



## Position Description

### POSITION DETAILS

|                    |                                                                                |
|--------------------|--------------------------------------------------------------------------------|
| Position Title     | Science Laboratory Assistant                                                   |
| Department/s       | Science                                                                        |
| Reporting To       | Junior Science Co-ordinator & Senior Science Co-ordinator                      |
| Direct Reports     | Nil                                                                            |
| Key Liaisons       | Science Laboratory Technician, Science Department teachers                     |
| Employment Type    | Part-Time, Term-Time (30 hours per week across 4 days, 7:30 – 3:30)            |
| Pay Classification | Queensland Anglican Schools Enterprise Agreement 2024 – School Officer Level 3 |
| Last Review Date   | 27 August 2026                                                                 |

### OUR SCHOOL

Hillbrook is a co-educational school of approximately 930 students from Years 7–12, established in 1987. The School is growing in size over the next two years, with enrolments of up to 1,008 students projected by 2028. Our motto, "In Balance We Grow," underpins life at Hillbrook, where a commitment to quality teaching and learning is matched by a genuine specialisation in the nurturing of adolescents.

We aspire to provide all members of our staff and student body with support in a genuine community environment. Hillbrook staff are encouraged to embrace the collegial ethos of the school and to model our core values in everything they do.

The School Leadership Team (SLT) comprises the Principal, Deputy Principal, Dean of Student Wellbeing, Dean of Teaching & Learning, and the Business Manager.

### THE ROLE

The Science Laboratory Assistant supports the successful operation of the Science Department, working under the day-to-day supervision of the Laboratory Technician to prepare, maintain and dismantle materials for practical experiments. The role suits a person with a sound understanding of laboratory routines and Work Health and Safety requirements, who brings structure and reliability to the daily rhythm of the department's prep rooms and laboratories.



Success in this role means dependable, well-organised support to the Science Department and to students' practical work: practicals prepared accurately and on time, laboratories kept safe and orderly, and teachers able to rely on the Assistant as a consistent point of support alongside the Technician.

## KEY RESPONSIBILITIES

The Science Laboratory Assistant will be responsible for the following priorities:

### Practical preparation and delivery

- Prepare, set up and dismantle materials for Science practicals in line with term planners, RiskAssess documentation and teacher requests
- Prepare acids and chemicals under supervision
- Assist teachers and students during practical experiments
- Assist with the preparation of general classroom resources and activities
- Set up materials and equipment for field exercises, camps and excursions as required by the Science Co-ordinators

### Work health and safety and compliance

- Ensure Work Health and Safety requirements are met in accordance with Hillbrook policies and procedures
- Support safe storage, handling and disposal of chemicals and biological waste
- Assist in maintaining and updating risk assessments for science practicals using the RiskAssess programme
- Assist in maintaining and updating safety records and registers
- Assist with safety matters as requested, including equipment checks

### Stock, equipment and procurement

- Monitor performance of scientific equipment and arrange services and repairs as necessary
- Monitor consumables, breakages and stock, and assist with reordering
- Maintain catalogues of inventories, including stock takes, counting and recording
- Order science supplies within delegated authority, liaise with suppliers, complete purchase orders and check deliveries
- Unpack and check orders on delivery, escalating any discrepancies

### Laboratory operation and coordination

- Maintain the daily cleanliness and order of laboratories and prep rooms, including washing glassware and checking benches
- Communicate with the Science Co-ordinators and teachers regarding the scheduling of practicals
- Check equipment for breakages and loss and report accordingly
- Support the Laboratory Technician in the day-to-day operation of the laboratory
- Assist in maintaining and updating general laboratory records



## COMPETENCIES

### Qualifications and Certifications

- Certificate IV or Diploma in Laboratory Techniques (Education) desirable but not mandatory
- Mandatory possession of, or eligibility for, a Working with Children (Blue Card) or Queensland College of Teachers (QCT) registration
- A current driver's licence

### Knowledge and Experience

- Demonstrated knowledge and skills from experience working in a laboratory setting
- Experience in a high school setting is desirable
- Practical understanding of Work Health and Safety principles applicable to a school laboratory environment, including hazard and incident reporting
- Proficiency in Microsoft Office Suite, particularly Word and Excel
- Basic knowledge of laboratory record-keeping and inventory systems

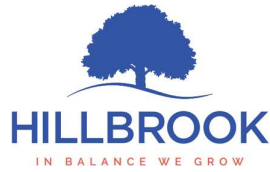
### Competencies and Skills

- Ability to work methodically and follow structured laboratory procedures, while flexing readily to meet ad hoc requests from teachers and students
- Comfortable working under supervision within a small, closely coordinated laboratory team
- Demonstrated ability to manage competing priorities with initiative, autonomy, and attention to detail
- Excellent interpersonal and professional communication skills — written and verbal — to engage effectively with staff, administrators, and external stakeholders
- Ability to build cooperative and positive working relationships, functioning effectively both independently and as part of a team
- High standard of professionalism and integrity, including the ability to maintain confidentiality and exercise discretion

## CONDITIONS, ENTITLEMENTS AND BENEFITS

- Ordinary hours of work are between 8:00am and 4:00pm, Monday to Friday, with a 30-minute unpaid lunch break. Start and finish times are flexible and may be varied by mutual agreement.
- Employer superannuation contribution of 12.75% — above the required Superannuation Guarantee — paid in addition to salary.
- Access to Professional Learning opportunities and catered Professional Development days throughout the year.
- Wellbeing initiatives including staff morning teas, end-of-term lunches, coffee club, and staff social club.
- Located in the inner-north suburb of Enoggera, with free on-site and off-site parking and convenient public transport access.

## PERFORMANCE GOALS



- Practical materials consistently prepared accurately and ready ahead of scheduled lessons, with no disruption to teaching time
- Laboratories and prep rooms maintained to a consistently high standard of safety and order
- Risk assessments and safety records kept current and readily accessible under RiskAssess
- A positive, reliable working relationship established with the Laboratory Technician and Science Co-ordinators, contributing to smooth day-to-day department operation

## APPLICATION PROCESS

The closing date for applications is 18 September 2026.

In your application, please include the following:

- A cover letter including your personal details and your motivation for applying for this role.
- A résumé highlighting experience relevant to this position.

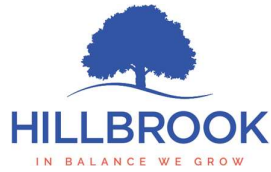
All applications should be addressed to Graham Toon, HR Manager and submitted through our website - <https://www.hillbrook.qld.edu.au/about/careers/>

The Principal reserves the right to fill the position by invitation or to re-advertise. Short-listed applicants will be contacted to arrange an interview.

Hillbrook Anglican School is committed to the safety, wellbeing and protection of all children and young people. All applicants must hold or be eligible for a current Blue Card (Working with Children Check) or Queensland College of Teachers (QCT) registration.

## SELECTION CRITERIA

1. Demonstrated experience working in a laboratory setting, ideally within a school or education environment
2. Proven ability to prepare and maintain materials for practical experiments safely and accurately
3. Practical understanding of Work Health and Safety principles applicable to a laboratory environment
4. Demonstrated ability to work methodically to structured procedures while adapting to changing requests
5. Proven organisational skills, with the capacity to manage stock, equipment and competing priorities



## ACKNOWLEDGEMENT

I have received, reviewed and fully understand the job description for this position. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_