

Position Description

Laboratory Technician

Pakenham Campus

2026

RELATIONSHIPS AND NETWORKS

LEAD BY

- Head of Science

COLLABORATES WITH

- Campus Principal
- Multi Campus Administration Teams
- Student Services Teams
- Heads of Faculty
- Teachers
- Students
- Other teams in the College

LEADS

- N/A

EXTERNAL GROUPS

- Suppliers

POSITION CONDITIONS

This is a full time, ongoing position at our Pakenham Campus. This position is term time only and you are not required to work during the school holidays.

This position will commence on 22 January 2026.

This position may be required to work at the Berwick Campus to meet the operational needs of the College from time to time. Notice of less than 24 hours will require mutual agreement.

Conditions of employment are as per the Beaconhills College General Staff agreement 2023-2025 (incorporating the terms of the Educational Services (General Staff) Award 2020), Beaconhills' policies and procedures and the letter of offer.

No position description can be entirely comprehensive and the incumbent will be expected to carry out such duties as may be required from time to time and are broadly consistent with the position description, the status of the post within the College and



the classification criteria of the Educational Services (Schools) General Staff Award 2020.

**REFERENCE
DOCUMENTATION**

- *Staff Code of Conduct*
 - *College Policies and Practices*
-

PRIMARY PURPOSE OF THE POSITION

The primary responsibility of the Laboratory Technician is the coordination of laboratory rooms and assets to ensure the efficient operation of science laboratories that complement a safe and vibrant teaching and learning environment.

The Laboratory Technician is responsible for the management of the day-to-day running and experiments occurring within the Pakenham Campus Science laboratories.

The Laboratory Technician reports to, and takes direction from, the Head of Science (5-12) and is accountable to the Campus Principal and the Executive Principal. The incumbent must have excellent organisational skills, demonstrate high communication skills and enjoy the challenge of working as part of a team assisting in the activities of the Science Department and other areas within the College community.

KEY RESPONSIBILITIES FOR THE POSITION

Laboratory Operations and Maintenance

- Prepare, distribute, and set up samples, demonstrations, class equipment sets, and scientific materials for practical teaching
- Prepare chemical solutions of known concentration from bulk supplies, including concentrated acids, stains, and media
- Manufacture, maintain, and repair simple glassware, general equipment, and laboratory apparatus
- Maintain scientific teaching resources, classrooms, storerooms, preparation rooms, and laboratories in a clean, safe, orderly, and secure manner
- Maintain chemical and scientific equipment registers and databases
- Develop and implement maintenance procedures for laboratory equipment

Workplace Health and Safety

- Work independently in a science laboratory, recognising, anticipating, and safely managing chemical hazards
- Develop and maintain Risk Assessments and provide technical advice on risk assessments for laboratory experiments and science projects
- Use RiskAssess software to maintain safety data sheets and for booking practicals
- Implement and maintain safe storage, handling, preparation, and disposal systems for chemicals, laboratory waste, and biologically hazardous substances in accordance with current legislation and guidelines
- Ensure proper labelling, secure storage, calibration, and control of equipment, apparatus, and hazardous materials
- Coordinate laboratory safety audits



- Maintain and update Chemwatch database and Materials Safety Data Sheet (MSDS) folders
- Undertake WHS duties for the faculty and provide advice to teaching staff on laboratory safety standards and procedures
- Keep current with legislation and regulations relating to laboratory safety
- Obtain all required permits and licenses for materials held on site

Teaching Support

- Liaise with Science teaching staff on their needs for practical work
- Maintain an efficient system for use and allocation of materials and equipment, setting priorities where necessary
- Provide technical advice to Science teaching staff on curriculum components and experiment suitability based on risk level and chemical safety
- Assist Science teaching staff with demonstrations and instruct students on equipment use and care
- Design, trial, and demonstrate experiments and laboratory techniques for lesson use in collaboration with teaching staff
- Assist with sourcing practical activities
- Supervise the issue and return of chemicals, materials, and equipment used by teachers and students
- Assist with preparations for Science Week, Open Day, and whole school activities

Living Specimens and Field Work

- Care for flora and fauna within the Science department in accordance with current handling and prevention of cruelty regulations
- Obtain, maintain, breed, and collect living specimens and organisms as required in accordance with regulations
- Collect off-campus scientific materials and field samples

