



Position Description

Position:	Laboratory Technician
Appointed by:	The Principal
Responsible to:	The Head of Science Department
Location:	Garnsey Campus
Last reviewed:	3 March 2026

School Overview

Gippsland Grammar provides an outstanding contemporary, holistic education where our Community has a shared understanding of what we learn, how we learn and who we teach. Our School culture is centred around our core values of Compassion, Leadership, Excellence, Responsibility and Respect and develops people of character who act with integrity and wisdom.

At Gippsland Grammar responsibility for the protection of children is shared because children are safeguarded only when all individuals accept responsibility and work together and play their part in keeping children and young people safe from harm and abuse.

All staff are required to:

- Comply with the School's Student Protection Program (including the Student Protection and Safety Policy, Student Protection Staff Code of Conduct, and Make a Report Procedure), as well as their legal and professional obligations with respect to the prevention and reporting of actual or suspected child abuse and reportable conduct.
- It is each such staff member's individual responsibility to be aware of key risk indicators of child abuse or reportable conduct, to be observant, and to raise any concerns they may have with one of the Principal, the Executive Leadership Team, the School's Student Protection Officers (and/or with external agencies, where required). In this regard, staff are encouraged to voice their concerns, no matter how minor, trivial or insignificant.

Position Overview

The Laboratory Technician works collaboratively with the Head of Science and Science teaching staff to support teaching and learning programs across Years 7–12.

The role is responsible for the preparation, organisation, maintenance and safe management of laboratories, equipment, materials and resources to ensure the effective delivery of practical Science programs.

The Laboratory Technician plays a key role in:

- Supporting curriculum implementation through high-quality preparation of practical activities



- Maintaining safe laboratory practices aligned with current legislation
- Managing laboratory resources, procurement and stock control
- Contributing technical expertise to support innovative and effective practical learning

Requirements, Duties and Responsibilities:

Preparation of materials for practical work

- a. Liaise with Science staff regarding practical requirements and demonstrations.
- b. Trial, refine and prepare experiments, solutions, specimens and apparatus.
- c. Set up and dismantle equipment and materials for scheduled classes.
- d. Support teachers and students with new experimental methodologies.
- e. Assist during practical sessions where required.
- f. Ensure cleaning, reordering and restocking of trolleys / materials after use is completed before they are required by the next teacher.
- g. Maintain order and cleanliness of laboratories, stores and preparation areas, ensuring a safe work environment for students and teachers in the laboratories.
- h. Construct or modify equipment using technical skills where appropriate.
- i. Clean, sterilise and store apparatus safely.
- j. Maintain reference materials and technical resources to support experiment design.

2. Maintenance of labs, materials and equipment

- a. Maintain laboratories, preparation rooms and storage areas in an orderly and compliant condition.
- b. Manage the efficient operation of the science laboratories to best meet the needs of the Science Department, including:
- c. Ensuring student science laboratory coats are cleaned every 6 months
- d. Ensuring all science equipment is labelled clearly
- e. Ensuring all class set equipment is complete
- f. Monitor and maintain equipment, repairing where possible and arranging servicing when required.



- g. Conduct annual chemical and equipment stocktakes.
 - h. Maintain inventory systems and update databases.
 - i. Ensure appropriate labelling and storage of chemicals in accordance with legislation.
 - j. Manage disposal of chemical and biological waste in line with current government regulations.
 - k. Implement appropriate storage and handling procedures for hazardous substances.
 - l. Obtain and maintain required permits for controlled substances.
 - m. Oversee care of animals and plants in accordance with regulatory requirements.
 - n. Ensure student laboratory coats are cleaned regularly and class sets remain complete.
 - o. Ensure safety equipment is inspected and maintained.
 - p. Other administrative tasks as determined by the nature of the position and/or the Principal.
3. Health and Safety
- a. Advise staff on the practicality and safety of proposed experiments.
 - b. Maintain knowledge of current OHS and workplace safety legislation relating to school science.
 - c. Assist staff in preparing and filing risk assessments.
 - d. Maintain a register of completed risk assessments.
 - e. Monitor safe work practices in laboratories.
 - f. Report hazards and maintenance requirements promptly.
 - g. Ensure laboratories meet workplace health and safety standards.
 - h. Participate in OHS training and resolution of safety matters as required.
4. Procurement and Administration
- a. Arrange purchase of equipment, chemicals and resources from approved suppliers.
 - b. Obtain quotes where required.
 - c. Process invoices and maintain purchase records.
 - d. Monitor budget allocations and track expenditure.



- e. Assist the Head of Science with budget preparation.
- f. Maintain petty cash float and purchasing documentation.
- g. Maintain accurate records of deliveries, backorders and outstanding items.

