



Job Title:	Science Technician
Reports To:	Head of Learning Area
Direct Reports:	Nil
Section of School:	Secondary School
Liaises with:	Whole of Secondary

St Stephen's School Vision:	St Stephen's School is a Uniting Church School that is Christ centred, student focused and community based
St Stephen's School Values:	The way that we go about our business at St Stephen's is underpinned by five core values. All students, staff and Council members are expected to embrace these values as they undertake their various roles. • Faith • Learning • Care • Service • Community
Role and intent:	Responsible for the organisation and preparation of equipment, materials and technical support for Science teaching staff in provision of their teaching/learning programs.
Role requirements:	• Responsible for attending to Administrative duties relating to the Science Learning Area. • Ensure that all Science Resources, equipment, chemicals are stored and maintained as per safe working procedures and relevant legislation. • To source and collect from suppliers materials required for Science practicals and experiments, such as dry ice, animal organs for dissection and demonstration, plants. • To ensure all equipment is maintained in good working order and to send out for servicing and repair if necessary. For example, multimeters, microscopes etc • Ensure that all chemical and biological wastes are disposed of safely and in accordance with best practice for environmental and human protection. • Represent the Science Learning Area on the School's OSH Committee. • Undertake the role of School Campus Animal Welfare Coordinator. • Undertake the role of School Radiation Safety Officer. • Undertake the role of Science Marshall during School emergency procedures. • Assist the classroom teacher to monitor student use of equipment during practical activities and in the delivery of the curriculum. • In consultation with the Head of Science, place and monitor orders (within the constraints of the budget) to ensure adequate stocks of materials and chemicals are maintained.



Key Performance Indicators:

- Ensure students, parents and the wider School community are provided with a quality and appropriate service in a timely, effective and friendly manner
- Undertake and apply Occupational and Health Safety requirements in the workplace
- Strive to identify areas and processes for ongoing improvement of productivity and service
- Ensure that all documentation and communications are prepared and presented in a professional manner and in a way that reflects the School's ethos and values
- Strive to meet deadlines.
- Other KPI's will be agreed with your manager through the induction process and ongoing evaluation and goal setting.

Selection Criteria:

- A TAFE qualification in Laboratory Practices or equivalent
- The Working with Children (Criminal Record Checking) Act 2004 applies for anyone working in child related employment
- National Criminal Record Checking (except Teaching staff)
- Relevant work experience in a school laboratory or similar laboratory environment
- Ability to organise and prepare school scientific equipment and materials
- Familiarity with current Legislation requirements in order to properly maintain the science laboratories, preparation and storage areas, equipment and chemicals
- Ability to offer technical support for Science teaching staff and programs
- Able to give Administrative support to the Science Learning Area
- Computer competence relative to the position
- Well-developed interpersonal and communication skills, for interacting with adults and students
- Well-developed analytical and problem-solving skills
- Excellent organisational skills and the ability to prioritise work
- Ability to work independently and also as part of a team
- Willingness to positively and actively contribute to the Christian culture of the School

I understand and accept the responsibilities as outlined in this Job Description.

This document was approved by HOLA Science on 01/09/2026

The below information is not required to be printed

Version	Date	Review Date	Author	Comments	Approval
4	Sept 2026	Sept 2028	People & Culture	Reviewed no changes	HOLA Science
3	May 2021`	May 2023	People & Culture	Updated	HOC/HOLA Science
2	Sept 2018	Aug 2020	Valery Wells	Rebranding	E-Team
1	July 2014	July 2015	Maria Moraitis	New	CFO