



POSITION DESCRIPTION

This Position Description is a guide only and is not intended to be an exhaustive or exclusive list of the duties attached to this position. The Position Description is subject to review and modification by the Principal, in response to the strategic direction of the School, and the development of the skills and knowledge of the position.

JOB TITLE	Laboratory Technician
HOURS OF WORK	Full time Monday – Friday 8.00am – 4.00pm
SCHOOL	Melbourne Girls Grammar Senior School (Merton Hall Campus) 86 Anderson Street, South Yarra, 3141
FACULTY/DEPT	Science
REMUNERATION CLASSIFICATION	Melbourne Girls Grammar School Enterprise Agreement 2026
REPORTS TO	STEM Laboratory Manager, Head of Science, and ultimately the Principal.
SUPERVISES	Nil
POSITION OBJECTIVE	The Laboratory Technician supports the Science Department and plays a key role in the delivery of practical science programs. The main responsibilities include, but are not limited to, the following: • Provide technical and administrative support to Science teaching staff across Years 5–12. • Prepare, test, and set up laboratory experiments, practical activities, and demonstrations in line with curriculum requirements, including VCE subjects. • Provide organisational and in-class support to teaching staff during practical lessons where required. • Ensure the safe handling, storage, and disposal of chemicals and equipment in accordance with health and safety standards. • Management and maintenance of laboratory facilities, equipment, and scientific resources. • Maintain accurate records, including stock control, chemical registers, and safety documentation.
KEY ACCOUNTABILITIES	KEY TASKS



LABORATORY PREPARATION	• Prepare, assemble, pre-test and modify practical activities, demonstrations and teaching resources for Years 5–12 Science, including VCE subjects. • Brief teaching staff on the operation of practical activities, including any risks, limitations or issues identified during pre-testing. • Provide in-class support during practical investigations where required. • Support teaching staff in identifying and implementing new practical activities and demonstrations to enhance student engagement and learning. • Assist with the integration of new technologies into teaching and learning,
RESOURCE & INVENTORY MANAGEMENT	• Manage stock levels of laboratory materials, chemicals and equipment across allocated areas. • Undertake regular stocktakes, including an annual audit to inform forward planning and purchasing. • Prepare purchase orders, source quotes, liaise with suppliers and maintain accurate purchasing records. • Maintain detailed records of practical requirements, apparatus needs and known issues for future reference. • Ensure effective organisation and storage of equipment and resources.
MAINTENANCE OF LABORATORIES & EQUIPMENT	• Maintain laboratories and preparation areas in a clean, organised and functional condition. • Oversee the care, maintenance and safe storage of laboratory equipment and materials. • Identify maintenance needs and coordinate repairs with the Program Leader and/or external providers. • Ensure laboratories are prepared for cleaning and routine maintenance activities.
DEPARTMENT ADMINISTRATION & DOCUMENTATION	• Maintain laboratory documentation systems, including inventories, risk assessments, and resource records. • Manage digital filing systems and network drives related to curriculum resources and practical activities. • Update laboratory manuals and procedural documentation in consultation with the Program Leader. • Support the organisation of teaching resources, including worksheets and past assessment materials. • Attend relevant faculty and planning meetings as required.



	Assist with displays and organisation of learning environments to support current curriculum topics.
OCCUPATIONAL HEALTH AND SAFETY (OH&S)	- Ensure all laboratory activities comply with relevant health, safety and regulatory requirements. - Maintain Safety Data Sheets (SDS), chemical registers and risk assessments in accordance with legislation. - Monitor safe handling, storage and disposal of chemicals and hazardous substances. - Maintain laboratory safety equipment, including first aid kits and emergency resources. - Conduct regular safety checks and report any risks or breaches to the Program Leader. - Provide guidance to staff and students on safe laboratory practices.
COLLABORATION & GENERAL SUPPORT	- Work collaboratively with Science staff to support curriculum delivery and planning. - Participate in team meetings and contribute to continuous improvement of laboratory practices. - Provide general support to the Science Department as required, consistent with the role.
PROFESSIONAL DEVELOPMENT	Attending Professional Development workshops and seminars that will assist in successfully meeting the objectives of this role.
OTHER	- Any other duties as requested by the Head of Science or the Principal - Ensure all School policies are adhered to with exception and comply with the <u>MGS Staff Code of Conduct</u>.
BOUNDARY CONSTRAINTS	- The duties of the Laboratory Technician do not include: - The teaching of Science classes. - Approval, purchase and payment of materials, resources and equipment without the approval by signature from the Program Leader. - Assist with any additional duties from art department members and other faculties without the approval of the Program Leader
CHILD SAFETY REQUIREMENTS / OBLIGATIONS	- Must have experience working with children (as required) - Demonstrated ability to follow child safety protocols when supervising children and young people in relation to child safety. (as required) - Must be able to demonstrate an understanding of appropriate behaviours when engaging with children.