5. Communication and Collaboration

- a. Work collaboratively within the Science Department to support program delivery.
- b. Provide technical advice to teaching staff.
- c. Respond to correspondence and enquiries professionally and promptly.
- d. Liaise effectively with internal and external stakeholders.
- e. Support planning and preparation for information evenings, science events and school tours.
- f. Attend relevant staff meetings and contribute constructively.
- g. Understand the broader structure of the School to direct enquiries appropriately.

6. Professional Responsibilities

- a. Demonstrate commitment to the School's Vision, Mission and Values.
- b. Model exemplary ethical conduct and professional judgement.
- c. Actively engage in professional development to maintain technical expertise.
- d. Participate in the School review and performance development process.
- e. Adhere to School policies including OHS, anti-discrimination and professional behaviour guidelines.
- f. Maintain high standards of organisation, documentation and system compliance.
- g. Contribute positively to the life of the School, including co-curricular events as required.

7. Child Safety

Staff are responsible for supporting the safety and wellbeing of the School's students as follows:

- a. Behave as a positive role model to students, including through words, conduct and actions.



- b. Actively promote the safety, welfare and wellbeing of students.
- c. Provide a learning experience which is consistent with the School's and relevant professional or occupational codes of conduct, which supports students to achieve their personal best, and takes into account individual learning and behavioural needs.
- d. Act consistently (both in person and in the online environment) with the School's student safety and wellbeing strategies.
- e. Be vigilant and proactive with regard to student safety and child protection concerns, and take all reasonable steps to protect students from such harm (examples of which include, but are not limited to bullying, discrimination, grooming, harassment, neglect, sexual misconduct, sexual offences, physical violence, reportable conduct and victimisation).
- f. Encourage and support students who raise safety concerns (including about actual and suspected child abuse or reportable conduct).
- g. Provide age-appropriate supervision for students.
- h. Comply with any directions, guidelines, policies, procedures and rules promoted by the School with respect to student safety.
- i. Knowledge understanding and adherence to all School and staff obligations regarding student safety, including Ministerial Order 1359 – Child Safe Obligations other child safe requirements mandated by legislation (as amended from time to time).
- j. Commitment to providing a child safe environment and child safe conduct in all aspects of employment at the School.
- k. Comply with all aspects of the School's Child Protection Program.
- l. Willingness, understanding and ability to report student safety concerns in line with the School's policies (such as the Make a Report Procedure) and applicable mandatory reporting requirements.
- m. Complete annual training in Child Safety as required.

Other duties as appropriate to the position, include, but are not limited to:

- Support the Head of Science to implement School Science Programs.
- Ensure that relevant matters concerning the School's laboratories are brought to the attention of the Head of Science.
- Assist with the planning, setting up and packing up of displays, demonstrations and layouts for Information Evenings, School Tours, School Expo and other school events (including completing demonstration trials beforehand and liaising with teachers regarding any modifications required).



- Attend staff meetings as scheduled each term.

Key Selection Criteria

Personal Attributes

- High level communication and interpersonal skills.
- Strong analytical, research and problem-solving skills.
- Excellent attention to detail and accuracy.
- Highly organised with strong time-management skills.
- Ability to multi-task and prioritise in a fast-paced environment.
- Demonstrated initiative and flexibility.
- Ability to work both independently and collaboratively.
- Proactive, self-motivated and resourceful.
- Calm, tactful and diplomatic approach.
- Warm and approachable disposition.
- Professional presentation and conduct.
- Commitment to best practice and continuous improvement.

Essential Qualifications

- a. Current Employee Level Working With Children Check.
- b. Appropriate laboratory qualification, such as:
 - a. Certificate IV in Laboratory Techniques (MSL40116), or
 - b. Diploma of Laboratory Technology (MSL50116), or
 - c. Advanced Diploma of Laboratory Operations (MSL60116), or equivalent.
- c. Demonstrated experience in a laboratory technician or similar technical role.
- d. Current First Aid (HLTAID003 or higher) and CPR certification.
- e. Anaphylaxis Management Training in accordance with Victorian requirements.
- f. Current National Criminal History Police Check.
- g. Proficiency in Microsoft Office Suite (Outlook, Word, Excel, PowerPoint).



- h. Alignment with the Anglican ethos and School values.

Desirable Criteria

- Experience working as a Laboratory Technician in a school environment.
- Chemistry laboratory experience.
- Familiarity with school-based laboratory safety standards.
- Experience supporting curriculum-based experimental programs.

Statement of Commitment to Child Safety

Gippsland Grammar is a student safe environment. Every child has the right to be safe. The School takes a zero-tolerance approach to behaviours that jeopardise student safety and wellbeing. Preferred applicants will be subject to child protection screening, background and reference checks and must adhere to all Child Protection policies.