

POSITION DESCRIPTION

POSITION:	Laboratory Technician
KEY RELATIONSHIPS:	This position reports to the Head of Science. All positions at the School ultimately report to the Principal.
POSITION STATUS:	Part-time, ongoing role (term time only)
PRIMARY FOCUS:	This position works closely with the Head of Science to prepare experiments for Years 7-12 students in a challenging and fast-paced environment
DOCUMENT DATE:	September 2026

CAMBERWELL GIRLS GRAMMAR SCHOOL – A Community Dedicated to Learning, Action and Service

Our Vision

A leader and innovator in education, dedicated to fostering a passion for learning and building a more just and sustainable world.

Our Mission

A Christian school in the Anglican tradition, inspiring students in their love of learning and nurturing compassionate leaders with global mindsets.

Our Values

We welcome students of all faiths and cultures, educating them to see wisdom through intellectual inquiry, service learning and spiritual growth, honouring the values of integrity, commitment, respect, hope and courage.

Our Key Areas of Focus

- Learning Designed for All
- Our Community
- Our Expert Workforce

Our Motto

'Utilis in Ministerium' (Useful in Service)

COMMITMENT TO CHILD SAFETY

Camberwell Girls Grammar School (CGGS) is a child safe organisation which welcomes all children, young people, their families and their participation. We are committed to providing culturally inclusive environments where all our students are safe and feel safe and have confidence their voice is heard. We promote positive interactions between students and adults, and between students and their peers based on mutual trust and respect.

Child safety is a shared responsibility. Everyone engaged or employed by CGGS has a role to play in promoting child safety. All are aware of their responsibility to promptly raise issues or concerns about a child's safety or wellbeing. We have zero tolerance for child abuse and we take proactive steps to identify children who may be at risk or experiencing vulnerability to mitigate harm or distress.

Particular attention is given to the safety needs of Aboriginal or Torres Strait Islander students, those from culturally and linguistically diverse backgrounds, students with disabilities, international students, those unable to live at home and children and young people who identify as LGBTQIA+.

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We regularly seek input from students, parents, carers, staff and volunteers in our child safe practices and communicate our policies and ongoing strategies following each systematic review

STAFF OBLIGATION TO CHILD SAFETY

All staff at Camberwell Girls Grammar School (CGGS) take an active role, and are well informed of their obligations, in relation to Child Safety Ministerial Order No 1359 – “Child Safe Standards – Managing the Risk of Child Abuse in Schools and School Boarding Premises”. The CGGS Child Safety Commitment is incorporated into the school’s employment cycle from recruitment and reference checking to induction, probationary and 12 monthly performance reviews and regular Professional Learning. Employment at CGGS is subject to school policies including the Child Safety and Wellbeing Policy, Child Safety Code of Conduct, Staff Code of Conduct, and Child Safety Response and Reporting Policy being read, understood and adhered to.

CHILD SAFETY EXPECTATIONS FOR STAFF

All staff at CGGS must ensure that their students have a child safe learning environment at all times. Every interaction that a staff member has with a student must be conducted with child safe standards in mind and with an understanding of the CGGS child safe policies and procedures. This relates to all student interactions onsite, offsite or online, and in all programs including excursions, events, camps and parent involvement activities.

THE ROLE

The Laboratory Technician provides scientific expertise, technical assistance and support to teachers and Science Department staff regarding laboratory processes, health and safety requirements and resource management in the delivery of science programs. This role is responsible for preparing and maintaining laboratory equipment and supplies, setting up experiments, assisting teachers and students during lab sessions, ensuring safety protocols are followed, and maintaining accurate records of lab activities. This role is also responsible for ordering and organising supplies, troubleshooting equipment issues, and assisting with curriculum development.

KEY INTERNAL CONNECTIONS

Reporting directly to

- Head of Science

Associated Relationships

- Principal
- Deputy Principal
- Science teachers
- Secondary School teaching staff
- Risk & Compliance Manager
- Business Office

KEY DUTIES AND RESPONSIBILITIES

1. Laboratory Management

- Trial, develop and prepare practical activities and demonstrations, including trialling new experiments to troubleshoot any potential issues.
- Liaise with teaching staff on their needs for practical work.
- Prepare and supply material and equipment for scheduled practical sessions in a timely fashion.
- Liaise with the Head of Science, Science Teachers and other staff who use the Science Laboratories regarding the setting out and clearing up of equipment.
- Provide advice to teaching staff on technical aspects of the curriculum.
- Contribute to the development, implementation, and evaluation of practicals for use in coursework material at CGGS.
- Ensure cleaning, reordering and restocking of trolleys after use is completed before they are required by the next teacher.
- Maintain order and cleanliness of laboratories, stores and preparation areas, ensuring a safe work environment for students and teachers in the laboratories.



- Ensure all equipment and materials are correctly labelled, stored and ordered where necessary in a logical and safe manner.
- Care for fauna and flora within the Science Department, in accordance with current regulations, including:
 - Living specimens are collected and maintained in accordance with regulations, and
 - Off-campus scientific materials and field samples are collected.

