



Position title: Laboratory Technician (Science)
Reporting to: Head of Faculty - Science
Hire Type: Casual
Prepared: May 2026

Overview

Mentone Grammar is a K-12 co-educational School. The School is an open-entry school, drawing student from local Bayside and surrounding suburbs. The School became co-educational in 2006 and adopted a unique Together-Apart-Together model of education, which has resulted in continual growth. The School has a strong philosophy of ensuring that students are happy, healthy, and high achieving.

Values

Caring – We look after ourselves, our friends and our families. We support and encourage each other. We can care for everyone in some way.

Discipline – We form good habits to help us achieve high standards. We have high standards of social behaviour, dress, time management and work ethic.

Endeavour – We strive to do well even if it's hard work. We have the courage to stand up for what we believe in.

Integrity – We know what is right and wrong and act accordingly. People can rely on us to do what is right.

Resilience – Whatever bad times we go through we can bounce back again. We can seek help to “let go” of what is stopping us from being “ourselves”.

Respect – We value other people and their thoughts and feelings. We listen to them, are truthful towards them and accept them as individuals.

Service – We work voluntarily to help others without expecting anything in return.

Primary Purpose of the Role

The Science Laboratory Technician reports to the Head of Science and is responsible for coordinating the efficient day to day operation of the science laboratories, classrooms, storage and office areas. The Science Laboratory Technician is expected to work autonomously, actively support the requirements for Occupational Health, Safety and Welfare and support the needs of colleagues.

Main Responsibilities

The following responsibilities are not exhaustive, nor necessarily in order of priority, but are indicative of the range and nature of the role.

- Specific responsibility for assisting the Head of Faculty to meet OHS&W legislative requirements such as:
 - conducting safety audits for the laboratories
 - ensuring risk assessments are generated by teachers
 - developing and implementing measures for safe handling/storage/disposal of hazardous substances, in accordance with relevant regulations
 - developing and implementing operational guidelines and practices in the laboratory
- Possess a very good working knowledge of the science curriculum and resources from F-12
- Responsible for maintaining contemporary science and laboratory practices by attendance at selected professional development and networking



- Reporting at meetings on matters such as: OHS&W issues, budgets, expenditure and resources facilitates timetabling for the Faculty.
- Maintenance of budget in consultation with the Head of Faculty
- Responsible for stocktaking and the secure and safe storage of chemicals and equipment
- Responsible for ensuring all equipment is maintained in a safe working condition and stored safely
- Responsible for purchasing chemicals, materials and equipment
- Responsible for all preparation and removal associated with laboratory experiments in consultation with teachers, recommend enhancements, modify and/or design and construct equipment for use in experiments.
- Support, assist and induct new teachers by explaining laboratory safety practices and procedures
- Testing of experiments to ensure effective and safe operation
- Demonstrates experiments to classes of students at the request of teachers
- Responsible for all flora and fauna associated with the faculty
- Attending faculty, campus and school functions as required
- Maintaining positive, professional relationships at all times

Other Duties

- Perform various other duties as requested by your manager and / or the School

Key Relationships

Head of Faculty – Science (Direct Report)	Principal
Deputy Principal	Assistant Head of Faculty
Science Teachers	

Experience, Knowledge &Skills

- Relevant experience in laboratory work
- Polished communication skills with a high attention to detail
- Good sense of humour and a team player who is willing to contribute to the broader life of the school

Qualifications

Required

- Current HLTAID003 Provide First Aid
- Current HLTAID001 Provide CPR
- Relevant experience in laboratory work
- Current Employee Working With Children (WWC) Check
- National Crime Check



Competencies, Behaviours & Attributes

- Punctual
- Proactive by nature
- Possess a positive outlook, exceptional interpersonal skills and high emotional intelligence with demonstrated ability to build authentic, collaborative and productive relationships
- Accountable for their work and their actions and have a high concern for the quality of their own work, reflected in a sense of urgency and a high attention to accuracy and detail
- Effective conflict resolution and negotiation skills
- Ability to take initiative within prescribed limits
- Ability to deal with people with tact and diplomacy
- Ability to establish and maintain positive working relationships both internally and externally
- Ability to perform under pressure
- Ensure adherence to all School policies, procedures and the organisational goals, values and principles
- Ensure the appropriate care and use of School assets and equipment at all times
- Positively and actively demonstrate the School's workplace values

Mentone Grammar Policies: Risk Management, Occupational Health and Safety and Child Safety

Staff are expected to:

- Adhere to and implement all working practices and procedures in accordance with Mentone Grammar School's Risk Management and Occupational Health and Safety Policies
- Monitor and take full care of health and safety of self and others within area of responsibility
- Participate, where required, in the resolution of safety issues
- Ensure familiarity and compliance with the School's Child Safe Policy, Code of Conduct and Procedures.

Child Safe Standards

Mentone Grammar has a zero-tolerance policy for child abuse and is committed to promoting child safety, children's wellbeing and protecting children from abuse.

- Mentone Grammar (the School) is committed to protecting its students from all aspects of harm, and has established strategies, practices, policies, and procedures to uphold this public commitment.
- The School takes a zero-tolerance approach to any behaviours that jeopardise student safety and wellbeing (including child abuse and reportable conduct). The School regards its student safety responsibilities with the utmost importance and strives to deliver an educational curriculum that promotes the School's ethos, vision, and values of Caring, Respect, Integrity, Endeavour, Service, Discipline and Resilience.
- All members of our Community must comply with Mentone Grammar's Student Safety and Protection Policy and Procedures and its associated policies. The policies were developed in accordance with Ministerial Order No. 1359 – Implementing the Child Safe Standards – Managing the Risk of Child Abuse in Schools and Boarding Premises.

Mentone Grammar Policies can be found at: www.mentonegrammar.net/policies



Disclaimer

The Principal reserves the right to modify the recruitment process based on the needs of Mentone Grammar. The purpose of this description is to serve as a general summary and overview of the major duties and responsibilities of the position. It is not intended to represent the entirety of the position nor is it intended to be all-inclusive. Therefore, the position may be required or requested to perform other work duties not specifically listed herein. Mentone Grammar School reserves the right to modify this job description in consultation with the incumbent from time to time depending on the operational needs and requirements of the School.