Inventory and Resource Management

- Coordinate labelling, storage, and stocktaking of chemicals, equipment, and consumables
- Coordinate security of Science laboratories, materials, and equipment
- Order chemicals, equipment, materials, and consumables as required using College ordering procedures and petty cash system, including arrangements for dispatch, collection, and payment
- Maintain accurate inventories and records of laboratory resources
- Liaise with sales representatives regarding scientific equipment
- Coordinate facility and resource sharing within the faculty and with other the other campus when necessary

Administrative and Financial Tasks

- Develop and implement operational guidelines and practices for Science laboratories
- Assist in planning, budgeting, and developing budgetary proposals for the Science department and laboratory operations



- Assist with managing purchase requisitions for Science laboratory resources
- Keep accurate records of purchases and incoming orders
- Create, review, and update procedures with suggestions to improve efficiency
- Undertake administrative and clerical duties associated with laboratory operations

Other tasks

- Maintain current knowledge in practical activities and techniques in school science laboratories
- Support teaching staff to help maintain and promote a safe and secure learning environment for all students
- Other duties as directed by the Head of Faculty

QUALIFICATIONS

The successful application must hold (or be in the process of obtaining):

- A current Working with Children Check
- A current *National Police Check* (NPC)
- A current first aid certificate (or a willingness to obtain)
- The ideal candidate will have Science/Applied science (or relevant) qualifications
- Experience working in the sector ideally with education based experience

COMPETENCIES

- Knowledge of the use of scientific equipment and handling potentially hazardous substances
- Possess excellent computer and keyboard literacy, including use of the Microsoft Office suite
- High level of accuracy and attention to detail
- High-level organisational and time management skills
- Strong decision-making, problem solving and analytical skills
- High-level written, verbal and interpersonal communication skills
- Ability to adapt to the changing technologies of the College
- Ability to work as part of a team or independently
- Ability to handle multiple tasks
- Ability to demonstrate initiative and work under pressure
- High degree of confidentiality and discretion

PHYSICAL CAPABILITIES

- Sitting (occasional 1-33%)
- Standing (frequent 34-66%)
- Walking (frequent 34-66%)
- Talking (frequent 34-66%)
- Listening (occasional 1-33%)
- Steps/stairs (frequent 34-66%)
- Carrying (occasional 1-33%)
- The employee will be working in a laboratory environment, where they may be exposure to hazardous chemicals, dust, biological waste, fumes and toxic waste and necessary precautions are to be taken



- The employee may be required to perform handling activities with lightweight or easily moved items
- Ability to undertake repetitive arm movements and manual dexterity
- Specific vision abilities required for this position include close vision, distance vision, colour vision and depth perception.

WORKPLACE HEALTH AND SAFETY RESPONSIBILITIES

- Ensure that any hazards, incidents (including near misses) and injuries are reported immediately to relevant management
- Co-operate in relation to activities taken by the College to comply with Work Health and Safety (WHS) legislation
- Participate in consultation, meetings, training and other health and safety activities where required
- Ensure only authorised, adequately trained staff undertake assigned tasks
- Take reasonable care for personal health and safety and the health and safety of others in the workplace

CHILD SAFETY AND EQUAL OPPORTUNITY STATEMENT

Beaconhills College has zero tolerance for child abuse. Beaconhills is a child safe employer and is committed to the welfare of children and their protection.

Beaconhills has systems to protect children from abuse, and will take all allegations and concerns very seriously and respond to them consistently, in line with our policies and procedures.

All potential employees and volunteers will be required to comply with the College's *Child Safe Policy* and *Code of Conduct*, which are available on our website [here](#). Beaconhills performs thorough assessments of potential and existing employees in accordance with the legislated Child Safe Standards. The assessments will be used to ascertain whether the potential or existing employee is a fit and proper person and is suitable for work in a school environment and in the position applied for or held. The screening process includes, but is not limited to, criminal record checks, *Working with Children Check* (WWC Check) and checks of social media accounts.

Beaconhills College is committed to Equal Employment Opportunity principles and is committed to the principles of merit-based selection, equity, diversity and procedural fairness in our recruitment process.

Aboriginal and Torres Strait Islander peoples are encouraged to apply for all positions at Beaconhills College.

