

Laboratory Technician



**LORETO
COLLEGE**

Marryatville, South Australia

www.loreto.sa.edu.au

Role:	Laboratory Technician
Terms:	Permanent part-time – 15.0 hours per week 39 weeks per year
Commencement Date:	20 January 2026
Classification:	Education Support Officer Resources Stream Grade 3 Year 1
Responsible to:	Leader of Science

About Loreto

The Mission Statement for Loreto Schools of Australia states:

A vigorous belief in the capacity and responsibility of women to contribute significantly to society and to the church underlies the emphasis in our tradition on the education of girls.

It builds on Mary Ward's conviction that 'women in time to come will do much' and is inspired by her independence of spirit, her strength of mind, her tenacity and her courage in breaking new ground. Yet, for all her passion to redress an imbalance, her fundamental belief was that men and women alike found their deepest truth and ultimate value in God. There is still an urgent need today to recreate the vision of what it is to be fully human, for men as well as women. It is therefore our task to educate beyond the stereotypes. It is our hope that those involved in our schools will act freely, courageously and in a spirit of collaboration to affirm the dignity of each individual and to further the cause of human rights.

This is our vision: that Loreto schools offer a Catholic education which liberates, empowers and motivates students to use their individual gifts with confidence, creativity and generosity in loving and responsible service.

All Loreto schools in Australia share the same set of values: freedom, justice, sincerity, verity and felicity. These values are at the heart of our educational philosophy and shape our identity as a school.

Position Overview

The Laboratory Technician, in conjunction with the Laboratory Manager, maintains the Science laboratories on a day to day basis and provides technical laboratory assistance for the teaching of Senior Science and Junior Science classes as directed by the Leader of Science.

The Laboratory Technician is responsible to and works under the direction of the Leader of Science to ensure that the needs of the whole Science faculty are met.

Teacher Support

- Prepare and distribute equipment required for practical lessons and set up practical demonstrations required by staff.
- Prepare signage, instructions for equipment and practical procedures and documents.
- Order, accept, delivery of, mark, check and store new equipment and supplies.
- Maintain hazardous substance procedures (labelling, storage, disposals, MSDS) and ensure WHS procedures in regards to chemicals, plant and biological hazards are followed.
- Assist in conducting safety audits of laboratories and nearby areas.
- Ensure balances, microscopes, data logging equipment and other specialized equipment which need careful and detailed maintenance are set up, stored and repaired when required.
- Ensure apparatus (glassware) is cleaned and returned to designated storage areas after use.
- Set up, test, dismantle, remove and store displays and specialist equipment and apparatus.
- Establish and maintain feeding and cleaning routines, including holiday care for fauna.
- Undertake care of laboratory animals with attention to Animal Ethics Guidelines.
- Organise and maintain stock control systems including stocktaking, re-ordering and disposal of resources and maintain the Assets Register.
- Maintain computer databases on chemicals, equipment, practicals, their risk assessment and other resources in the Science laboratories.
- Consult with teachers to clarify curriculum support needs.
- Inform staff in the use and care of scientific equipment, especially new equipment or procedures, ensuring all safety considerations are met.
- Post safety information in a suitable place and informing staff in handling Hazardous Substances and other safety procedures.
- Maintain a registry of Hazardous Substances as required by the WHS legislation.
- Engage in professional development opportunities or associations in relevant areas which are external to the College.
- Engage in reflective reviews with your line manager.
- Any other duties as directed by the Principal.

Work Health and Safety

- Adhere to safe work practices.
- Report to the WHS committee all student accidents, injuries and management at each WHS meeting.
- Liaise directly with Loreto WHS Coordinator regarding student and staff accidents and incidents.

Mission, Ethos and Ethics

- Know, accept, embody, and actively develop the Loreto mission and values.
- Demonstrate a clear understanding of, and commitment to, the Loreto charism of Mary Ward.
- Fully support and participate in the Catholic ethos of the College, including staff and student prayer, retreats, social justice activities, and voluntary service.
- Role model Christian values in all interactions with students, staff, parents, and the wider community.
- Maintain confidentiality and uphold high professional standards at all times.
- Publicly support College policy initiatives and strategic plans, both internally and externally.
- Support and uphold the College's policies and procedures, including the *Safeguarding Children and Young People Code of Conduct*.
- Responsibly manage information and communication in accordance with College policies, including the *Privacy Policy* and *Responsible Use of Technology Policy*.
- Undertake tasks involving the creation, collection, use, disclosure, duplication, and disposal of information with integrity and compliance.
- Undertake tasks including creating, collecting, maintaining, using, disclosing, duplicating and disposing of information including managing and using communication devices (email, internet, telephone, network) in accordance with the College's policies, including *Privacy Policy* and *Responsible Use of Technology Policy*.

