

## **ABOUT CRANBROOK SCHOOL**

Cranbrook School is an Anglican independent day and boarding school for boys, Pre-school to Year 12 located in Sydney's Eastern Suburbs.

At Cranbrook our vision is to be a world class school which encourages and enables all of our students to explore, enjoy and fulfil their potential. We lead our students to discover and make the most of their talents, to thrive in, and love the pursuit of, excellence. As a school we energise the educational environment by offering a rich and distinctive schooling both within and beyond the curriculum and give powerful pastoral support. Cranbrook builds resilience and confidence so that each student can face the challenges of the twenty-first century with personal confidence, intellectual versatility, academic hunger and optimism.

## **ABOUT THE POSITION**

The School is seeking an energetic and experienced Laboratory Manager who is viewed as 'an expert' in relation to all laboratory non-teaching matters, with a good working knowledge of the science curriculum across all science teaching areas.

### **Key Responsibilities**

- Leadership and Management of Laboratory Staff
- Finances - Keep accurate records of purchases/incoming orders and administer the Science Department budget with regards to laboratories.
- Assisting teaching staff by ensuring the needs are met for practical work.
- Daily operational management of the Schools Laboratories
- Workplace Health & Safety Responsibility

### **SELECTION CRITERIA**

#### **Essential skills and experience**

- Working knowledge of the science curriculum across all science teaching areas.
- Excellent communication, conflict resolution and negotiation skills.
- At least 3 years' experience in a similar role.
- Ability to work co-operatively with science staff.
- Demonstrated ability to work independently and as a member of a team.
- Understanding and experience in working with young people from various cultural backgrounds.
- Ability to develop positive working relationships with other staff and with students; customer service skills i.e. friendly and helpful personality
- Good IT skills e.g. Computer literate especially Word and Excel.
- Time management skills
- A commitment to on-going training & development.
- Familiarity with requirements concerning Chemical Safety in Schools.

#### **Other attributes**

- Preferably, experience with School Physics Equipment.

#### **Qualifications**

At least a Diploma of Applied Science /Physics or equivalent or extensive relevant experience in laboratory work (preferably in an educational setting).

**Pre-employment checks**

A Working with Children Check.

**HOW TO APPLY**

Applications are to include a resume and cover letter addressing the selection criteria and email to [recruitment@cranbrook.nsw.edu.au](mailto:recruitment@cranbrook.nsw.edu.au)

References will be requested for the short- listed applicants.

For further information about the role including a Position Description or Cranbrook School, please visit our School's website [cranbrook.nsw.edu.au](http://cranbrook.nsw.edu.au)