



POSITION DESCRIPTION

LABORATORY TECHNICIAN

REPORTS TO	Science Learning Area Leader
POSITION CLASSIFICATION	Education Support Officer Category B (works school terms only)
SALARY LEVEL	Level 2 or 3 (\$63,096 to \$85,918 dependent on experience)
TENURE AND FTE	Fixed Term Full Time
CONDITIONS	Employment is in accordance with the terms and conditions as outlined in the Catholic Education Multi-Enterprise Agreement (CEMEA) 2022 and any instrument which replaces it

OVERVIEW

St Columba's College Ltd is a Catholic secondary girls' school located in Essendon under the stewardship of Mary Aikenhead Ministries and conducted in the tradition of the Sisters of Charity.

Staff at St Columba's College are called to be co-workers in the ecclesial mission of witnessing and proclaiming God's reign.

All staff members of St Columba's College are expected to support Catholic education in the spirit of Mary Aikenhead as expressed in the College's Vision and Mission statements.

Each staff member's role is designed to contribute to the best possible educational outcomes for all students, enhance the community's strengths and ensure careful stewardship of the College's resources.

COMMITMENT TO CHILD SAFETY

St Columba's College is a child safe environment. Our College actively promotes the safety and wellbeing of all students, and all College staff are committed to protecting students from abuse or harm, in accordance with their legal obligations including Child Safe Standards. The College's Child Safety Code of Conduct is available on the College website. Every staff member will have a demonstrated understanding of the College's Child Safety Code of Conduct. Applicants should have the following qualities and capabilities:

- experience working with children
- a demonstrated understanding of child safety
- a demonstrated understanding of appropriate behaviours when engaging with children
- familiarity with legal obligations relating to child safety (e.g. mandatory reporting)
- be a suitable person to engage in child-related work.



POSITION SUMMARY

The Laboratory Technician plays an important role in supporting the effective delivery of the College's Science program. Working closely with Science staff, the Laboratory Technician is responsible for the preparation and organisation of practical classes, ensuring laboratories, equipment and resources are safe, well maintained and ready for use.

The position contributes to a well-organised, engaging and safe learning environment by providing timely technical and practical support to Science staff and students.

KEY ACCOUNTABILITIES

The Laboratory Technician will:

- Prepare and set up lab equipment, materials, and chemicals for science lessons
- Assist teachers and students during practical experiments
- Ensure all laboratory activities comply with safety and school policies
- Support the Science learning area in developing engaging and educational lab activities relevant to the Victorian Curriculum

Laboratory Preparation and Support

- Prepare and set up equipment, materials, chemicals and resources required for practical Science lessons when requested through the Risk Assess online system. At least two days written notice is normally required. Larger units require at least one week's notice.
- Provide practical and technical support to Science staff during lessons and experiments.
- Assist with the supervision of practical activities and, where required, support Science staff on excursions and other activities.
- Assist with the trial, development and evaluation of practical experiments and activities.
- Ensure laboratories, preparation areas and equipment are organised, clean and ready for use.

Equipment, Resources and Stock Management

- Maintain the safe, secure and systematic storage of laboratory equipment, materials and resources.
- Clean, maintain and inspect laboratory equipment and report defective or damaged equipment.
- Monitor Science supplies, chemicals and biological materials and arrange replenishment as required.
- Maintain appropriate records of equipment loans, stock and resources.
- Assist with stocktake and inventory control, particularly at the end of each term.
- Undertake basic maintenance of laboratory equipment and report faults with laboratory facilities, including water and electrical supplies.

Safety, Compliance and Risk Management

- Support the safe operation of Science laboratories in accordance with College policies, procedures and relevant legislative requirements.
- Prepare materials for practical classes in accordance with approved risk assessments and established processes.



- Ensure appropriate risk assessments and safety information are available for practical activities involving hazardous chemicals or materials.
- Maintain and update Safety Data Sheet (SDS) information and associated records.
- Assist with the maintenance and availability of laboratory safety and first aid equipment.
- Safely handle, store and dispose of chemical, biological and other laboratory waste in accordance with relevant requirements.

Laboratory Operations

- Maintain the cleanliness, organisation and presentation of laboratories, preparation rooms and storage areas.
- Prepare and maintain glassware, reagents and stock solutions as required.
- Assist with the preparation and maintenance of Senior and Junior Science laboratories as directed by the Learning Area Leader – Science.
- Undertake general cleaning, maintenance and preparation of laboratory facilities and equipment at the end of each term.

Team Contribution

- Work collaboratively with Science staff to support an effective and engaging practical Science program.
- Provide a responsive and reliable service to Science staff, ensuring practical requirements are prepared within agreed timeframes.
- Participate in relevant professional learning and training, as approved by the Learning Area Leader – Science.
- Undertake other duties as directed by the Principal or Learning Area Leader – Science, consistent with the level and scope of the position.

SELECTION CRITERIA

- Relevant experience or qualifications in laboratory work, science, education, or a related field.
- Working With Children Check and National Police Records Check (or willingness to obtain).
- Practical knowledge of laboratory procedures, including the preparation, use, cleaning, storage and maintenance of laboratory equipment, materials and chemicals.
- A strong commitment to safety and compliance, with an understanding of laboratory safety procedures, risk assessment, chemical handling and the safe disposal of laboratory waste.
- Organisation and attention to detail, with the ability to prepare practical activities, maintain accurate records and ensure equipment and resources are readily available.
- Ability to work collaboratively with Science staff and contribute positively to the effective delivery of practical learning experiences for students.
- Initiative and problem-solving skills, with the ability to identify issues, respond appropriately and work independently within established procedures.
- Effective communication and interpersonal skills, with the ability to interact professionally and positively with staff and students.

RISK AND OCCUPATIONAL HEALTH AND SAFETY

All staff will:



- comply with legislated occupational health and safety practices and participate in consultative processes
- observe safe work practices in accordance with training and instruction given
- identify, report and where appropriate, action risks/hazards in order to eliminate or mitigate against the risk recurring (risks arising in the workplace may be financial, site, task or person specific or related to safety)
- promote and implement occupational health and safety and risk mitigation processes within and across this area of responsibility.

TEAM MEMBERSHIP

- Science Learning Area
- Education Support

OTHER REQUIREMENTS

- Flexibility to vary working hours to fulfil the requirements of the position
- Professional Business attire

AUTHORISED BY PRINCIPAL
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