Person Specification – Essential Criteria

Knowledge and Skills Required

- Laboratory experience within an educational setting
- Attention to detail, ensuring accuracy and precision in laboratory experiments and data recording
- Adaptability and innovation in the laboratory, including ability to adapt to new technologies and methodologies for continuous improvement of lab operations and educational outcomes.

Personal Qualities

- Well-developed interpersonal skills, including the ability to listen and communicate effectively and empathetically to achieve successful outcomes
- Excellent communication skills, both written and verbal, that can be used effectively with staff, students
- Excellent administrative and organisational skills which are reflected in daily management
- Demonstrated ability to prioritise tasks, use knowledge and initiative and to problem solve promptly
- Ability to work independently, be self-motivated and proactive and also be an active and supportive contributor in a team environment
- Ability to communicate with families, staff and students in a personal and supportive manner

Essential Qualifications

- Tertiary qualifications in a scientific discipline or laboratory management, or be recognized as having equivalent competency will be highly regarded

Work Health and Safety

Teachers (including PORs), Non-teaching positions – WORKERS

This role is deemed to be a *Worker* under the South Australian Work Health and Safety (WHS) Act 2012.

As a *Worker*, while at work you must –

- take reasonable care for yourself and others in the workplace
- take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons
- comply, in so far as you are reasonably able, with any reasonable instruction given by the employer to allow the person to comply with the WHS Act
- cooperate with any reasonable policy or procedure of the employer relating to health or safety at the workplace that has been notified to workers
- do not bypass or misuse systems or equipment provided for any purpose
- report unsafe conditions or acts which come to your attention and address where possible. Notify your supervisor/manager of actual or potential WHS risks in your work area
- notify your supervisor/manager of incidents, injury and pain or discomfort following a work related injury/activity as soon as possible, preferably in the shift it occurs, but no later than 24 hours.

All workers are authorised to:

- stop any activity where there is imminent risk of harm to self or others and to the environment
- instruct others to stop a task considered to present a risk to health, safety and the environment
- raise and/or discuss health, safety, environment and quality matters with supervisors/managers or safety representatives where relevant
- notify a direct report and follow up on any health safety, environment and quality matters outside of one's ability or capacity to control
- escalate health, safety, environment and quality matters to an appropriate level

Accountability

Catholic Church Endowment Society Inc (CCES) utilises a number of accountability processes to assess performance relating to the implementation of management system responsibilities. These processes apply to all personnel and are performance based.

The key process may include:

- supervisory arrangements (in accordance with organisational and site management structures)
- system review and verification activities; and
- performance appraisals

Reference: Catholic Safety, Health Welfare South Australian, (12) v1

Annual Review

An Annual Review is undertaken with your line manager to provide feedback and discussion for professional growth.

APPROVAL

Job Description Approved

.....
Print Name

.....
Signature Principal or Delegate

.....
Date

.....
Print Name

.....
Signature Staff Member

.....
Date

October 2025

Applications

Applications for the position of permanent part-time Laboratory Technician should be addressed to:

Ms Kylie McCullah
PRINCIPAL
Loreto College
316 Portrush Road
MARRYATVILLE SA 5068

Terms and Conditions

- Tertiary qualifications in a scientific discipline or laboratory management, or be recognized as having equivalent competency will be highly regarded
- All applicants will be required to attain a Working with Children Check and maintain police clearance to work in Catholic Education SA, approved Responding to Risk of Harm, Abuse and Neglect – Education and Care training and First Aid training. Please attach any relevant certificates to your application

Included with your application

Please provide copies of the following documents:

- Address each of the Selection Criteria outlined in the position description.
- Your Curriculum Vitae
- The names, addresses and full contact details (including email address) of three referees who may be approached.
- All applicants will be required to complete an Applicant Declaration Form for School Employees which is available on our website. This Form must be submitted with your application.

Closing Date

Applications close at 9.00 am on Friday, 31 October 2025