	- Abide by all MGGs Child Safety Policies and Codes of Conduct and demonstrate active commitment to the MGGs Statement of Commitment to Child Safety. - Supervise and manage staff appropriately including regular reviews to check whether staff are following Codes of Conduct and other child safe policies. - Demonstrated commitment to promote Aboriginal cultural safety and awareness and the safety of Aboriginal children and/or communities. - Demonstrated ability to promote the safety, wellbeing and inclusion of all children including those with a disability or those from culturally and/or linguistically diverse backgrounds
QUALIFICATIONS	- Tertiary qualification in Biology or relevant field. - Current Victorian Working with Children Check.
SKILLS / KNOWLEDGE REQUIRED	- High level literacy and numeracy skills. - High attention to detail. - Excellent organisational, planning and time management skills. - Previous experience using Synergetic is highly favourable.
KEY COMPETENCIES (KEY SELECTION CRITERIA)	- Ability to provide technical support in lessons. - Ability to co-ordinate activities for young people. - Demonstrate a high-level attention to detail and strong administration skills to complete tasks quickly and accurately. - Demonstrate highly proficient digital literacy skills including Microsoft Office (Excel, Outlook, Word, Teams), database etc. - Excellent organisational, analytical and problem-solving skills. - Demonstrate a collaborative and positive approach to work and working with others to achieve goals. - Well-developed communication and inter-personal skills which build and maintain effective and positive working relationships with immediate supervisors, colleagues and key stakeholders including officials. - Ability to exercise sensitivity and confidentiality in all dealings.
OTHER REQUIREMENTS	- Proactive, resilient and able to work productively in a high performance work environment; - Flexible approach to working hours during peak times; - Professional and diplomatic approach; - High level of, trust, integrity, discretion and work ethic; - Friendly, warm and caring demeanor;



	• A team player who is goal driven and willing to learn. • The ability to give and receive feedback in a professional and diplomatic way
CHILD SAFETY	All staff at Melbourne Girls Grammar are expected to take an active role and are well informed of their obligations in relation to Child Safety. The Melbourne Girls Grammar Child Safety Statement is incorporated in the MGGS staff employment cycle from recruitment and reference checking to induction, 3 and 6 month review processes and regular staff training and professional development. Employment with Melbourne Girls Grammar is subject to adherence to school policies including the <u>Child Safety Policy</u>, <u>Child Safety Code of Conduct</u> and Child Safety Statement as listed below. MGGS Statement of Commitment to Child Safety • As MGGS staff, volunteers, contractors, and any other members of our school community involved in child-connected work, we are responsible for supporting and promoting the safety of children. • We are committed to the safety, participation and empowerment and protecting of all children / students in our care and adhering to our <u>Child Safety Policy</u>. • We are committed to providing a child-safe and child-friendly environment, where children and young people are safe and feel safe and are able to actively participate in decisions that affect their lives. • We have zero tolerance of child abuse and are committed to the protection of children from all forms of child abuse and all allegations and safety concerns will be treated very seriously and consistently with our robust policies and procedures. Our policies and procedures will provide the name and contact details of staff who have specific responsibilities in relation to child safety and who may receive reports of suspicion of child abuse. Child abuse includes sexual offences, grooming, physical violence, serious emotional or psychological harm, serious neglect and a child's exposure to family violence. • We have legal and moral obligations to contact authorities when we are worried about a child's safety, which we follow rigorously. • We are committed to preventing child abuse, identifying risks early and removing and reducing these risks. • We have robust human resources and recruitment practices for all staff and volunteers. • We are committed to regularly training and educating our staff and volunteers on child abuse risks. We support and respect all children, as well as our staff and volunteers. • We are committed to the emotional, physical and cultural safety of all children and to providing a safe environment for their learning. • We are committed to promoting the cultural safety and participation of Indigenous children, young people and their families.



	We have specific policies, procedures and training in place that support our leadership team, staff and volunteers to achieve these commitments.
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