

JOB DESCRIPTION
LABORATORY TECHNICIAN (BIOLOGY AND MARINE SCIENCE)

Employment Conditions	Fulltime, term-time, fixed term role commencing Term 2 2025 to end of Term 1 2026 (Parental Leave cover)
	In accordance with the Educational Services (Schools) General Staff Award
Reports to	Head of Science
Last Revised	February 2025

Our overarching purpose is **to engage hearts and ignite curious minds**.
Our intent is to enable staff to flourish in a supportive and inspirational environment that encourages personal and professional growth.

OUR PURPOSE: To engage hearts and ignite curious minds.

OUR VALUES: • Courage • Respect • Aspiration • Compassion • Integrity

The Science Department offers a comprehensive and diverse program. It is designed to stimulate and equip our students with a sense of curiosity, knowledge and a range of skills that are relevant to the sciences and have broader application to daily life. The program is delivered in well-equipped, modern, purpose-built laboratories.

The courses in Years 7 and 8 are common, integrated courses that cover the areas of biological sciences, chemical sciences, earth and space sciences and physical sciences. In Years 9 and 10 the courses are split into Chemistry, Biology and Physics and taught by specialist teachers on a rotational basis. In Years 9 and 10 students have the opportunity to supplement their science studies by selecting a Marine Science or Environmental Science elective.

ROLE

The Laboratory Technician works as part of a team of technicians to assist in the preparation of practical work for academic staff.

Hours for this role are spread over 5 days and are term time only.

RESPONSIBILITIES

The responsibilities of the Laboratory Technician include:

- Fulfil daily equipment requests for Year 11 and 12 Biology and Human Biology, and Years 7 to 9 Science and Year 10 Biology Science, Year 10 Biology Science and Year 9 to 12 Marine Science classes. Remove trays of equipment which have been finished with and return all apparatus to the correct storage areas. Replace immediately, any laboratory shelf supplies removed with the trays.
- Be responsible for maintaining all microscopes and other biological teaching aids in clean and working order.
- Monitor the security of the ground floor science laboratories and other rooms housing equipment.

LABORATORY TECHNICIAN

- Organise and ensure efficient functioning of the prep rooms and laboratories, including the Marine Science prep room and laboratories.
- Provide assistance for teaching staff during lessons as required.
- Establish and maintain animal and plant communities as requested by the teaching staff.
- Once a term, check all safety and first aid equipment within the Department.
- Conduct an annual stock take of all equipment formally kept in the downstairs main store. A computer database can be established for this purpose.
- Test water quality of aquaria and aquaculture tanks once per week, and/or as determined by teaching staff, and report as required. This involves the use of wet test kits, digital probes and optical instruments and maintenance of electronic records.
- Maintain stock by feeding and performing water changes and check the status of aquatic life.
- Assist in production and set-up of equipment as required by teaching staff (such as electronic abiotic probes, aquaculture ponds/tanks, quadrats, transect lines, underwater digital cameras etc).
- Preparation of Work Health and Safety requirements for experiments and activities including SDS in accordance with the model Code of Practice for the Preparation of Safety Data Sheets for Hazardous Chemicals.
- Prepare underwater marine survey equipment, underwater cameras and shark mitigation systems.
- Prepare and maintain adequate sets of chemicals, reagents and indicator and testing solutions.
- Maintain stocks of prep room equipment.
- Ensure that sufficient stocks of all cleaning materials for the Department are maintained.
- Carry out other duties as required by the Head of Department or by the School.

The above is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

EDUCATION, EXPERIENCE, SKILLS AND PERSONAL QUALITIES

Education/Qualifications

Desirable

- A tertiary qualification and equivalent experience in laboratory work.

Experience and Skills

Essential

- Preparation of chemical solutions, buffers, stains and indicators.
- Knowledge of chemical safe handling storage and disposal.
- Sterile microbiology techniques.
- Culture maintenance.
- Plant and animal classification.
- Basic computing skills.
- Maintain a high level of resilience and emotional agility.
- With personal responsibility and through collaboration and teamwork, be able to successfully navigate and manage change.
- Be able to use your personal and problem-solving skills to manage and work collaboratively through conflict, to resolution.

LABORATORY TECHNICIAN

Desirable

- Basic repairing and maintenance of equipment.
- Experience with data logging equipment.
- Electrophoresis.

Personal Qualities

Essential

- Ability to communicate professionally and effectively with staff and students.
- Excellent organisational skills and ability to multi-task.
- Ability to use initiative.

WORKING RELATIONSHIPS

Internal

Principal

Executive staff

Administrative staff

Teaching staff

Students

OUR COMMITMENT TO CHILD SAFETY AND CHRISTIAN VALUES

St Mary's Anglican Girls' School is a child safe environment. Our school actively promotes the safety and wellbeing of all students, and all school staff are expected to be committed to protecting students from abuse or harm in the school environment, in accordance with their legal obligations and in accordance with our Child-safe Framework. A valid Working with Children Card and National Police Clearance are required for all employees at St Mary's Anglican Girls' School.

St Mary's is an Anglican school and applicants should be able to demonstrate empathy with and support for the School's Christian values.

St Mary's is a non-smoking campus and all staff are expected to adhere to this.