2. Laboratory Safety

- Provide advice and assistance to teaching staff in regard to matters of laboratory safety.
- Ensure safe work practices are observed within the Science Laboratories.
- Adhere to agreed operational guidelines and practices relating to laboratory procedures.
- In conjunction with the Head of Science, induct science teachers into the safe management of chemicals and laboratory practices and the use of Risk Assessment.
- In conjunction with the Head of Science, contribute to the design of policies and procedures related to laboratory practices and chemical use, storage and disposal.
- Ensure that the handling, storage and disposal of chemicals is conducted in accordance with School policies and procedures within the Science Department.
- Identify and report any hazards, incidents or maintenance issues to the Head of Science, Risk and Compliance Manager or Property Manager.
- Organise the removal of chemical waste.
- Complete WHS Quarterly Inspection Checklists

3. Stocktake / Lists

- Conduct regular stocktakes.
- Order supplies of equipment as required, following purchasing procedures of the School.
- Maintain stock records and equipment, ensuring lists are accurate and current.

4. Administration

- Manage the efficient operation of the science laboratories to best meet the needs of the Science Department, including:
 - Ensuring student science laboratory coats are cleaned every 6 months
 - Ensuring all science equipment is labelled clearly
 - Ensuring all class set equipment is complete
- Maintain accurate records, databases and files.
- Manage the processing, filing and archiving of papers, reports and other correspondence in a timely manner.
- Attention to detail and thoroughness in following systems and processes.
- Develop budgetary proposals for the laboratory in conjunction with the Head of Science, including expenditure, current orders and future orders.
- Obtain appropriate licences/permits for use of plant/animal/chemicals etc in the Science laboratory.
- Maintain complete, accurate and current databases and asset registers for hazardous substances register, dangerous goods register, chemical manifest, or any other relevant registers as required by legislation.
- Maintain record keeping and petty cash systems in accordance with School guidelines.
- Liaise with organisations, industries and other schools for the purpose of acquiring/sharing/purchasing equipment, through maintaining an ongoing communication with state-wide technician network.
- Other administrative tasks as determined by the nature of the position.

5. Communication

- Attend to all correspondence, emails and telephone calls in a timely and professional manner.
- Understand the structure of the School in order to respond professionally to all enquiries.
- Liaise with and direct enquiries to other members of the School community, as appropriate.



6. Other duties as appropriate to the position

- 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 and other school events (including completing demonstration trials beforehand and liaising with teachers regarding any modifications required).
- Order / collect any special requisites for use at school event displays, demonstrations and layouts.
- Provide assistance to the Junior School with equipment as required.
- Attend staff meetings as scheduled each term.
- Participate in the annual School review process in order to continuously improve knowledge and practice.
- All other duties and responsibilities as set out in the CGGS Staff Handbook.

7. Health & Safety

All staff are expected to:

- Adhere to and implement all safe work practices and procedures in accordance with the CGGS Occupational Health & Safety policy, Workplace Health & Safety policy and Manual Handling policy
- Work safely and report any hazards in accordance with school procedures
- Monitor and take full care of the health and safety of others within area of responsibility
- Participate when required in the resolution of safety issues

QUALIFICATIONS

Essential Criteria:

- Minimum Certificate IV in Laboratory Techniques or related
- First Aid qualification (Level 2) and current CPR qualification
- Anaphylaxis Awareness qualification in line with Ministerial Order No. 706
- Current Working with Children Check
- Current National Criminal History Police Check

Desirable Criteria:

- Chemistry experience preferred

PREVIOUS EXPERIENCE, SKILLS AND KNOWLEDGE

Essential Criteria:

- Proficient skills with Microsoft Office Suite (Outlook, Word, Excel and PowerPoint)

Desirable Criteria:

- Demonstrated experience in a similar role within a School environment
- Experience with Risk Assessment Software
- Experience with generating purchase orders
- Experience with PASCO Scientific Sensors
- Experience working with staff and students in an educational setting

KEY PERSONAL ATTRIBUTES

- High level communication and interpersonal skills
- High level problem solving, research / investigation and analytical skills
- Demonstrated initiative and flexibility
- Excellent customer service skills
- Excellent attention to detail
- Proven ability to work collaboratively in a team
- Enthusiastic, passionate, positive and flexible attitude



- Commitment to achieving best practice
- Self-motivated and able to work autonomously and proactively
- Highly organised and resourceful
- Excellent skills of time management, organisation and ability to multi-task and prioritise under pressure
- Attention to detail
- A warm and friendly disposition, with a calm, tactful and diplomatic approach
- High standard of personal presentation
- Alignment with the School Values
- Commitment to risk management

PROFESSIONAL EXPECTATIONS

Demonstrate commitment to Ministerial Order No. 1359 – Implementing the Child Safe Standards, and CGGS Code of Conduct

- Be responsive and maintain respectful communications and collaborative relationships with the CGGS community
- Model exemplary ethical behaviour and exercise informed judgments in all professional dealings
- Meet expectations as set out in the CGGS Staff Handbook
- Adhere to and implement all safe work practices and procedures in accordance with the CGGS Occupational Health & Safety policy, Workplace Health & Safety policy and Manual Handling policy
- Work safely and report any hazards in accordance with school procedures
- Participate in OHS training as required

WHY WORK AT CAMBERWELL GIRLS GRAMMAR SCHOOL?

Camberwell Girls offers opportunities for every student to be the creator of high-quality work, in an environment focused firmly on the future. Through academic excellence, we pride ourselves on being innovative as well as providing the following benefits to all staff:

- Staff wellbeing focus and fun social activities
- Salaries and packages above Award-level
- Active Professional Learning & Development programs
- Paid Discretionary Leave
- Additional paid Personal/carer's Leave
- Employee Assistance Program available for all staff and their immediate household members

N.B. This position description is not intended to represent the entirety of the position nor is it intended to be all-inclusive. CGGS reserves the right to modify this position description in consultation with the incumbent from time to time depending on the operational needs and requirements of the School.

