

Position Description

Position Title	Laboratory Assistant
Department	Science
Reports To	Curriculum Leader - Science
Overview	<p>The primary role of the position of Laboratory Assistant is to provide support to the Curriculum Leader, Teachers of the Science Department, and Laboratory Technicians, thereby contributing to the effective and efficient management of that area of the College.</p> <p>Such support covers a range of activities including assisting Technicians and teachers in setting up demonstration apparatus, handling and preparation of chemicals and biological material and general assistance with teaching material for science classes. It also involves unpacking and cleaning up experiments and demonstrations after their use in the laboratories.</p> <p><i>Please note that this Position Description:</i></p> <ul style="list-style-type: none"> ▪ <i>can alter with changes in the roles and responsibilities of the position</i> ▪ <i>will be used as a framework for appraisal</i>
Key Accountabilities	<p>Under the direction of the Laboratory Technician, the key accountabilities of this role are as follows:</p> <ul style="list-style-type: none"> • Work as part of a team of Laboratory technicians and assistants. • Clean glassware and other equipment after student experiments as required. • Assist in moving equipment and materials between locations as required. • Handle and prepare laboratory equipment and biological materials in a safe manner • Assist in the preparation of scientific experiments and demonstration apparatus, field trips and Open Day activities, this may include replenishing from stock solutions and making simple solutions. • Remain aware of current Workplace Health and Safety Guidelines. • Maintain the storeroom, preparation rooms and laboratories in a clean, safe and orderly manner in accordance with the WHS guidelines. • Under direction, organise and label all science teaching resources and equipment in preparation rooms and laboratories. • Monitor consumables and report to Laboratory technicians regarding needed replenishments. • Under direction dispose of laboratory wastes in a safe and proper manner in accordance with current regulations and use effective recovery strategies to minimize the need for external waste disposal (refer to appropriate SPLC Chemwatch documentation) • Collect and/or receive deliveries of stock, unpack and check invoices, store stock appropriately. • Undertake regular checks of taps, gas outlets, electrical leads, datalogging equipment, labels of reagent bottles, chemicals, glassware etc. • Under the direction of the Laboratory Technician, set a priority system for allocation of materials and equipment. • Assist with the annual stock take of materials and equipment. • Complete other tasks as required.

Position Description

Committee Membership	<ul style="list-style-type: none"> N/A
Selection Criteria	<p><i>These selection criteria will form the basis to assess applicants for short-listing and determine the successful candidate:</i></p> <p>SC1 - Demonstrated ability to initiate, organise and prioritise administration tasks.</p> <ul style="list-style-type: none"> The Laboratory Assistant will need to demonstrate the ability to work both collaboratively and autonomously to meet deadlines. <p>SC2 – Demonstrated ability to work within a team environment.</p> <ul style="list-style-type: none"> The Laboratory Assistant will need to demonstrate the ability to work together with others within a team. <p>SC3 – Demonstrated a detailed knowledge and understanding the importance of Workplace Health and Safety requirements.</p> <ul style="list-style-type: none"> The Laboratory Assistant will need to demonstrate skill in due process and be aware of legislation with regard to workplace health and safety. <p>SC4 – Demonstrated ability to communicate.</p> <ul style="list-style-type: none"> The Laboratory Assistant will need to demonstrate effective written and verbal communication skills. <p>SC5 – Qualifications and/or work experience.</p> <ul style="list-style-type: none"> The Laboratory Assistant should have at least 1-2 years experience working in a similar role, or hold a Certificate level of qualification relating to the area of Science/Lab work.
Hours of Duty	<p>Casual</p> <p>Hours: By negotiation</p>
Terms and Conditions	<p>Classification – School Officer Award – Level 3</p> <p>Salary – refer to Enterprise Agreement.</p> <p>Tenure –</p> <p>Terms and Conditions – Please refer to the <i>Queensland Lutheran Schools Single Enterprise Agreement 2020</i> Queensland-Lutheran-Schools-Single-Enterprise-Agreement-2020-1.pdf</p>
Location	<p>St Peters Lutheran College – Indooroopilly</p> <p>66 Harts Road</p> <p>INDOORROOPILLY QLD 4068</p>

Professional Behaviours	<p>Applicants are expected to respect and uphold the College’s Mission of “Excellence in Christian Co-Education”, support the Christian ethos of St Peters Lutheran College and demonstrate courtesy, co-operation and teamwork with fellow members of staff.</p> <p>Uphold Code of Conduct and Valuing Safe Communities standards.</p> <p>Actively and effectively participate in reasonable directions provided.</p>
Child Protection	<p>All employees of St Peters are required to familiarise themselves with and adhere to the College’s Child Protection Policy and Procedures, and complete annual Child Safety Training.</p>

Position Description

Health & Safety	<p>All employees are required to take reasonable measures to protect their own health, safety and wellbeing, and that of others, and to follow all reasonable Health and Safety policies, guidelines, and directions.</p> <p>Managers hold additional accountability for operational management of safe work practices in their area, including making appropriate resources, information, and training available to their team members.</p>
Policies & Procedures	<p>Employees are expected to understand and act in accordance with St Peters policy and procedure documents that are available on the College's intranet, relevant legislation and directions within the employment contract and/or <i>Queensland Lutheran Schools Single Enterprise Agreement</i> and take the responsibility to maintain currency with these.</p>
Compliance Requirements	<p>Current Blue Card and/or Queensland College of Teachers Registration.</p> <p>Identified positions will require additional security clearances. All successful candidates will be required to obtain and maintain currency and levels of security clearance.</p> <p>Timely completion of mandatory training requirements and training relevant to their role.</p>
Other relevant information	<p>The College will conduct relevant and required applicant checks which includes and is not limited to, contacting current and previous employer(s) to substantiate employment history, past conduct and performance.</p> <p>St Peters Lutheran College aims to be a preferred employer by fostering and valuing diversity, ensuring equitable and fair treatment for all, and respecting and upholding human rights.</p> <p>The College is committed to increasing the participation rate of Aboriginal and Torres Strait Islander people through best-practice recruitment methods and producing positive training and employment outcomes for Aboriginal and Torres Strait Islander people within the wider communities.</p> <p>The collection and handling of information will be consistent with the requirements of the <i>Privacy Act 1988</i>.</p>

Further information about St Peters can be found at www.stpeters.qld.edu.au

Dated 27 May 2025