



Position Title	Laboratory Technician
Department	Science
Reports to	Head of Secondary Years - Curriculum Leader - Science
Purpose and Objectives	The primary role of laboratory technician is to provide support to the Curriculum Leader - Science and Teachers of the school Science Department, thereby contributing to the effective and efficient management of that particular area of the school. Such support covers a range of activities including setting up demonstration apparatus, preparing for experiments, handling and preparation of chemicals and biological material, ordering and storing resources, and equipment maintenance in accordance with safety guidelines and general assistance with teaching material for science classes.
Key Accountabilities	• Prepare scientific experiments and demonstration apparatus for teachers of science with due notice (>24hrs). • Trial experiments when necessary. • Prepare, with due notice, samples for subsequent analyses, e.g. By measuring, drying, grinding etc. • Clean simple laboratory apparatus and glassware. • Maintain storerooms, preparation rooms and laboratories in a clean, safe and orderly manner in accordance with the WHS guidelines. • Handle and prepare laboratory equipment and biological materials in a safe manner. • Prepare solutions of known concentration from bulk supplies including concentrated acids, stains and indicators. • Monitor chemicals and associated supplies and prepare requisites. • Oversee storage, control and maintenance of laboratory equipment and apparatus, initiating or organising repairs as required. Keep up to date maintenance records. • Dispose of laboratory wastes in a safe and proper manner in accordance with current regulations. • Take simple measurements e.g. pH, weighing crop yield. • Assist with preparation and maintenance of simple charts, diagrams, notice boards, displays and models. • Assist in field trip preparations including preparations of appropriate materials. • Remain aware of current Workplace Health and Safety Guidelines. • Create standard operating procedures for high-risk experiments, the use of high-risk equipment and the preparation of hazardous chemicals.



	- Alert teachers to potential hazards and encouraging safe practices through initial preparation of risk assessment forms. - Maintain a register of Hazardous Substances in the department and their associated MSDS. Undertake regular checks of taps, gas outlets, electrical leads, labels of reagent bottles, chemicals, glassware etc. - Be responsible for sourcing and purchasing resources including glassware, chemicals, other materials and budgeted capital equipment to ensure the timely, effective and efficient delivery of curriculum, consulting with the Curriculum Leader as appropriate - Collect equipment and materials from supply houses as necessary. - Receive deliveries, unpack and check invoices, store stock appropriately. - Maintain the chemical stock record. - Conduct an annual stock take of materials and equipment within the area for the teaching of science. - Organisation of science teaching resources. - Assist teachers with classroom demonstrations. - Complete other tasks as required
Selection Criteria	Selection Criteria SC1 Possession of a Certificate-level qualification in Science or laboratory work, or demonstrated experience in a comparable role. SC2 Knowledge of science laboratory operations, equipment, and techniques in a school or educational environment. SC3 Knowledge and practical application of Workplace Health and Safety internal and legislative requirements in a laboratory setting. SC4 Ability to initiate, organise, and prioritise administrative tasks. SC5 Ability to work effectively within a team environment. Personal Capabilities SC6 Ability to exemplify care, dignity, and respect through accountable professional conduct. SC7



	Commitment to personal growth in alignment with the College's strategic and operational objectives and values. Christian Ethos SC8 Understanding of, respect for, and demonstrable support of the College's Christian ethos.
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Job Details	
Position Status	Permanent Part Time
Hours of Duty	Monday – Friday Term time position, 40 school calendar weeks per year
Classification	School Officer Level 4
Annual Salary	\$74,051-\$77,936 per annum plus Superannuation. Pro-Rata'd FTE Terms and Conditions – Please refer to the Employment Contract, which may or may not include reference to the Queensland Lutheran Schools Single Enterprise Agreement 2024.
Superannuation	12.75% employer contribution from 1 July 2025
Location	St Peters Lutheran College – Springfield 42 Wellness Way, Springfield QLD 4300
Professional Behaviours	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 uphold the Code of Conduct and Valuing Safe Communities standards. All employees are expected to demonstrate courtesy, co-operation and teamwork with fellow members of staff, and actively and effectively participate in reasonable directions provided.
Child Protection	All employees of St Peters are required to complete annual Child Safety Training. New employees must complete this training upon commencement, and/or provide certificate of completion from previous workplace. Employees must understand and adhere to the College's Child Protection Policy and Procedures.
Health & Safety	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.



	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.
Policies & Procedures	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 Queensland Lutheran Schools Single Enterprise Agreement and take the responsibility to maintain currency with these.
Compliance Requirements	Right to work in Australia Current Blue Card and/or Queensland College of Teachers Registration. Identified positions will require additional security clearances. All successful candidates will be required to obtain and maintain currency and levels of security clearance. Timely completion of mandatory training requirements and training relevant to their role.
Other Relevant Information	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. 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. 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. The collection and handling of information will be consistent with the requirements of the <i>Privacy Act 1988</i>.
Further Information	Further information about St Peters can be found at www.stpeters.qld.edu.au