



HALE SCHOOL

JOB DESCRIPTION

Date	June 2026
Position Title	Laboratory Technician – Chemistry Department (Senior School)
Reports to	Head of Chemistry Department

Role Purpose

Provide specialist technical support to teaching staff within the Chemistry Department, ensuring the safe, efficient use and maintenance of laboratory resources and equipment.

Support a wide range of teaching and learning activities, including the preparation of apparatus and chemical solutions for practical work, and ensuring the safe and effective operation of the preparation room.

Prepare, organise, distribute, and collect reagents and materials for teaching and assessment in Chemistry and other science classes. Maintain laboratories and resources, ensure chemical safety compliance, and provide administrative, communication, and secretarial support to the Department.

Key Responsibilities

Laboratory Preparation and Support

- Prepare laboratory materials for Chemistry and other science classes (Years 9–12), including setting up demonstrations
- Support Years 7–8 classes with chemicals and equipment when required
- Clear apparatus after practical work, including cleaning surfaces and ensuring safe disposal of chemicals, broken glassware, and waste
- Wash and return glassware and equipment to storage
- Ensure resources are maintained, replaced, and safely stored
- Maintain and repair glassware and equipment to required standards
- Assist with student clubs, competitions, and cross-curricular activities

Resource and Administration Support

- Order, catalogue, and maintain Chemistry and science resources
- Assist in maintaining equipment, chemical, and resource inventories
- Monitor and maintain IT resource security
- Maintain the Department budget and identify cost efficiencies
- Collate and distribute teaching materials
- Prepare noticeboard information
- Provide general administrative and secretarial support

Laboratory Safety and Management

- Contribute to the development and delivery of effective laboratory processes and teaching support
- Assist with laboratory administration processes, including budget monitoring and procurement
- Maintain safe work practices, including:
 - Ensuring all equipment is tested, tagged, and safe to use
 - Managing hazardous chemicals safely and in compliance with regulations
 - Supporting proper PPE use and fume hood maintenance
- Maintain First Aid qualifications and emergency response awareness
- Ensure First Aid kits are fully stocked and up to date
- Maintain emergency equipment (e.g. eyewash stations) and clearly display emergency contacts
- Maintain Safety Data Sheets (SDS/MSDS) and liaise with the Safety Systems Officer on updates
- Ensure all chemicals are:
 - Stored correctly
 - In date and audited
 - Disposed of in compliance with regulations
- Assist in risk assessment updates
- Monitor and review health and safety procedures
- Inspect and maintain safety equipment as directed
- Ensure laboratory practices support cross-disciplinary activities across Biology, Chemistry, and Physics

Compliance and Professional Responsibilities

- Support the School's Values, Statement of Purpose, Ethos, and Anglican framework
- Comply with all policies, including:
 - Mandatory Reporting and Child Protection
 - Staff Conduct and Discipline
 - Critical Incident Management procedures
- Maintain professional knowledge through training, professional networks, and relevant online resources
- Demonstrate awareness of emergency management procedures
- Undertake other duties as directed

Financial Responsibilities

- Identify cost efficiencies and process improvements
- Procure departmental consumables at competitive pricing

Personal Development

- Actively participate in professional learning and development opportunities

Team Participation

- Contribute to the aims and objectives of the School
- Participate in continuous improvement initiatives
- Work collaboratively within the Chemistry Department and with other technicians

Key Working Relationships

- Head of Department – Chemistry

- Chemistry Teachers
- Science department staff
- Heads of Biology and Physics
- Director of Finance & Governance
- Administration staff
- Maintenance Manager
- IT staff
- School suppliers
- External partners including universities, industry contacts, and community organisations
- Parents and broader school community

Additional Capabilities (Desirable)

The capacity to:

- support the development and delivery of cross-curricular projects in collaboration with Heads of Department and teaching staff
- liaise with external institutions, industry, and higher education providers to support initiatives and resource access, including identifying funding opportunities
- work collaboratively across multiple science disciplines
- mentor and support science technicians, providing guidance on technical skills, equipment handling, and collaborative practices
- contribute to the coordinated support of Biology, Physics, and Chemistry laboratory activities.

Employment Conditions

The Headmaster reserves the right to vary duties as required. Such variations do not constitute a breach of contract or termination of employment.

As part of pre-employment requirements, referees and previous employers may be contacted regarding Child Safety matters. Social media checks may also be conducted.

Selection Criteria

- TAFE Diploma in Laboratory Techniques or equivalent specialised Chemistry knowledge
- Demonstrated ability in chemical management and laboratory operations
- Strong organisational skills, initiative, flexibility, and ability to meet deadlines
- Significant practical laboratory experience (highly desirable)
- Physical capability for standing, walking, and climbing stairs
- Current "C" Class driver's licence (desirable)
- First Aid Certificate (desirable)

Child Protection

Hale School takes child protection seriously and is committed to supporting the wellbeing of all children and young people, respecting their dignity, ensuring their safety, and protecting them from abuse and other harm.

All candidates for roles at Hale School are subject to rigorous screening procedures and assessment as a condition of employment.

All staff are required to uphold the standards and adhere to the procedures outlined in our Code of Conduct for all Staff, Code of Ethics, Child Safety and Child Protection and Mandatory Reporting Policies.

As part of your duties and responsibility as an employee you will be required to:

- Promote the safety and wellbeing of children and young people
- Ensure your interactions with children and young people are positive and safe
- Provide appropriate support and supervision of children and young people in your care
- Act as a positive role model for children and young people
- Participate in regular performance management and professional learning linked to our Codes of Ethics and Code of Staff Conduct, Child Safety and Child Protection and Mandatory Reporting Policies.
- Maintain an up to date and valid Working with Children Check
- If appropriate meet professional standards for teachers and maintain teacher registration and,
- Report to the Headmaster any criminal charges or convictions you receive during your employment that may indicate a possible risk to children and young people

The Hale School community has zero-tolerance for child abuse, and all allegations and safety concerns are treated very seriously and consistently with our robust safeguards and procedures.