



Sheldon College POSITION DESCRIPTION



Laboratory Technician

Department:	Laboratory Technician
Responsible to:	Principal
Reports to:	Head of Faculty - Science

About Sheldon College

Sheldon College is an independent, co-educational, non-denominational College situated in Redland City, catering for students from 15 months of age through to Year 12. We provide a first-class curriculum in the academic, sporting and cultural arenas with access to state-of-the-art classrooms, laboratories, resource centres and studios, as well as cultural, performing arts and sporting facilities.

Our staff are our most valuable investment. Every member of our team plays a key role in delivering excellence in education. We deliver on our commitment to provide outstanding education in a safe, secure learning environment, underpinned by our philosophy of **Love, Laughter** and **Learning**.

Child Safety and Wellbeing

Sheldon College has a zero-tolerance approach to any behaviours that compromise student safety and wellbeing, including child abuse. The College prescribes to the Universal Principle that all children have the right to feel safe, respected, and heard, protected from all forms of abuse, harm, and neglect in a culturally safe environment.

All staff are required to uphold the College's Child Safety and Wellbeing framework, including the Child Safety and Wellbeing Policy, Staff Code of Conduct, and Raising and Responding to Concerns Policy. It is an inherent requirement of all staff members' employment to meet mandatory reporting obligations. Staff must apply a culturally sensitive and trauma informed approach in all Child Wellbeing related activities and Child Safety investigations across all areas of the College.

Successful applicants must demonstrate a commitment to child safety and will be required to complete all mandatory training and compliance requirements prior to undertaking duties.





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Position Overview

As a Laboratory Technician at Sheldon College, you will provide assistance and support to the Science Faculty by effectively and efficiently managing all technical, practical and organisational aspects of Science laboratory work. The role of Laboratory Technician is to support the delivery of safe, high-quality and relevant practical experiences for every student across a diverse range of classroom activities.

The position of Laboratory Technician is a term-time position, 30hrs per week Term Time.

Duties and Responsibilities

Laboratory, Technical & Faculty Support

- Work collaboratively and with Science teaching staff and the Head of Faculty to support the effective operation of Science laboratories and facilities.
- Coordinate and prioritise practical requirements, prepare equipment and materials, clean-up glassware and other resources, whilst managing multiple complex, routine tasks.
- Provide technical advice and support for practical lessons, demonstrations, experiments, curriculum activities and field trips.
- Trial experiments and prepare chemicals, solutions, equipment and other materials for practical activities.
- Demonstrate laboratory techniques and support staff and students in the safe and effective use of scientific equipment.
- Provide technical input into curriculum planning and the development of Science resources.
- Operate specialist laboratory equipment, including calibration checks and organising annual services.
- Assist Science teaching staff with demonstrations and in the instruction of students on use/care of equipment during science experiments and field trips;
- Assist with student supervision, both on playground duty and in class.

Laboratory Safety, Chemical Management and Compliance

- Manage the safe storage, handling, preparation and disposal of chemicals and laboratory waste.
- Develop, implement and maintain laboratory Standard Operating Procedures (SOPs), safety systems and operational guidelines.





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- Conduct laboratory safety audits and assist with hazard identification, risk management and compliance.
- Maintain chemical inventories, hazardous substances and dangerous goods registers, chemical manifests and other regulatory records.
- Provide technical advice on laboratory safety, chemical management and relevant legislative and regulatory requirements.
- Obtain and maintain relevant licences, permits and registrations for chemicals, animals, plant and other regulated materials.

Equipment, Facilities and Living Specimens

- Ensure safe storage, maintenance and operation of laboratory equipment, apparatus and specialist facilities.
- Maintain equipment databases, asset registers and associated records.
- Evaluate equipment and make recommendations regarding selection, purchase, maintenance and replacement.
- Maintain freshwater and marine aquariums, collect sea water and conduct regular testing and water changes.
- Maintain laboratory, classrooms and PPE in a clean, safe, secure and well-organised condition.

Stock, Procurement and Administration

- Monitor and maintain stocks of chemicals, equipment, materials and associated supplies, including updating inventories and conducting annual stock takes.
- Coordinate the receipt, checking, storage and distribution of laboratory supplies and equipment.
- Obtain quotations and prepare orders within an allocated budget.
- Develop budgetary proposals for the Science department in conjunction with the Head of Faculty-Science.
- Undertake general administrative, record-keeping and data management duties as required.
- Any other duties, as required.





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Qualifications and Experience

- Relevant diploma or higher qualification in science or related field.
- Demonstrated ability to work independently with limited supervision and within guidelines provided by the Head of Faculty – Science or Director of Teaching and Learning.
- Demonstrated ability to coordinate the use of scientific equipment, assembling, cleaning and storing of laboratory apparatus.
- Demonstrated ability to apply workplace health and safety standards in the school Science environment, in relation to safe storage, handling, preparation and disposal of chemicals and biological materials.
- Ability to demonstrate specialist equipment usage to teachers and students during practical science lessons.
- Current working with children checks (positive Blue Card) or the ability to obtain one.
- Current First Aid certificate or be prepared to obtain one.
- Well developed, interpersonal and communication skills.
- Proven ability to work collaboratively as part of a team, to reliably organise individual workload and meet agreed deadlines.
- Prior knowledge and experience using RiskAssess and Chemwatch database.
- High understanding of laboratory techniques with a chemistry background would be an advantage.

Child Safety and Wellbeing

- Eligibility to hold a Working with Children Blue Card or equivalent is essential.
- Demonstrated understanding of child safety, wellbeing and duty of care responsibilities.
- Ability to comply with and uphold the College's Child Safety and Wellbeing policies and procedures.
- Completion of mandatory Child Protection and Child Safety and Wellbeing training.

