engaging learning environment for students. The responsibilities include, but are not limited to:

- Preparing practicals for Science lessons as requested by teachers.
- Overseeing the ordering of Science equipment, including the purchasing of organs and chemicals for practicals. Including printing and laminating resources for teachers.
- Maintaining the Equipment and Chemical Register for Science.
- Maintaining Chemicals/ Solutions and wastage in the Chemical Storeroom and Science flammable cupboards, in accordance with CSIS and AIS Chemical guidelines.
- Preparing and replenishing chemical solutions, label chemicals according to CSIS package/GHS guidelines, prepare and maintain science equipment.
- Preparing labels, Risk Assessments and Safety Data Sheet's for chemicals for practicals.
- Keeping all laboratories and practical classrooms clean, disinfected and stocked with equipment. Tests and inspects safety equipment in the classrooms. Liaise with staff regarding their equipment requirements.

- Maintaining and cleaning glassware, apparatus, safety glasses and laundering on a regular basis.
- Purchasing equipment/items for practical lessons from local shops and businesses when required.
- Conducting an annual stocktake including invoice and breakables lists.
- Promote and implement the WHS policies and procedures.
- Perform other duties as is required by the Principal or her nominees from time to time.

Essential Criteria

The successful applicant must have the capacity to support the resourcing of the practical learning activities in the Science faculty. Essential criteria for this role include:

- A committed Christian and an active member of a church.
- Understanding of and ability to contribute to the vision and mission of Oran Park Anglican College.
- Scientific knowledge and practical skill experience to prepare materials in a school science laboratory classroom for practical activities.
- Effective communication skills with an ability to communicate with people on all levels and develop effective, professional working relationships with teaching and support staff.
- Well-developed organisational and time management skills with an ability to work with a number of conflicting tasks and priorities and meet requested deadlines.
- Initiative and flexibility to reach desired outcomes.
- Ability to work independently and effectively within a multidisciplinary team.
- A sound knowledge of Work Health and Safety legislation with specific regard to school science and technology facilities.

Salary: In accordance with the Independent Schools NSW (Professional and Operational Staff) Cooperative Multi-Enterprise Agreement 2025 and based on qualifications and experience.

Child Safety: Oran Park Anglican College is committed to child safety. All members of staff are required to comply with applicable child protection legislation and are responsible for ensuring that the College's Child Safe policies, procedures and programs are at the forefront of all we do. As such, all members of staff are expected to satisfy child protection screening and adhere to the College's Child Safe Policy and Code of Conduct.

WHS: Oran Park Anglican College acknowledges that the health, safety and wellbeing of people and the provision of a safe working and learning environment are central to the values of the College. All members of staff undertake annual WHS training. The successful applicant will be provided with their WHS responsibilities at the time of appointment.

Diversity and Inclusion: Oran Park Anglican College provides inclusive, culturally safe and child-friendly services for all students. The successful applicant will be required to comply with policy and training requirements.

Note: All positions evolve over time and as such, the position description should be viewed as a guide with the full expectation that other duties as required will be a natural part of the role. The role will continue to evolve in consultation with the Principal.

The Application Process

Applicants are required to:

- Complete the “Application for employment – Non-Teaching” application form (found under the Employment tab on our website)
- Provide a 1-2 page cover letter which details your experience and demonstrates your ability to meet the essential criteria for this position, including a statement of personal Christian faith.
- Curriculum Vitae of no more than 4 pages

Please forward your application marked “Private and Confidential” to:

Mrs Naomi Wilkins
Principal
Oran Park Anglican College

Email employment@opac.nsw.edu.au

Website www.opac.nsw.edu.au

Applications will close Wednesday 18 June or when the position is filled.

Vision

We strive to be a vibrant learning community that impacts every member for Jesus, through life-changing, caring, quality Christian education.

Mission

We do this by growing a strong and sustainable College community that nurtures Christ-shaped values of courage, curiosity, craftsmanship, collaboration and compassion.