

Education Assistant - Science Technician

Education Assistant Laboratory Technician – Vacant Position

PART-TIME (0.7 FTE)

Commencement: Term 2, 2026

HillSide Christian College is an evangelical, Christian school located in Forrestfield, with an approximate enrolment of approximately 460 students from 4-year-old Kindy to Year 12.

WHO WE ARE

Our College is a ministry of HillSide Church, and provides a caring, friendly and peaceful Christian environment where young people can advance. We believe in partnerships between the Church, our staff, students and parents that create the right atmosphere in the school.

Our staff share our Christian values and goals and are fully committed to seeing every young person reach their potential.

Our website will give you a feel for our College and our ethos: <http://www.hillside.wa.edu.au>

ABOUT THE ROLE

The Education Assistant Laboratory Technician plays a vital role in supporting the delivery of the Science curriculum across the Secondary School. This is primarily a technical role, responsible for ensuring all laboratory and science equipment is functional, well-maintained, and safe for intended use. The Technician also collaborates closely with the Science teaching staff to support lesson delivery, including experiment preparation, classroom safety, and student engagement. In addition, the Technician contributes to policy compliance in chemical handling, health and safety, and resource management.

Term: The initial appointment will be a 2-Year Fixed Term Contract, with possible conversion to ongoing.

FTE: 3.5 days per week / 7 days per fortnight (0.7 FTE).

Work Schedule: The working days and spread of hours are negotiable.

Salary: HillSide Administration Pay Scale (Non-teaching staff Level 3.1). Available via email request.

Salary is based on the College's Education Assistants Pay Scale, which is above the Award (MA00076) rate and negotiable on qualifications and experience. Additional paid leave is granted during school vacation periods.

KEY EXPECTATIONS

The successful applicant will be a practising evangelical Christian who is able to demonstrate and work within the College's Christian framework. They will need to accept the College's Code of Conduct (including Statement of Faith) and be committed to supporting teaching from a biblical worldview. Prior to employment the successful candidate must meet all compliance requirements.

Laboratory and Classroom Support

- Assist the science team with the preparation and setup of practical lessons and experiments.
- Observations during student experiments and ensure that all safety protocols are followed.
- Lead or co-lead demonstrations and experiments where needed.
- Conduct safety inductions for Year 11 and 12 Chemistry students (SDS handling, labelling, etc.).
- Provide safety demonstrations for Year 7 and 8 students.
- Monitor student safety during practical sessions, especially when using hazardous materials or equipment.
- Support teaching activities in both Secondary and Primary science-related projects.
- Collaborate with staff to plan engaging activities for events such as Orientation Day.
- Provide classroom and experimental support to relief and non-Science staff (e.g. Primary, Manual Arts, Art).
- Provide first aid if required.

Equipment and Resource Management

- Maintain a comprehensive maintenance schedule for all laboratory equipment.
- Conduct simple repairs and arrange external servicing as needed.
- Ensure all equipment is safe, tested, tagged, and includes appropriate "How To" documentation and risk assessments.
- Maintain orderly and clean labs, classrooms, prep areas, and storage rooms.
- Assist with equipment acquisition, delivery checks, and stock control.
- Manage end-of-term tasks, including equipment storage, test and tag prep, furniture moving, fridge cleaning, and textbook return.
- Liaise with external providers (e.g. Perth Scientific, Rowe Scientific, Westlab) for equipment purchases and scheduled maintenance (e.g. fume cupboard checks).

Chemical and Hazardous Materials Management

- Maintain and update the Chemical Register and Safety Data Sheets (SDS), both digitally and physically.
- Ensure proper chemical labelling, handling, and storage in compliance with WHS regulations and GHS7 standards.

- Manage flammable materials cabinets and chemical cupboards, ensuring regular cleaning and reorganisation.
- Advise staff on chemical use, disposal, and SDS compliance, including assistance to other departments if needed (e.g. Manual Arts).
- Prepare and dispose of chemicals according to guidelines.
- Maintain spill kits, eye wash stations, and Personal Protective Equipment (PPE).
- Ensure ongoing compliance of chemical storage practices.

Other Duties

- Other duties as directed by Deputy Principal
- Actively participate in Science Faculty and staff meetings where appropriate.
- Collaborate with Risk and Compliance Officer to meet WHS requirements.
- Notify the office when noisy or disruptive experiments are scheduled.
- Work with Science staff and the Deputy Principal to prepare and monitor the science department budget.
- Maintain accurate records of purchases, invoices, and inventory.
- Perform stocktaking and ensure timely ordering of materials and consumables.

SELECTION CRITERIA

1. Certificate IV in Laboratory Techniques or higher (preferred).
2. Demonstrated experience in a laboratory or technical environment.
3. Strong understanding of WHS legislation, regulations, and codes of practice relevant to a school laboratory setting.
4. Knowledge of chemical and biological safety practices, and ethical handling of animals in Science.
5. A service-oriented and flexible approach with the ability to work independently and as part of a team.
6. Strong organisational and communication skills with attention to detail.
7. Willingness to assist in other school areas and events outside of core responsibilities.
8. Ability to conduct Risk Assessments and contribute to safety policy development and review.
9. Experience in liaising with external suppliers and service providers for laboratory needs.

HOW TO APPLY

Applicants should be able to demonstrate their personal faith in Jesus Christ as God and Saviour and be an active member of an evangelical Christian Church. An applicant should be a technician of quality with high-level skills, and the desire to work within a Christian team setting.

The application must include:

1. Cover letter outlining suitability for the role within the context of HillSide Christian College, while addressing the above Selection Criteria (maximum three pages);
2. Current CV outlining qualifications, church membership, professional referees, contact details, and career history;
3. Include a brief statement of your Christian Faith and a written reference or the contact details of a Pastor/Elder who may be contacted for a verbal reference in regard to the applicant's Christian faith, character and practice;
4. A copy of compliance documents named in the dot points below:
 - Copy of qualifications and certificates relevant to the position.
 - Where available, current Working with Children Card (WWCC).
 - Where available, current satisfactory National Police Clearance.

Email application to: humanresources@hillside.wa.edu.au

Assessment of applicants will commence from Monday 13 April 2026, until the position is filled.

Interviews and referee checks will be integral to the selection of any candidate.

ELIGIBILITY

Prior to commencement, employees will need to meet the following essential compliance requirements, and provide when requested:

- Hold or obtain a current Working with Children Check.
- Hold or obtain a satisfactory National Police Clearance.
- Provide original Birth Certificate or Passport, or Visa Grant or VEVO document as relevant, demonstrating Australian citizenship, permanent residency, or unrestricted rights to work in Australia
- Provide a copy of any qualifications and certificates.
- Sign the College's Code of Conduct (including Faith Statement) and the Employment Contract, or Casual Engagement Agreement.

FURTHER JOB-RELATED INFORMATION

For further job-related information please contact Deputy Principal Taylor Bergsma, through the College office on (08) 9453 2644 or email: humanresources@hillside.wa.edu.au

Please note: The College reserves the right to fill the position at its discretion and timing, and to withdraw the position if required. The position will only be filled by the College when a suitably qualified applicant is secured. The College also reserves the right to contact beyond the referee list provided by the candidate if deemed necessary in the appointment process to confirm application details and suitability for the role.